How To Manage Users In WordPress

The "Users" section of WordPress allows you to create individual logins for anyone who may edit, write or design your WordPress website. This article will show you how to manage users on your WordPress Premium Hosting Package.
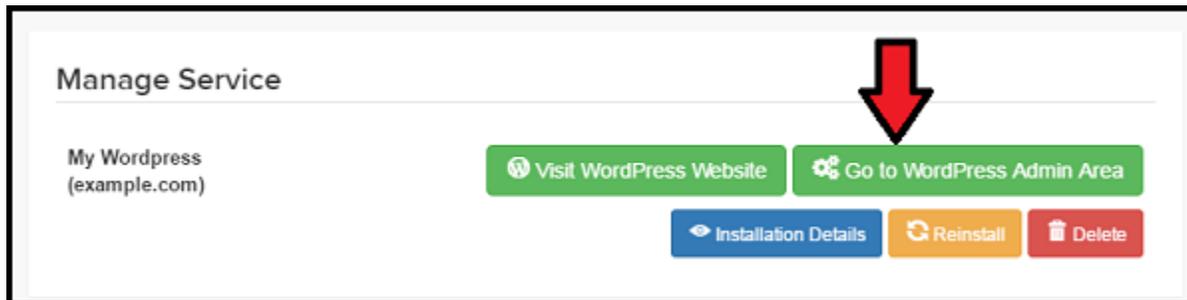
Section 1: How To Navigate To The User Section in WordPress
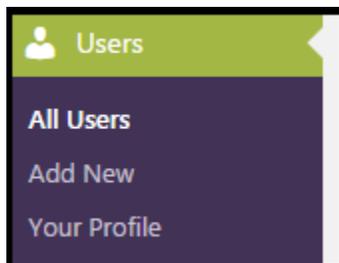
1. Click on the WordPress tab in CHI.

2. Click on your domain.

3. Click "Go To WordPress Admin Area".

4. Alternatively, you can navigate to "example.com/wp-admin" (replacing "example.com" with your domain).
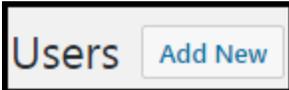

5. Once you are in the WordPress Admin area, click on the "Users" tab. Then click "All Users".

Section 2: How To Add Users

1. From the Users section, click the "Add New" button at the top of the screen.

2. Fill in the required fields including Username, Email, First Name, Last Name.
3. Generate a password for your new user by clicking "Show Password".
4. Check the box next to "Send the new user an email about their account".
5. Select a role for the user. Below you will find a detailed explanation of each available role in WordPress:
   ○ Subscriber: The most basic user type. This user can change their own account information and leave comments.
   ○ Editor: This role can manage, edit, publish and unpublish posts.
   ○ Author: This user role can write and publish their own posts.
   ○ Contributor: This user can write posts, but cannot publish them. Posts will instead be submitted for review.

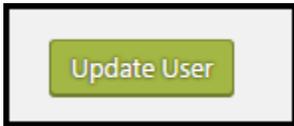6. Click "Add New User".

Section 3: How To Edit or Delete Users

1. You can edit/delete users option in WordPress by hovering over their username with the mouse.
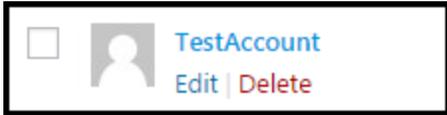
2. If you select "Edit" you will be taken to a page containing account information. You can change that user's color scheme, password or WordPress role.

3. When you've finished editing the material, click "Update User".

If you have any questions about this or any other task please visit the WordPress help forum, or contact our support staff by opening a chat or creating a ticket.