

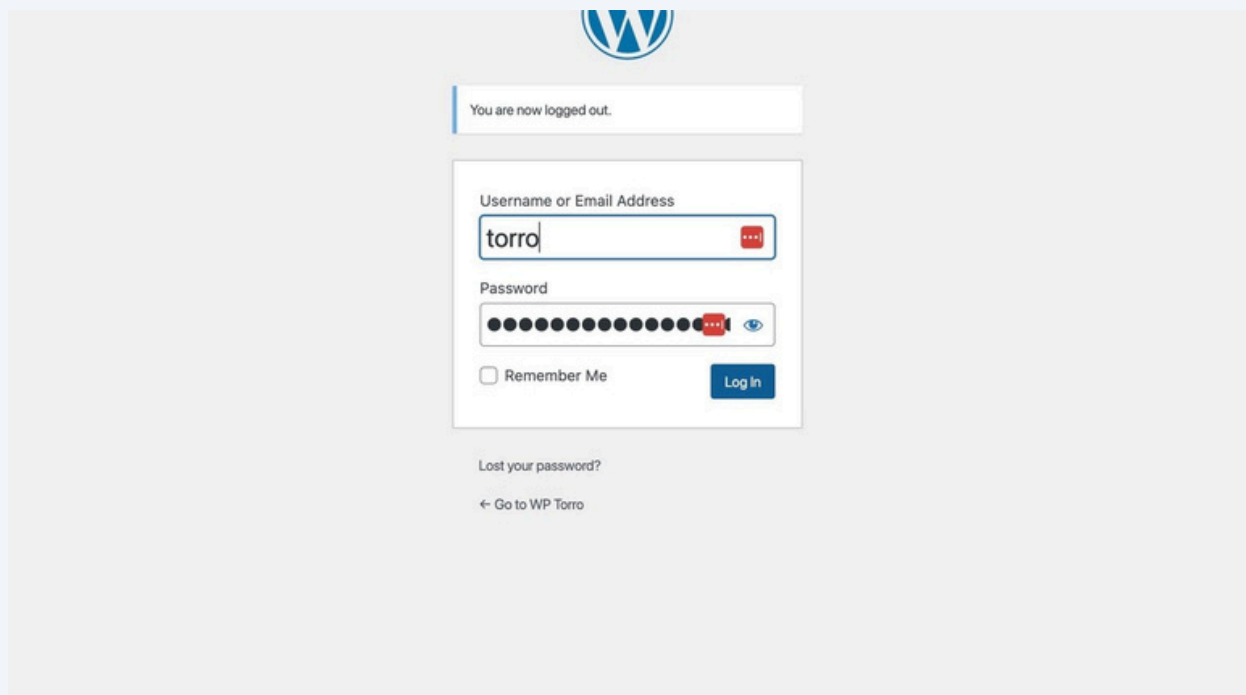
Steps for Adding an Administrator to a WordPress Site



This guide provides a straightforward process for adding an administrator to a WordPress site, ensuring that you can efficiently manage user roles and permissions. By following these steps, you can enhance your site's functionality and delegate responsibilities effectively. It's essential for site owners looking to collaborate with others or streamline their management tasks. Viewing this guide will save you time and help you navigate the WordPress interface with confidence.

