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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

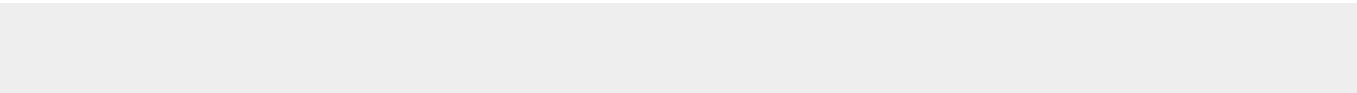
The following CareerPortal users information is displayed on this page. Super Admins can view all users for the coops they administer.

| 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   | <div>Displays whether the user is an external user, an internal user, or an internal confirmed user.</div> <div><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.</div> <div><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.</div> <div><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.</div> |
| Coop       | <div>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.</div> <div><b>Note:</b> 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.</div>   |

## Edit CareerPortal users

| Field | Description                                |
|-------|--|
| Edit  | 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.<br><b>OK:</b> Delete the row.<br><b>Cancel:</b> Cancel and return to the previous page. |

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