



SMACK HAPPY

How to Add* a New User to Your WordPress Website

Use this quick start guide to
add a new user to your
WordPress website.



**And edit/delete!*



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Are you ready?

Let's Start!

Type in **your WP website URL**,
followed by **/wp-admin/**



<https://yourwebsite.com/wp-admin/>



Username or Email Address

Password

Remember Me

Log In

[Lost your password?](#)

Part 1

Sign in to your WP website.

If you don't see this screen, you may have a different log in URL.

You might try:

- mywebsite.com/wp-login.php
- www.mywebsite.com/admin
- If all else fails, contact your host or website maintenance provider for support



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The image shows a screenshot of the WP Engine dashboard. On the left is a dark sidebar menu with various navigation options. The 'Users' option is highlighted with a red box, and a red arrow points to it from the text 'Click here'. The main dashboard area is light gray and contains several widgets. At the top left, there's a 'WP Engine has your back' widget with an illustration of a laptop and a fingerprint scanner. Below it are 'Site Health Status', 'Activity', 'Forms', and 'Yoast SEO Posts Overview' widgets. On the right side, there are 'Quick Draft', 'WordPress Events and News' (listing a discussion group and various reports), and 'At a Glance' widgets. The top right of the dashboard has 'Screen Options' and 'Help' dropdown menus.

Part 2

Click '**Users**' from your WP Dashboard.

Part 3

Click "Add New". (1)

Next:

- Fill in any details for the new user account (2)
- Click the checkbox to notify the new user of their new account (3)
- Choose a user role* / level of access to your website (4)
- Finally, click "Add New User" to finish! (5)

The screenshot shows the WordPress 'Add New User' form. The left sidebar contains navigation options: WP Engine, Dashboard, Posts, Media, Links, Forms, Pages, Comments (255), Portfolios, Resource Hub, Videocast Hub, Case Studies, FAQs, Referral Partners, SHD Testimonials, Team Members, Appearance, Beaver Builder, Plugins (8), Users, All Users, Add New, and Profile. The main form area is titled 'Add New User' and includes the following fields: Username (required) with 'testuser', Email (required) with 'test@testingwebsite.com', First Name with 'Test', Last Name with 'Testing', Website with 'www.test.com', Password with a 'Show password' button, Send User Notification with a checked checkbox and the text 'Send the new user an email about their account.', and Role with a dropdown menu set to 'Subscriber'. A blue 'Add New User' button is at the bottom. A green callout box shows a list of user roles: SEO Editor, SEO Manager, Subscriber (highlighted with a checkmark), Contributor, Author, Editor, and Administrator. Red arrows and numbers 1-5 point to: 1. 'Add New' in the sidebar; 2. the form fields; 3. the 'Send User Notification' checkbox; 4. the 'Role' dropdown; 5. the 'Add New User' button.

*Be mindful of who you will allow to have administrative access to the website. See user roles explained in next slide.