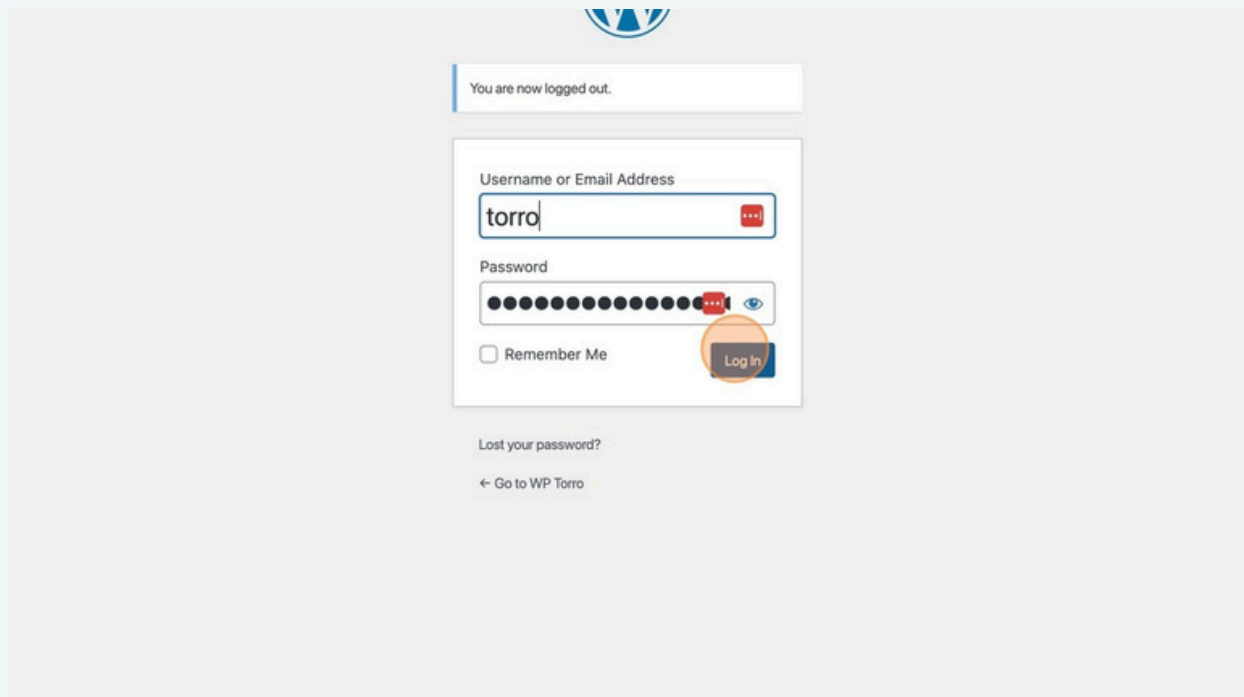
1

Navigate to your WordPress login screen.



2

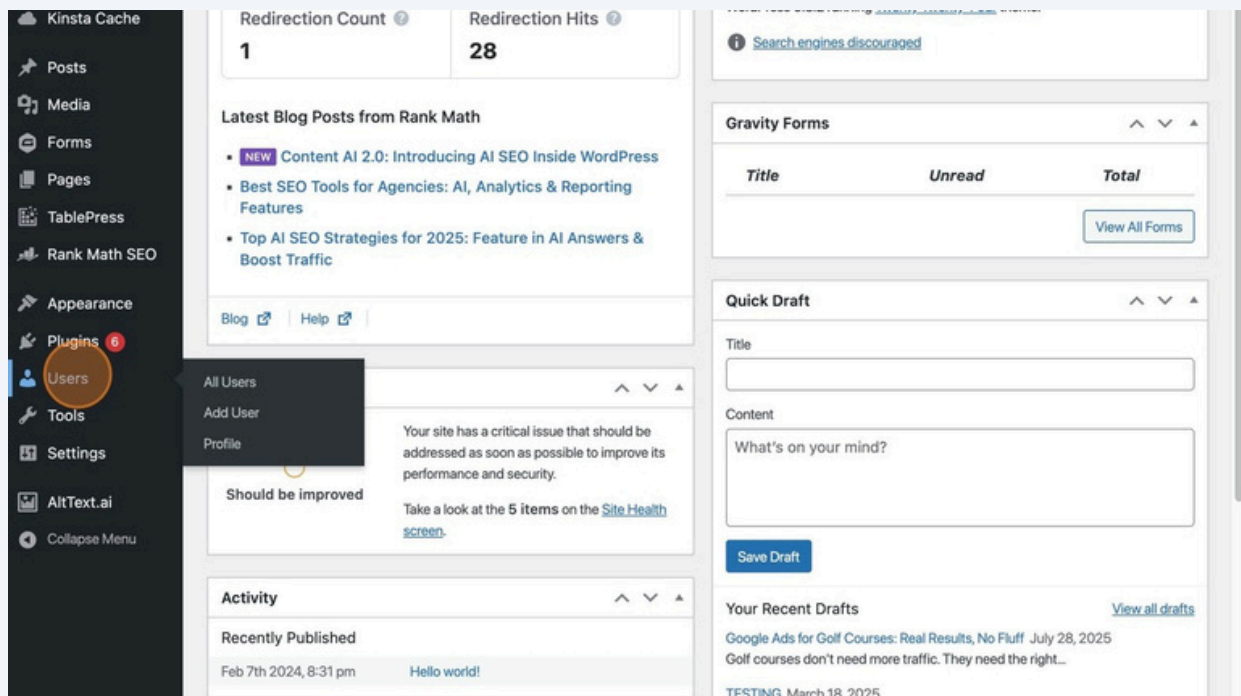
Log in to your WordPress dashboard with an administrator account.



