

FRONTSTEPS®

WordPress Themes

How-to

Beginner's Guide

Adding and removing users



WORDPRESS



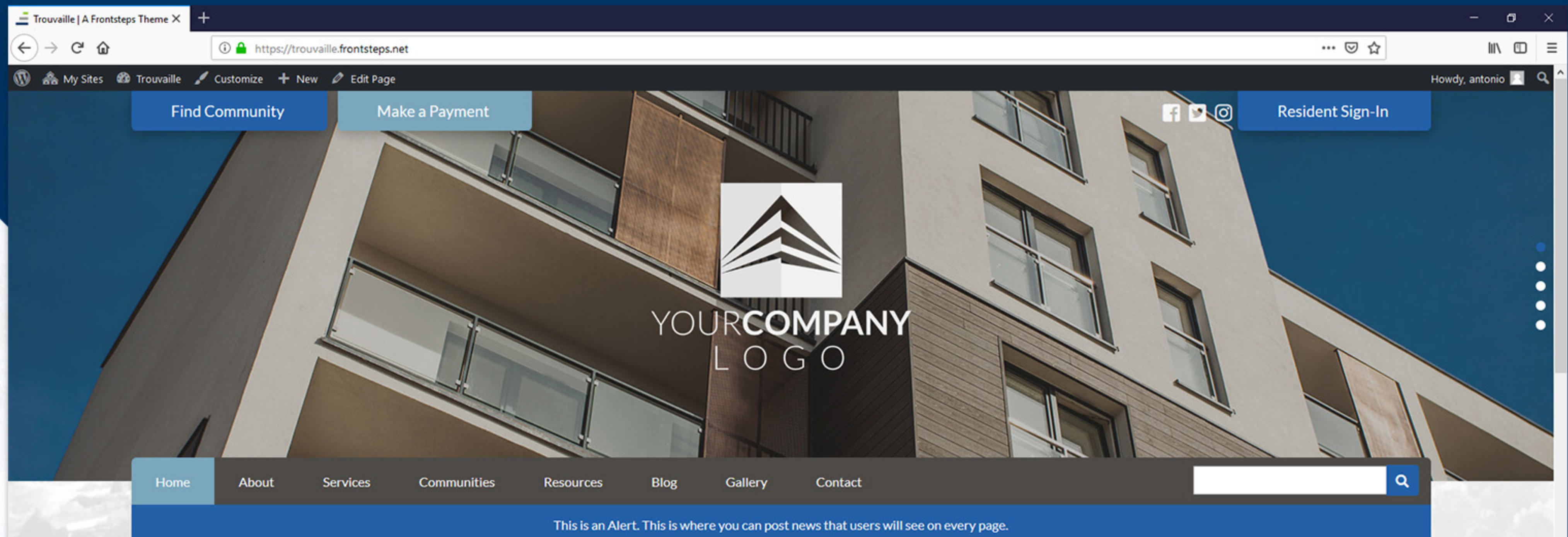
Step

1

There are **two options** to add new users to your WordPress website.

Option #1 - The admin bar.

Option #2 - The WordPress dashboard.

