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# 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+<br/>or<br/>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.<br><b>OK:</b> Delete the row.<br><b>Cancel:</b> Cancel and return to the previous page. |

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