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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>	<p>Displays whether the user is an external user, an internal user, or an internal confirmed user.</p> <p><b>External</b> - A user creates an account using an email address with a domain that does not exist on the District Settings (Co-op) page.</p> <p><b>Internal</b> - A user who created an account using an email address with a domain that exists on the District Settings (Co-op) page.</p> <p><b>Internal Confirmed</b> - A user who created an account using an email address with a domain that exists on the District Settings (Co-op) page, logged on to their CareerPortal account, accessed their Profile Settings, and confirmed their email address.</p>
<b>Coop</b>	Displays the coop that the user is registered under. The user is assigned to the appropriate district when they create an account using an email address with a domain that exists on the District Settings (Co-op) page.

## Edit CareerPortal users

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

## Delete CareerPortal users

**Note:** You cannot delete your own user account.

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.

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<https://help.ascendertx.com/careerportal/doku.php/users?rev=1659710200>

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