The image shows the WordPress login page. At the top, there is a message: "You are now logged out." Below this is the login form. It has two input fields: "Username or Email Address" with the text "torro" entered, and "Password" with a series of dots. There is a "Remember Me" checkbox and a "Log In" button. Below the form, there is a link "Lost your password?" and a link "Go to WP Torro".

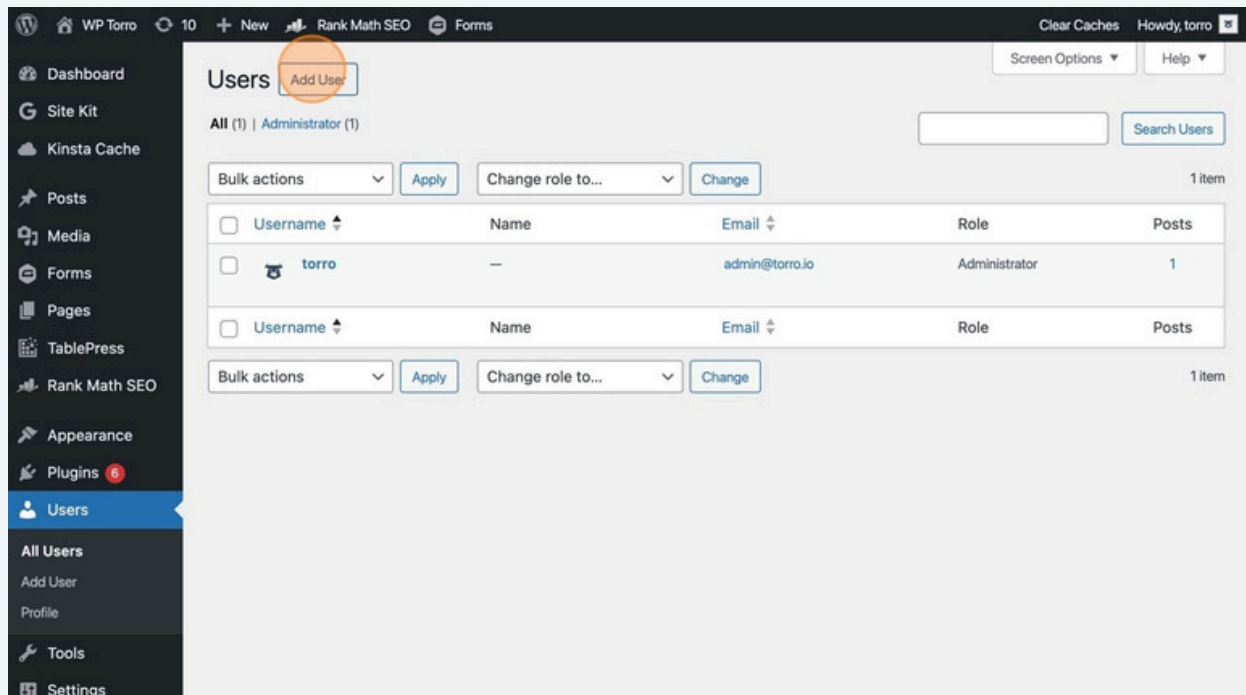
3

Go to **Users** on the left side menu.



