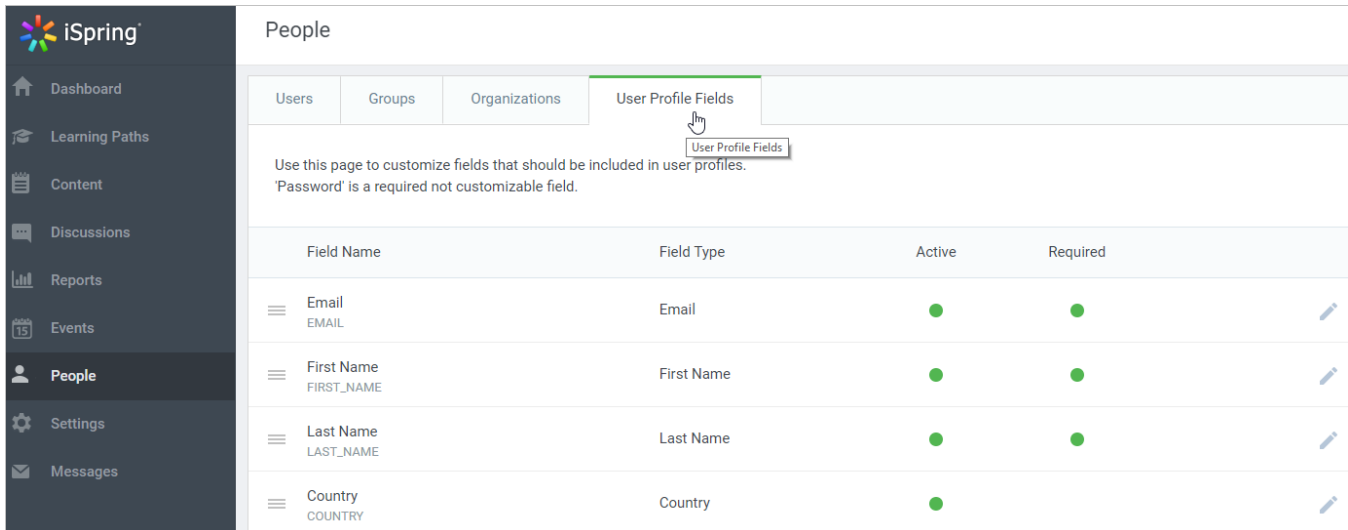


User Profile Fields

In the **People** area, click the **User Profile Fields** tab. Here you can add, edit and remove user profile fields.

- [Adding a New Profile Field](#)
- [Fields Order](#)
- [Deleting a Field](#)
- [Editing User Profile Fields](#)
- [Field ID](#)



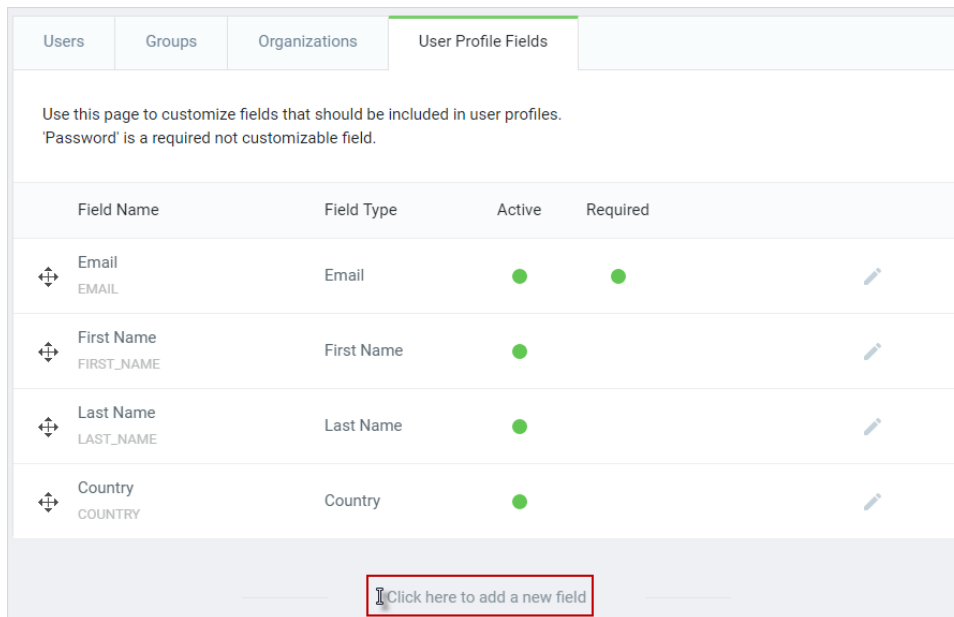
The screenshot shows the iSpring People management interface. On the left is a dark sidebar with navigation links: Dashboard, Learning Paths, Content, Discussions, Reports, Events, People (selected), Settings, and Messages. The main area is titled 'People' and contains tabs for Users, Groups, Organizations, and User Profile Fields (which is active). Below the tabs, a message states: 'Use this page to customize fields that should be included in user profiles. 'Password' is a required not customizable field.' A table lists the current profile fields:

Field Name	Field Type	Active	Required
Email EMAIL	Email	●	●
First Name FIRST_NAME	First Name	●	●
Last Name LAST_NAME	Last Name	●	●
Country COUNTRY	Country	●	

Adding a New Profile Field

To add a new field:

1. Click on the text **Click here to add a new field** under the list of the existing fields.



This screenshot is similar to the previous one but highlights the 'Click here to add a new field' link at the bottom of the table with a red rectangle. The table content is identical to the previous screenshot.