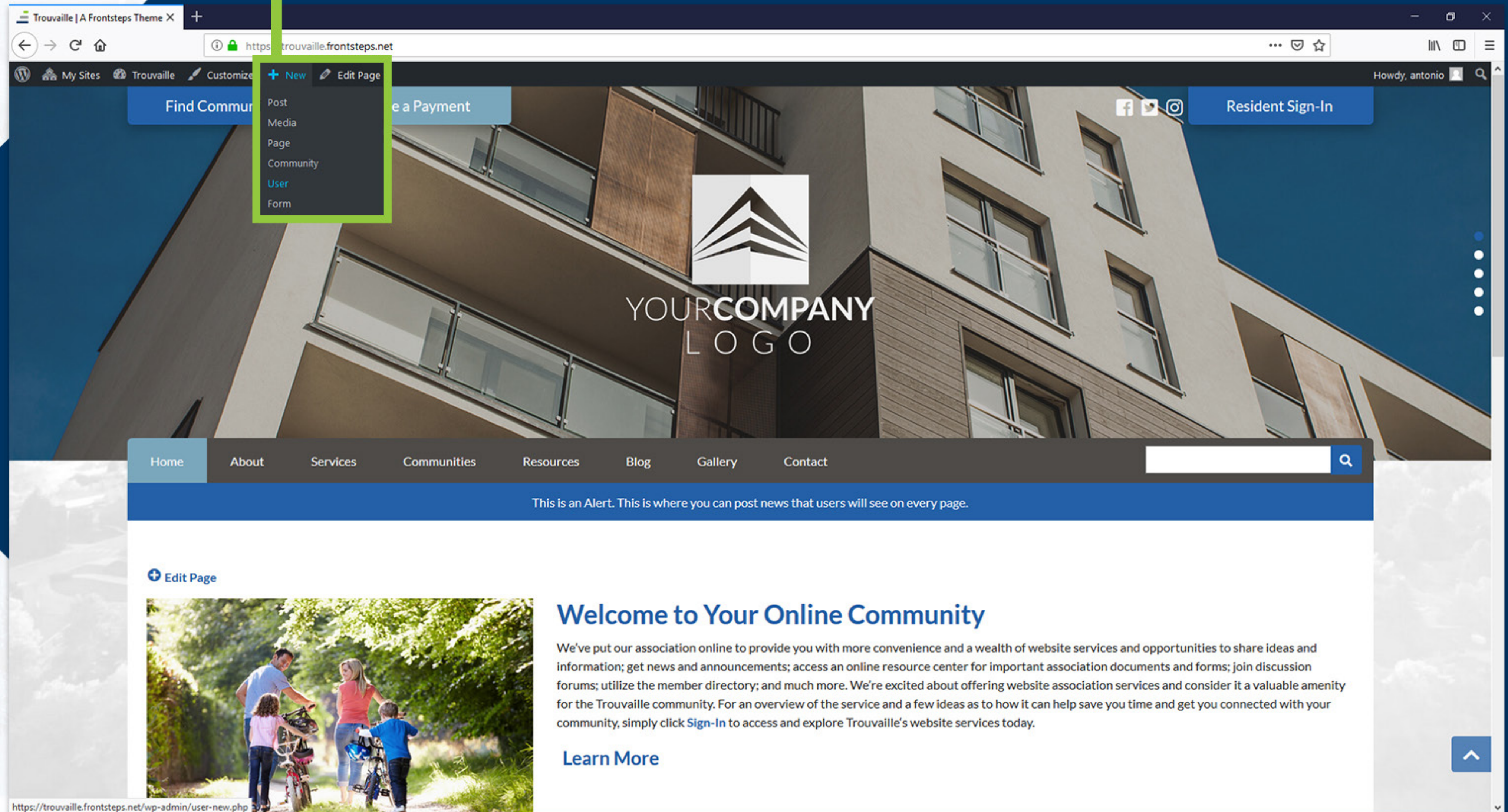


Step

1

Option #1

Go to the admin bar menu item + **New** and then select **User**.



The screenshot shows a web browser window displaying the WordPress admin interface for a website named 'Trouville'. The browser's address bar shows the URL 'https://trouville.frontsteps.net'. The admin bar at the top includes a '+ New' button, which is highlighted with a green box. A dropdown menu is open from the '+ New' button, listing options: Post, Media, Page, Community, User, and Form. The 'User' option is highlighted in blue. The main content area shows a header with a logo placeholder 'YOUR COMPANY LOGO' and a navigation menu with items: Home, About, Services, Communities, Resources, Blog, Gallery, and Contact. Below the navigation menu is a blue alert bar with the text: 'This is an Alert. This is where you can post news that users will see on every page.' The main content area features a section titled 'Welcome to Your Online Community' with a sub-header 'Welcome to Your Online Community' and a paragraph of text. A 'Learn More' link is visible below the text. The URL in the browser's address bar is 'https://trouville.frontsteps.net/wp-admin/user-new.php'.

Step

1

Option #1

You can now input the new users access **Email** and set their user **Role**.

The screenshot shows the WordPress 'Add Existing User' form. The 'Email' field is empty. The 'Role' dropdown menu is open, showing options: Subscriber, SEO Editor, SEO Manager, Contributor, Author, Editor, and Administrator. A blue button labeled 'Add Existing User' is visible. A green callout box points to the role dropdown, and a dark blue callout box points to the 'Add Existing User' button.

