

CREATE OR EDIT ADMIN PERMISSIONS IN WORDPRESS

Only an admin that has been given admin permissions can designate another users' access and level of permissions which is set in the "Role" drop-down menu.

Begin by logging into your wordpress account for the website that you are granting another user access to.

On the left-hand menu click on Users. Toward the top left of that page click on "Add New". If the person being added already has an existing wordpress account, use the top form "Add Existing User" and input the email address associated with their account. If it yields a response that there is no account associated with that email address, then they either provided the wrong address, or don't have an account.

If they need a new account, use the bottom form "Add New User" and be sure to ask them what they would like their username to be, and what email address they wish to use. They will receive an email with instructions to finish setting up their account including adding a password.

To edit permissions, including to remove a user from a website, on the main Users page, click the check box next to the user you wish to update, then above the list of users there is a dropdown menu that says "Change role to..." Select the appropriate action then click on the Change button next to the dropdown menu. Changes take effect immediately.

Please see images below for reference.

My Sites

Ohio District of Kiwanis International

0

New

Object Cache Purge

WP Mail SMTP

1

Howdy,

Dashboard

Posts

Media

Forms

Pages

Comments

Calendars

Appearance

Plugins

Users

All Users

Add New

Profile

Pending Activations

Tools

Settings

WP Mail SMTP

Clone Menu

NS Cloner

Users

Add New

All (5) | Administrator (5)

Bulk actions

Apply

Change role to...

Change

5 items

<input type="checkbox"/>	Username	Name	Email	Role	Posts
<input type="checkbox"/>				Administrator	3
<input type="checkbox"/>				Administrator	0
<input type="checkbox"/>				Administrator	0
<input type="checkbox"/>				Administrator	0
<input type="checkbox"/>				Administrator	0

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Add New User

Add Existing User

Enter the email address of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.

Email

Role

Subscriber

Add Existing User

Add New User

Create a brand new user and add them to this site.

Username (required)

Email (required)

Role

Subscriber

Add New User