2. Type a name for the new field and click **Enter** on the keyboard.

↕	Last Name LAST_NAME	Last Name	●	
↕	Country COUNTRY	Country	●	

Job Position

3. The new field will be added to the list of the existing profile fields. Choose a field type from the drop-down menu: Text, Email or List.

Field Name	Field Type	Active	Required	
↕ Email EMAIL	Email	●	●	
↕ First Name FIRST_NAME	First Name	●		
↕ Last Name LAST_NAME	Last Name	●		
↕ Country COUNTRY	Country	●		
↕ Job Position	Text	<input type="checkbox"/>	<input type="checkbox"/>	
USER_DEFINED_FIELD1				

Save
Cancel

[Click here to add a new field](#)

Table 2. Field types




















Field type	Description
Text	Plain text field.
Email	Only a valid email address can be typed in this field.
List	This field type is displayed as a drop-down menu with values, which you will be asked to enter separated with commas.

4. Select the **Active** option. All active user profile fields will appear to administrators on the edit user page and to new users when they are registering themselves in iSpring Learn LMS.
5. Select the **Required** checkbox. If you make a field required, the user cannot submit the registration form without filling out that field. The required fields will be marked with an asterisk (*).
6. Click **Save** to confirm the changes.

Fields Order




















To change the order of user account fields:

- Drag and drop the field name

	Field Name	Field Type	Active	Required	
	First Name FIRST_NAME	First Name			
	Last Name LAST_NAME	Last Name			
	Email EMAIL	Email			
 	Job Position USER_DEFINED_FIELD1	List			 
	Country COUNTRY	Country			

Deleting a Field

To delete a user account field:

	First Name FIRST_NAME	First Name			
	Last Name LAST_NAME	Last Name			
	Email EMAIL	Email			
 	Job Position USER_DEFINED_FIELD1	List			  Click to delete field
	Country COUNTRY	Country			















1. Click the **Remove** in the field row on the right
2. Click **OK** in the dialog window, to confirm the deletion.



Note: First Name, Last Name, Email are used in the emails, site notifications and certificates, and thus they cannot be deleted. Password is a required fields. It can be neither customized nor deleted.

Editing User Profile Fields

To edit an existing field:

	Last Name LAST_NAME	Last Name		
	Email EMAIL	Email		 
	Job Position USER_DEFINED_FIELD1	List		 
	Country COUNTRY	Country		

Click to edit field

1. Click the **Edit** icon in the field row
2. Edit the field.
3. Click **Save** to apply the changes or **Cancel** roll back.

Field ID

Under the field name, you can find the Field ID.

Users

Groups

Organizations

User Profile Fields

Use this page to customize fields that should be included in user profiles.

'Password' is a required not customizable field.

Field Name	Field Type	Active	Required	
<div> <div></div> <div>First Name</div> <div>FIRST_NAME</div> </div>	First Name	<div></div>		<div></div>
<div> <div></div> <div>Last Name</div> <div>LAST_NAME</div> </div>	Last Name	<div></div>		<div></div>
<div> <div></div> <div>Email</div> <div>EMAIL</div> </div>	Email	<div></div>	<div></div>	<div></div>
<div> <div></div> <div>Job Position</div> <div>USER_DEFINED_FIELD1</div> </div>	List	<div></div>	<div></div>	<div></div> <div></div>
<div> <div></div> <div>Country</div> <div>COUNTRY</div> </div>	Country	<div></div>		<div></div>

The Field ID can be used as a variable in certificates and emails. It is automatically replaced with the variable value when a user opens a certificate or an email.

You can specify any Field ID for all new custom fields that you created.

The screenshot shows a form editor interface. On the left, there is a vertical list of three items: 'Job Position', 'JOB_POSITION|', and 'Manager, Intern'. The 'JOB_POSITION|' item is highlighted with a blue border. To the right of this list is a 'List' dropdown menu with a downward arrow. Further right are two checkboxes, both of which are checked. At the top right of the interface are two buttons: a green 'Save' button and a white 'Cancel' button with a grey border. An information icon (a lowercase 'i' inside a circle) is located to the right of the 'JOB_POSITION|' item.

For the pre-set fields like First Name, Last Name, Email, Country, the Field ID cannot be changed.

When you insert variables in the emails, use % sign before and after the variable (%FIRST_NAME%).

To learn more about using variables in certificates, please read the [Creating a certificate](#) article.