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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
Username	Displays the unique user name for each user.
First Name	Displays the user's first name.
Last Name	Display the user's last name.
Email	Displays the user's email address.
UserType	Displays whether the user is an external user, an internal user, or an internal confirmed user. **External** - A user creates an account using an email address with a domain that does not exist on the District Settings (Co-op) page. **Internal** - A user who created an account using an email address with a domain that exists on the District Settings (Co-op) page. **Internal Confirmed** - 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.
Coop	Displays the co-op that the user is registered under. The user is assigned to the appropriate district (co-op) when they create an account using an email address with a domain that exists on the District Settings (Co-op) page. **Note**: A district will not be displayed in the search drop-down field until a user creates an account using an email address with an email domain that is associated with the district.

Edit CareerPortal users

Field	Description
Edit	Opens the Edit Users page.

Delete CareerPortal users

Note: You cannot delete your own user account.

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

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