

# Table of Contents

**Users** ..... 1



# Users

The Users page allows you to 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.

## 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 Edit</b>	Opens the <a href="#">Add/Edit Users</a> page.

## Delete CareerPortal users

Field	Description
<b>Delete</b>	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.

From:  
<https://help.ascendertx.com/careerportal/> - CP

Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/users?rev=1651515873>

Last update: 2022/05/02 13:24

