WOWEBSITES

Adding a New User (Author/Admin)

Step 1:

Type in your **Admin URL** into browser's address bar.
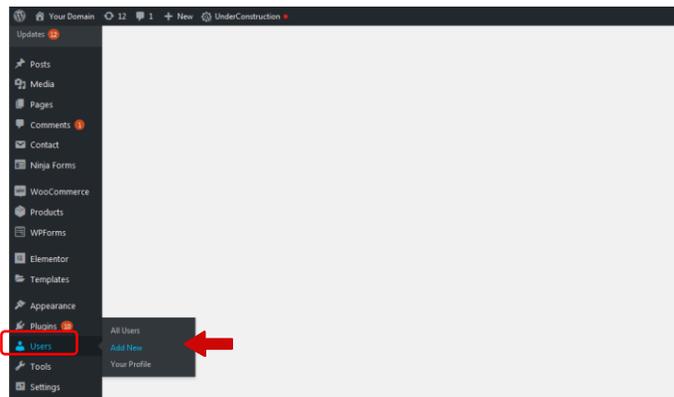
e.g. https://www.yourdomain.com/wp-admin/
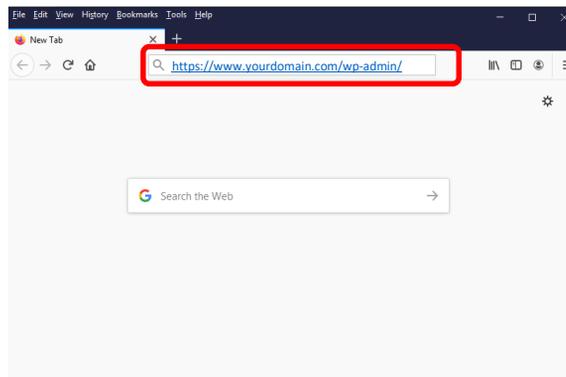
Step 2:

Type in your username and password then click **Log in** button.
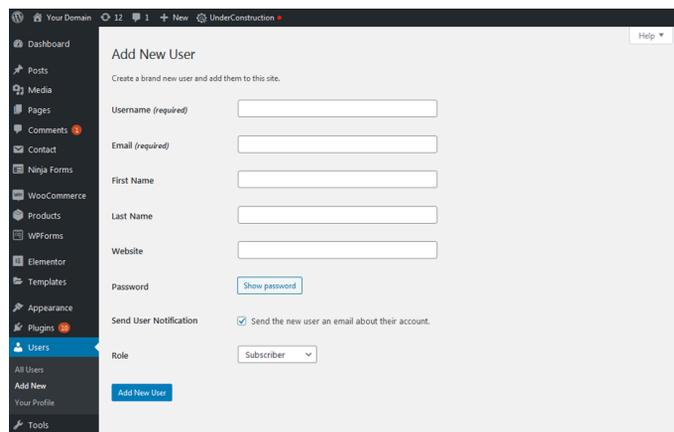
Adding a New User (Author/Admin)

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.

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Adding a New User (Author/Admin)

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.