User Profile Fields

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

- Adding a New Profile Field
- Fields Order
- Deleting a Field
- Editing User Profile Fields
- Field ID

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.

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

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.

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:

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.

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.

| | Job Position | List ⌄ | ✓ | ✓ | Save | Cancel |

JOB_POSITION ⓘ

Manager, Intern

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.