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# Users

The Users page allows you to add, edit, and delete CareerPortal users. A list of all users is displayed in a grid on this page.

**Basic Navigation** See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

**Return to Admin Tools** You can return to the [Admin Tools](#) page at any time by clicking **Admin Tools**.


**Records** Click **Records** to select the number of records to display.

## View CareerPortal users


The following CareerPortal users information is displayed on this page. Super Admins can view all users for the coops they administer.

Column	Description
<b>Username</b>	Displays the unique user name for each user.
<b>First Name</b>	Displays the user's first name.
<b>Last Name</b>	Display the user's last name.
<b>Email</b>	Displays the user's email address.
<b>UserType</b>	Displays whether the user is an external user, an internal user, or a confirmed user.
<b>Coop</b>	Displays the coop that the user is registered under.

## Add and edit CareerPortal users

Field	Description
<b>Add New+ or</b> 	Opens the <a href="#">Add/Edit Users</a> page.

## Delete CareerPortal users

Field	Description
	Delete the row. A confirmation message is displayed prompting you to continue. <b>OK:</b> Delete the row. <b>Cancel:</b> Cancel and return to the previous page.

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Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/users?rev=1488814815>

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