User Roles



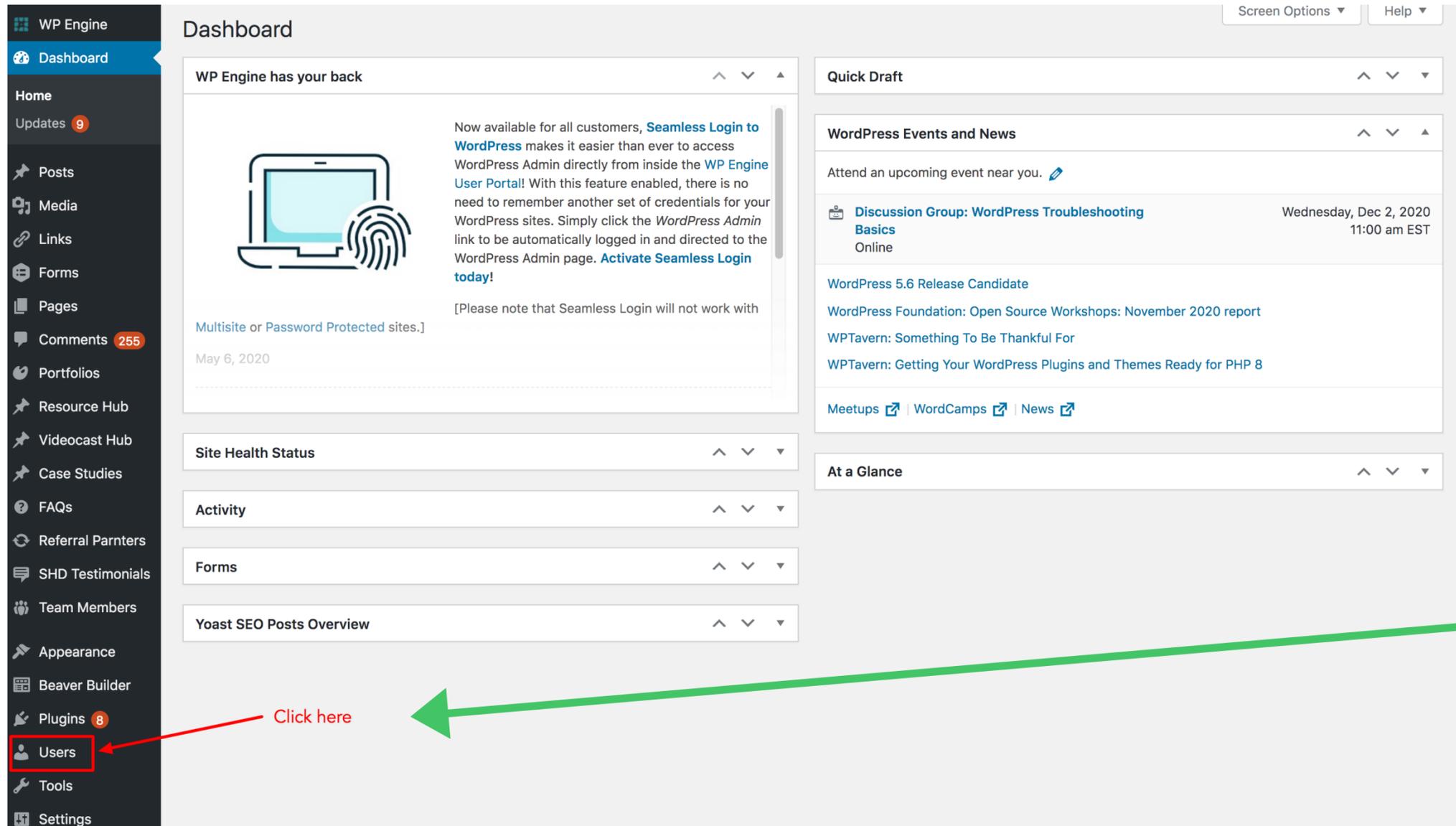
[WordPress Roles](#) are designed to give you (the site owner) the ability to control what they can and cannot do within the site.

There are six predefined roles in WordPress:

- **Super Admin** – access to entire site network (if there's more than one site)
- **Administrator** – access to all features within a single site
- **Editor** – publish/manage posts, including posts of other users
- **Author** – publish/manage own posts only
- **Contributor** – write/manage own posts but cannot publish
- **Subscriber** – can only manage their profile

Common Examples:

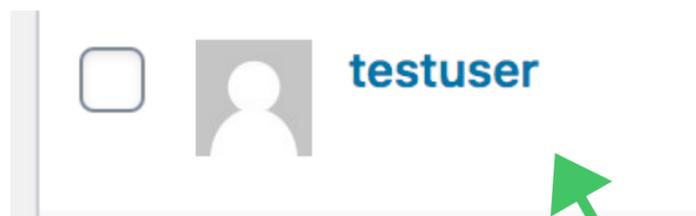
- 1 Your *trusted* website designer/developer needs access to edit code or design (**Administrator Role**)
- 2 Your content manager needs to edit and publish your blog (**Editor Role**)
- 3 Your content writer needs to compose and publish their own blog (**Author Role**)
- 4 Your friend of a friend wants to write a guest post for your blog (**Contributor Role**)
- 5 Someone who subscribes to your blog wants to change their password (**Subscriber Role**)



Part 4

Wrapping Up :)

