User Account Data Fields

A user is a person who is authorized to use PearsonAccess [next]. The following table lists the user account data fields:

Field Name	Field Description	Field Length (Number of characters)
Username	A username is required to log into the system. While creating a user account, the email address you provide auto-populates as a username for system login. You can keep the user's email address as the username or change it; however, *if you choose to change the username*, you must do so before you click **Create**.	Minimum: 8 Maximum: 100
Password	A password is required (in addition to the username) to log into the system. When a user account is created, the user is sent an email with username and other details. The user is then required to set a password to access the system.	Minimum: 8 Maximum: 32
First Name	The user's first name.	Minimum: 8 Maximum: 100
Last Name	The user's last name.	Minimum: 8 Maximum: 100
Email	The user's email address.	
Organizations	A user account is associated with an organization. When creating a user account, select an organization from the dropdown.	
Roles and Permissions	A user role determines user's access to the system data and functions. User roles vary from program to program. Programs define their user roles and permissions associated with each role. When creating or editing users, you can select their user roles.	
Active Begin Date	The date from which the user's account is permitted to log in to the system.	
Active End Date	The date from which the user's account does not have permission to access the system.	
Confidentiality Agreement Date	The date that the user signs the system agreement.	
Delete Date	The date that the user account is deleted. A system administrator can delete a user account, or the system automatically deletes a user account after a default inactivity period of 390 days.	
Account Enabled	The user account has permission to access the system. You can enable a user account as described in Disable and Enable User Accounts.	
Account Disabled	The user account does not have the permission to access the system. An account is disabled when the account holder's access to the system is temporarily restricted. The system automatically disables a user account after a default inactivity period of 240 days.	
Disable Date	An account is disabled when the account holder's access to the system is temporarily restricted. The date that an account's access to the system is restricted.	
Disable Reason	Reason specified for an account's restriction to access the system.	