

Adding a New User (Author/Admin)

Step 1:

Type in your Admin URL into browser's address bar.

e.g. https://www.yourdomain.com/wp-admin/

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Step 2:

Type in your username and password then click **Log in** button.

Username or Email Address	
Password	
Password	
	•
Remember Me	Log In



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Step 3:

Once you're in WordPress' dashboard/admin backend, on the left admin menu go to **Users** → **Add New**:



Step 4:

Completely fill out the form then for the **"Role"** field at the bottom, choose the appropriate role for a certain user, whether admin or author. When done, click **"Add New User"** button.

🚯 🖀 Your Domain	🕂 12 📮 1 🕂 New 🕼 Under	Construction .			
2 Dashboard	Add New User		Help ¥		
Posts ♀1 Media	Create a brand new user and add them to this site.				
Pages	Username (required)				
Comments 1 Contact	Email (required)				
🗐 Ninja Forms	First Name				
WooCommerce					
Products	Last Name				
Elementor	Website				
🖙 Templates	Password	Show password			
 Appearance Plugins 100 	Send User Notification	Send the new user an email about their account.			
👗 Users 🔸	Role	Subscriber v			
All Users Add New Your Profile	Add New User				
🎤 Tools					



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Step 5:

Added **User (Author/Admin)** will appear in the admin area. You may edit/delete a user anytime by hovering over it and the editing options will appear.

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Dashboard	WordPress 5.4 is available!	Please update now.		Screen Options				
📌 Posts								
9 Media	Users Add New							
Pages	New user created. <u>Edit user</u>							
루 Comments 📵								
🖾 Contact	All (3) Administrator (2) Auto	hor (1)						
🗐 Ninja Forms	Bulk Actions Y Apply	Change role to V Change						
WeoCommerce	Username	Name	Email	Role				
Products	author	Author		Author				
🖽 WPForms	madelaine	Madelaine Ramos		Administrator				
Elementor								
🗁 Templates	Martinmercado	—		Administrator				
🔊 Appearance	Username	Name	Email	Role				
🖌 Plugins 🔟	Bulk Actions ~ Apply	Change role to V Change						
🐣 Users 🔹								
All Users								