

User Profile Settings

In the **Settings** section, open the **Additional Options** tab and select **User Profile Settings**. Here you can manage user profile fields, change their order, and make them either required or optional.

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The screenshot shows the iSpring Learn interface. On the left is a dark sidebar with navigation icons and labels: Dashboard, Courses, Reports, Events, Users, Course Questions, and Settings (highlighted). The main content area is titled 'Settings' and has four tabs: Main, Branding, Additional Options (selected), and Integrations. Below the tabs, there is a heading 'Here you can activate, deactivate and configure the extra options of your account.' followed by a list of four settings, each with a green checkmark icon: 'User Portal' (Customize the User Portal settings), 'Sign Up' (Allow users to self-sign up to your portal), 'Catalog' (In the Catalog, learners can self-enroll to see training materials.), and 'Gamification' (Motivate and engage your learners with levels, badges, and points.). At the bottom, under the heading 'Extra Options', there is a button labeled 'User Profile Settings' with a hand cursor icon pointing to it.

Adding a New Field

To add a new field:

1. Click on the **Click to add a new field** line under the list of existing fields.
2. Type a name for the new field and click **Enter** on the keyboard.
3. Choose a field type from the drop-down menu: **Text** (a plain text field) or **Country** (a list of countries; can be used only once).

Text	Learners enter in the field any text they like.
Unique Text	Users can enter only a unique value in the field.
Phone	Students can type their phone number in the +1XXXXXXXXXX format.

4. Select the checkbox in the **Required** column if you want to make this field required to fill out.
5. Finally, click **Save**.

← User Profile Settings

A set of fields for additional information that will be displayed on the user information page.

	Field Name	Field Type	Requir...	
☰	Login LOGIN	Login	<input checked="" type="checkbox"/>	
☰	First Name FIRST_NAME	First Name	<input type="checkbox"/>	
☰	Last Name LAST_NAME	Last Name	<input type="checkbox"/>	
☰	Email EMAIL	Email	<input checked="" type="checkbox"/>	
☰	Country COUNTRY	Country	<input type="checkbox"/>	
☰	Job Position JOB_TITLE	Job Title	<input type="checkbox"/>	

Click to **add** a new field

Arranging Fields Order

To change the order of user account fields, drag and drop the field name.

User Profile Settings					
A set of fields for additional information that will be displayed on the user information page.					
	Field Name	Field Type	Required		
	Login LOGIN	Login	<input checked="" type="checkbox"/>		
	First Name FIRST_NAME	First Name	<input type="checkbox"/>		
	Last Name LAST_NAME	Last Name	<input type="checkbox"/>		
	Email EMAIL	Email	<input checked="" type="checkbox"/>		
	Country COUNTRY	Country	<input type="checkbox"/>		
	Job Position JOB_TITLE	Job Title	<input type="checkbox"/>		
	Education USER_DEFINED_FIELD1	Text	<input checked="" type="checkbox"/>		

Editing Fields

To edit an existing field:

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

	Field Name	Field Type	Required	
☰	Last Name LAST_NAME	Last Name		
☰	First Name FIRST_NAME	First Name		
☰	Country COUNTRY	Country		
☰	Job Title JOB_TITLE	Job Title		Edit field
☰	Email EMAIL	Email	<input checked="" type="checkbox"/>	
☰	Login LOGIN	Login	<input checked="" type="checkbox"/>	
☰	Education USER_DEFINED_FIELD1	Text	<input checked="" type="checkbox"/>	

Field ID

Under the field name, you can find the Field ID. The Field ID can be used as a variable in certificates and emails. It is automatically replaced with the variable value.

☰	Education USER_DEFINED_FIELD1	Text	<input checked="" type="checkbox"/>	
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You can specify any field ID for all new custom fields that you create or edit. The ID can't be changed if the field type is Email, First Name, Last Name, Login, Job Title, or Country.

☰	Education	Text	<input checked="" type="checkbox"/>	Save	Cancel
	USER_DEFINED_FIELD1 ⓘ				



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.

Deleting Fields

To delete a user account field:

1. Click the **Delete** icon in the field row on the right and confirm the deletion.

Education
USER_DEFINED_FIELD1 Text ● Delete field 

2. In the **Remove field** window, confirm your decision.

Remove field ×

Do you really want to delete selected user profile field?

Remove  Cancel

 The following fields cannot be deleted: **Login, Email, First Name, Last Name, Job title.**