The image shows the WordPress dashboard. On the left is a sidebar menu with items: Kinsta Cache, Posts, Media, Forms, Pages, TablePress, Rank Math SEO, Appearance, Plugins (with a red badge showing 6), **Users** (highlighted with an orange circle), Tools, Settings, AltText.ai, and Collapse Menu. The main content area has several widgets. At the top, "Redirection Count" is 1 and "Redirection Hits" is 28. Below is "Latest Blog Posts from Rank Math" with three items. To the right is a "Gravity Forms" widget with a table showing "Title", "Unread", and "Total" columns, and a "View All Forms" button. Below that is a "Quick Draft" widget with fields for "Title" and "Content", and a "Save Draft" button. At the bottom is an "Activity" widget showing "Recently Published" posts, including one from Feb 7th 2024 titled "Hello world!".

4 Select Add User.



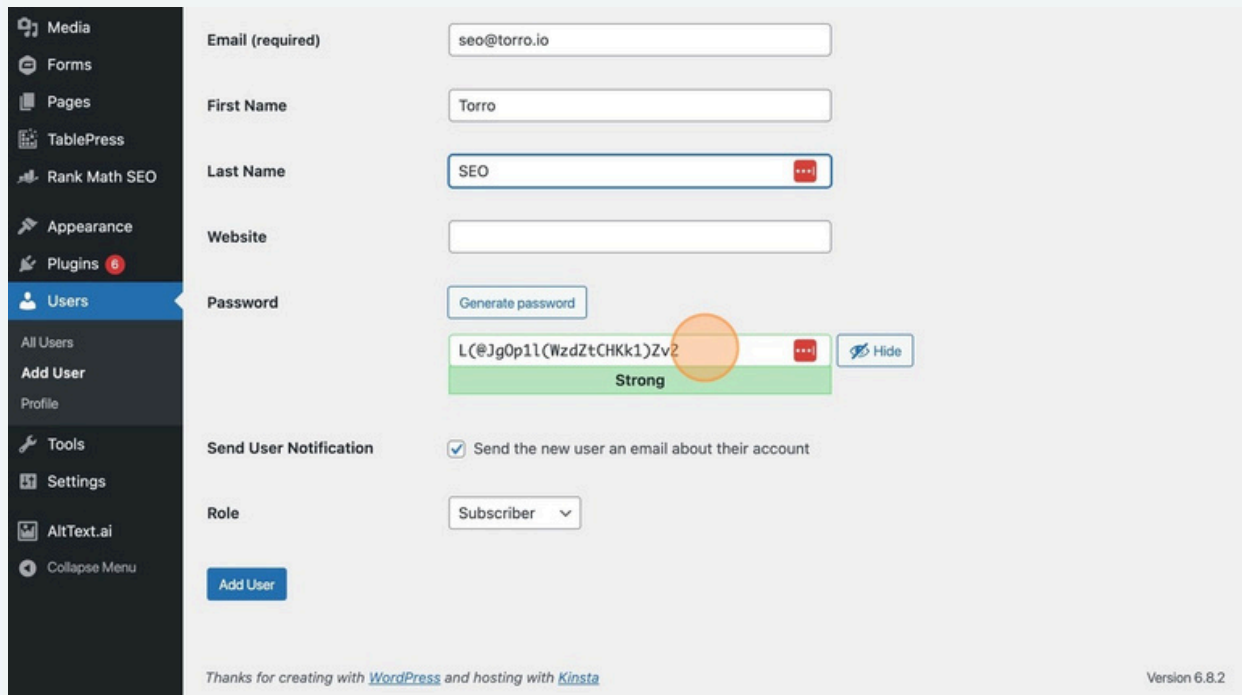
5 Enter the user's details such as Username, Email, First Name, and Last Name.