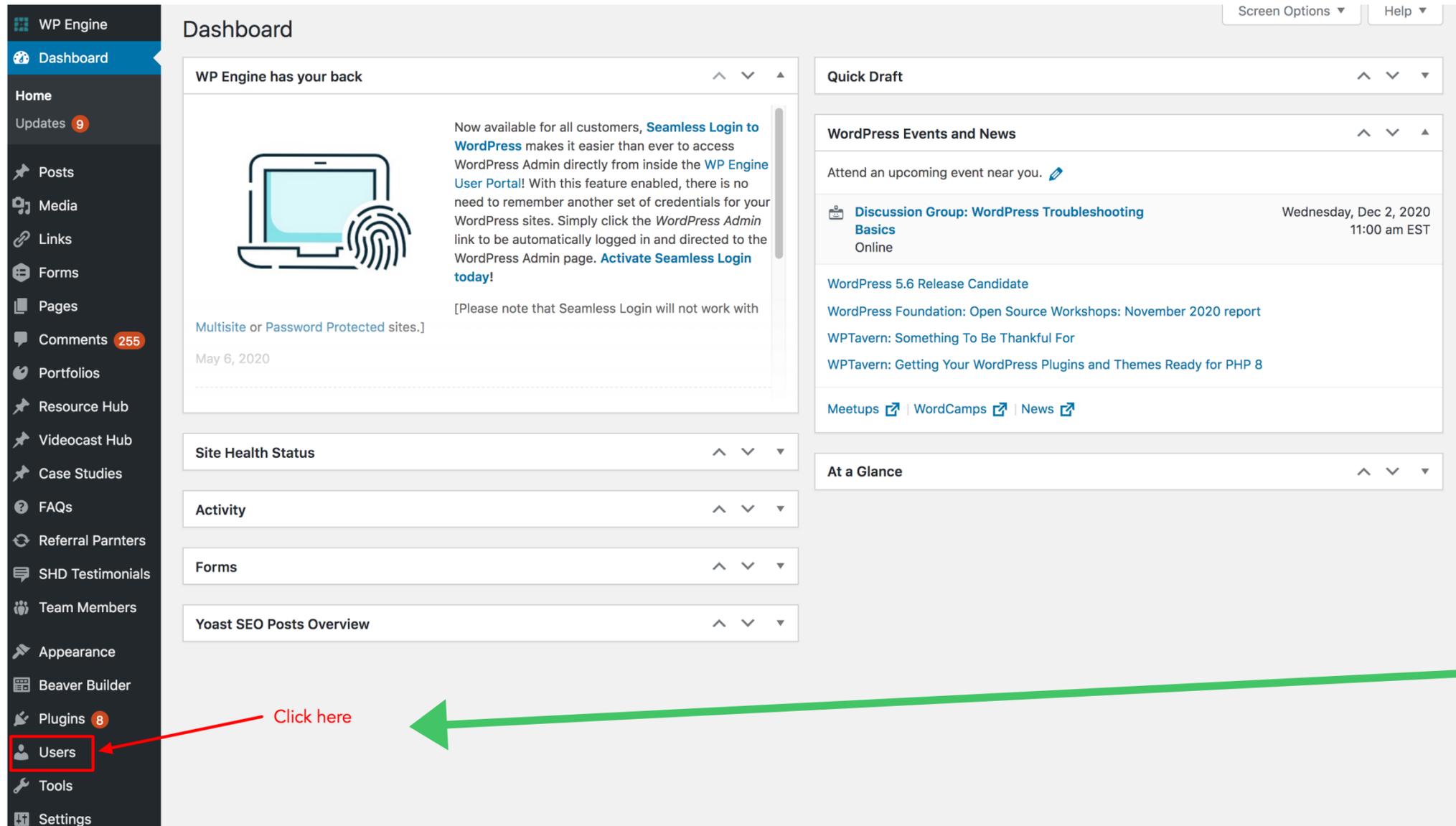
You can check to see if the new user account has been added by clicking "**Users**" once again.



You should see the new account in the list of users.



The new user will also receive an email from WordPress that looks something like this.



You can also edit or delete a user.

Find the account you need to edit or remove by clicking "Users" once again.

 **testuser**
Edit | Delete | View

Click "**View**" to see user information.

 **testuser**
Edit | Delete | View

Click "**Edit**" to adjust details or user role.

 **testuser**
Edit | Delete | View

Click "**Delete**" to remove user from your website.



Thank you

You're
superb.



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