The screenshot shows the 'Add User' form in the WordPress dashboard. The 'Username (required)' field is circled in orange. The form includes the following fields and options:

- Username (required):** A text input field with a red 'x' icon indicating a required field.
- Email (required):** A text input field with a red 'x' icon indicating a required field.
- First Name:** A text input field.
- Last Name:** A text input field.
- Website:** A text input field.
- Password:** A text input field with a 'Generate password' button and a 'Hide' button. The password shown is 'L(@Jg0p1l(WzdZtCHKk1)Zv2' with a strength indicator of 'Strong'.
- Send User Notification:** A checkbox labeled 'Send the new user an email about their account' which is checked.

6

Use the auto generated password or create your own.



Media
Forms
Pages
TablePress
Rank Math SEO
Appearance
Plugins 6
Users
All Users
Add User
Profile
Tools
Settings
AltText.ai
Collapse Menu

Email (required) seo@torro.io

First Name Torro

Last Name SEO

Website

Password
Generate password
L(@Jg0p1l(WzdZtCHKk1)Zv2
Strong
Hide

Send User Notification ☒ Send the new user an email about their account

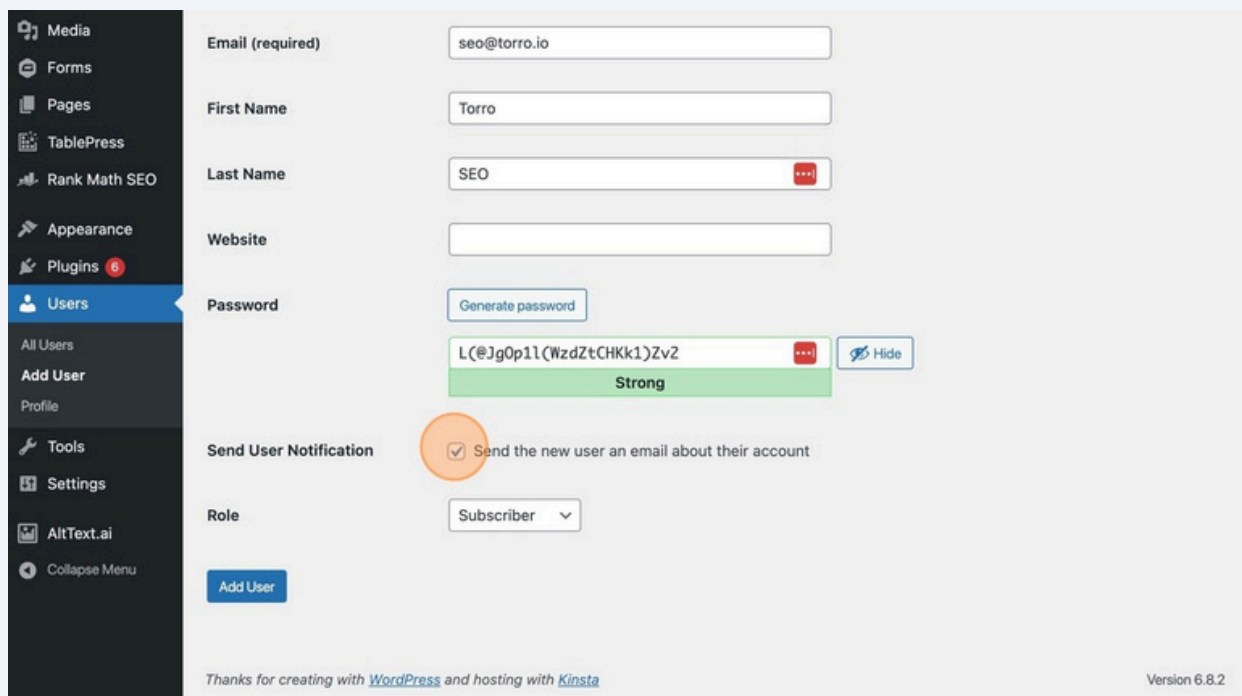
Role Subscriber

Add User

Thanks for creating with [WordPress](#) and hosting with [Kinsta](#) Version 6.8.2

7

Select Send User Notification. This ensures the new user receives an email about their account.



Media
Forms
Pages
TablePress
Rank Math SEO
Appearance
Plugins 6
Users
All Users
Add User
Profile
Tools
Settings
AltText.ai
Collapse Menu

Email (required) seo@torro.io

First Name Torro

Last Name SEO

Website

Password
Generate password
L(@Jg0p1l(WzdZtCHKk1)Zv2
Strong
Hide

Send User Notification ☒ Send the new user an email about their account

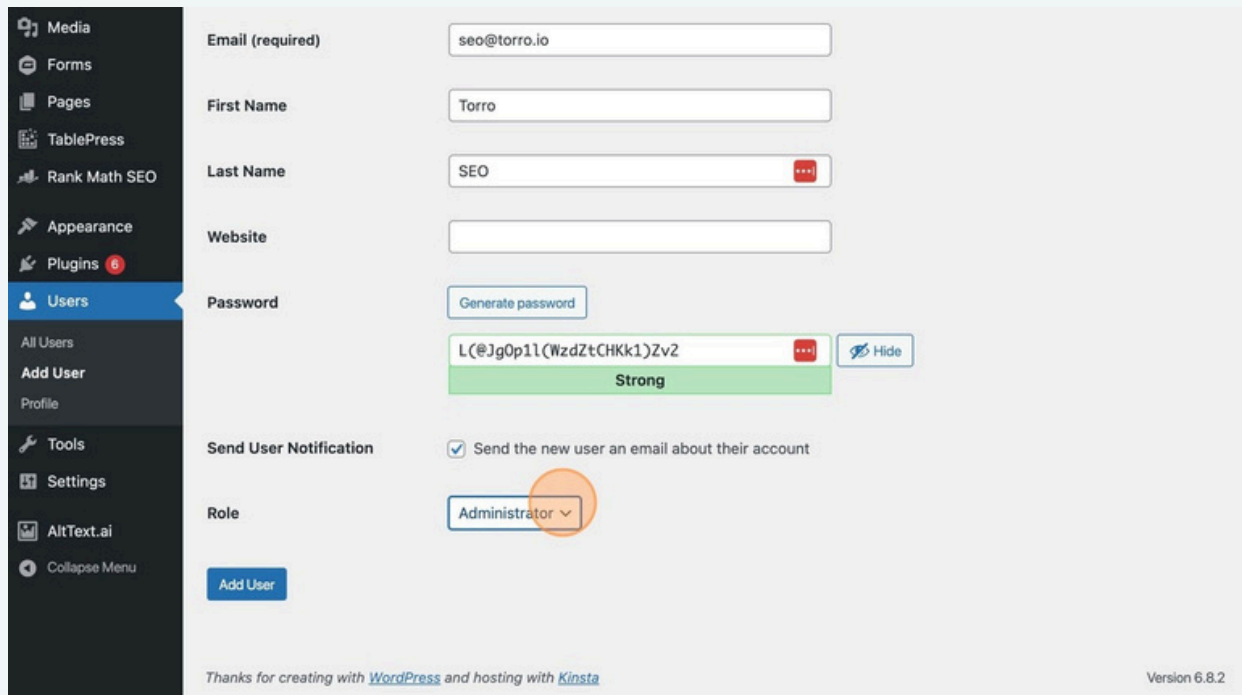
Role Subscriber

Add User

Thanks for creating with [WordPress](#) and hosting with [Kinsta](#) Version 6.8.2

8

For Role, Select the Administrator option.



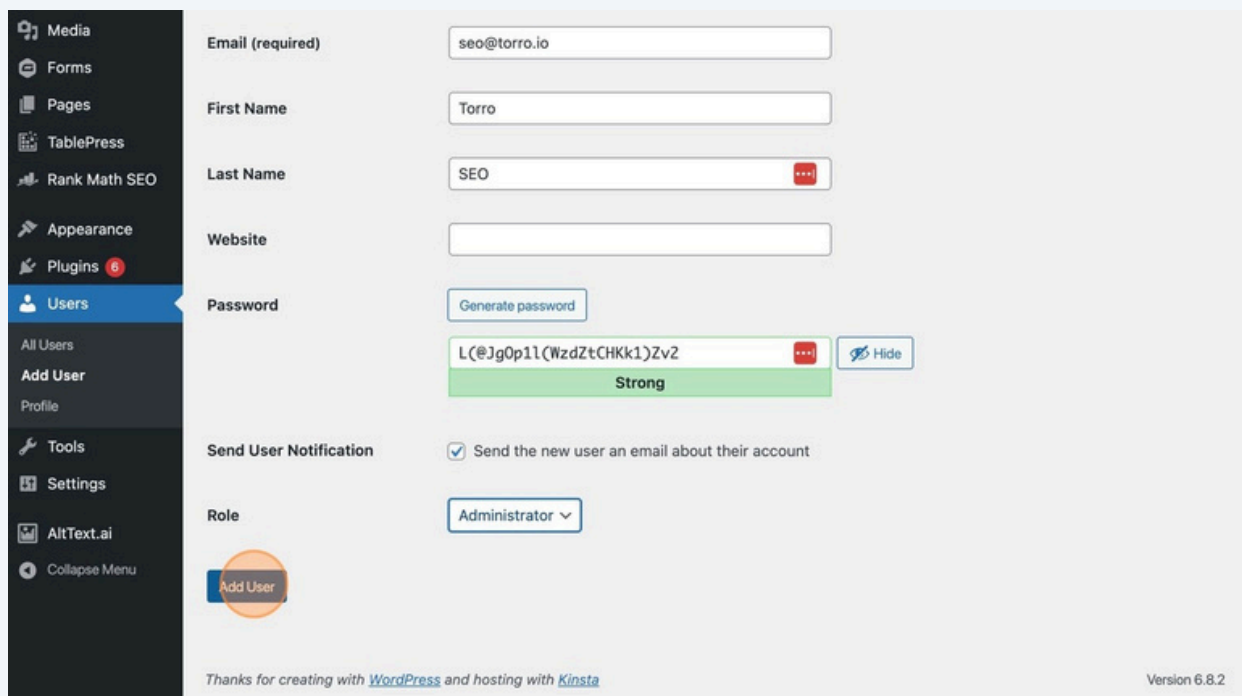
The screenshot shows the WordPress 'Add User' form. On the left is a dark sidebar with a menu: Media, Forms, Pages, TablePress, Rank Math SEO, Appearance, Plugins (6), Users (highlighted), All Users, Add User, Profile, Tools, Settings, AltText.ai, and Collapse Menu. The main form area contains the following fields and options:

- Email (required): seo@torro.io
- First Name: Torro
- Last Name: SEO
- Website: (empty)
- Password: A 'Generate password' button is above the password field. The password 'L(@Jg0p1l(WzdZtCHKk1)Zv2' is entered and marked as 'Strong' with a green background. A 'Hide' button is to the right.
- Send User Notification: ☒ Send the new user an email about their account
- Role: A dropdown menu showing 'Administrator', which is highlighted with an orange circle.
- An 'Add User' button is at the bottom left of the form.

At the bottom of the page, it says 'Thanks for creating with [WordPress](#) and hosting with [Kinsta](#)' and 'Version 6.8.2'.

9

Select Add User.



This screenshot is identical to the one above, showing the WordPress 'Add User' form. In this version, the 'Add User' button in the sidebar menu is highlighted with an orange circle, indicating the step to select this option.