Each user role has different access levels.

An email notification will be sent out to the provided email address. They will then set their account password and be provided immediate access.

Thank you for creating with [WordPress](#).

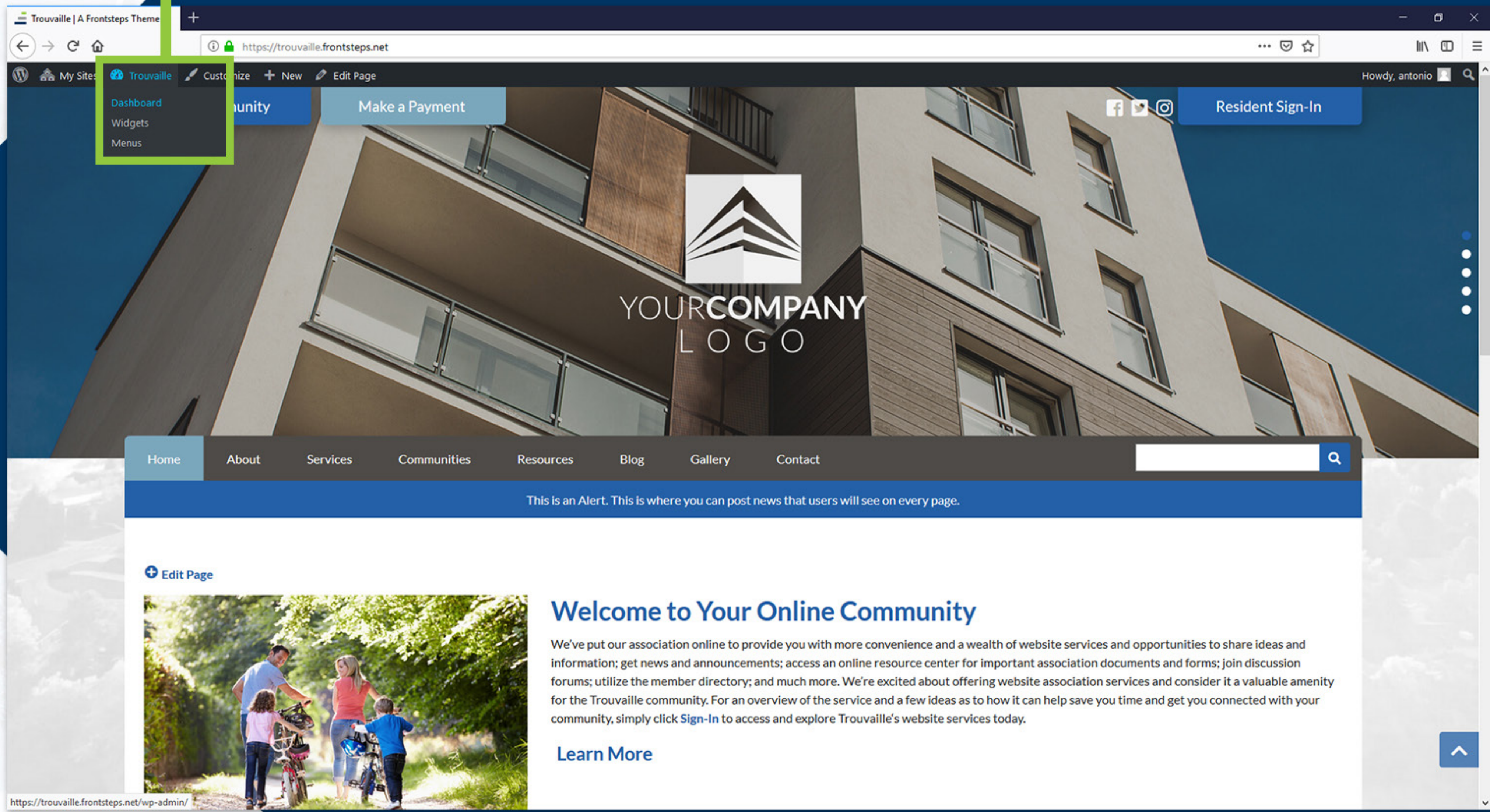
Version 5.1.1

Step

1

Option #2

Access the WordPress Dashboard.

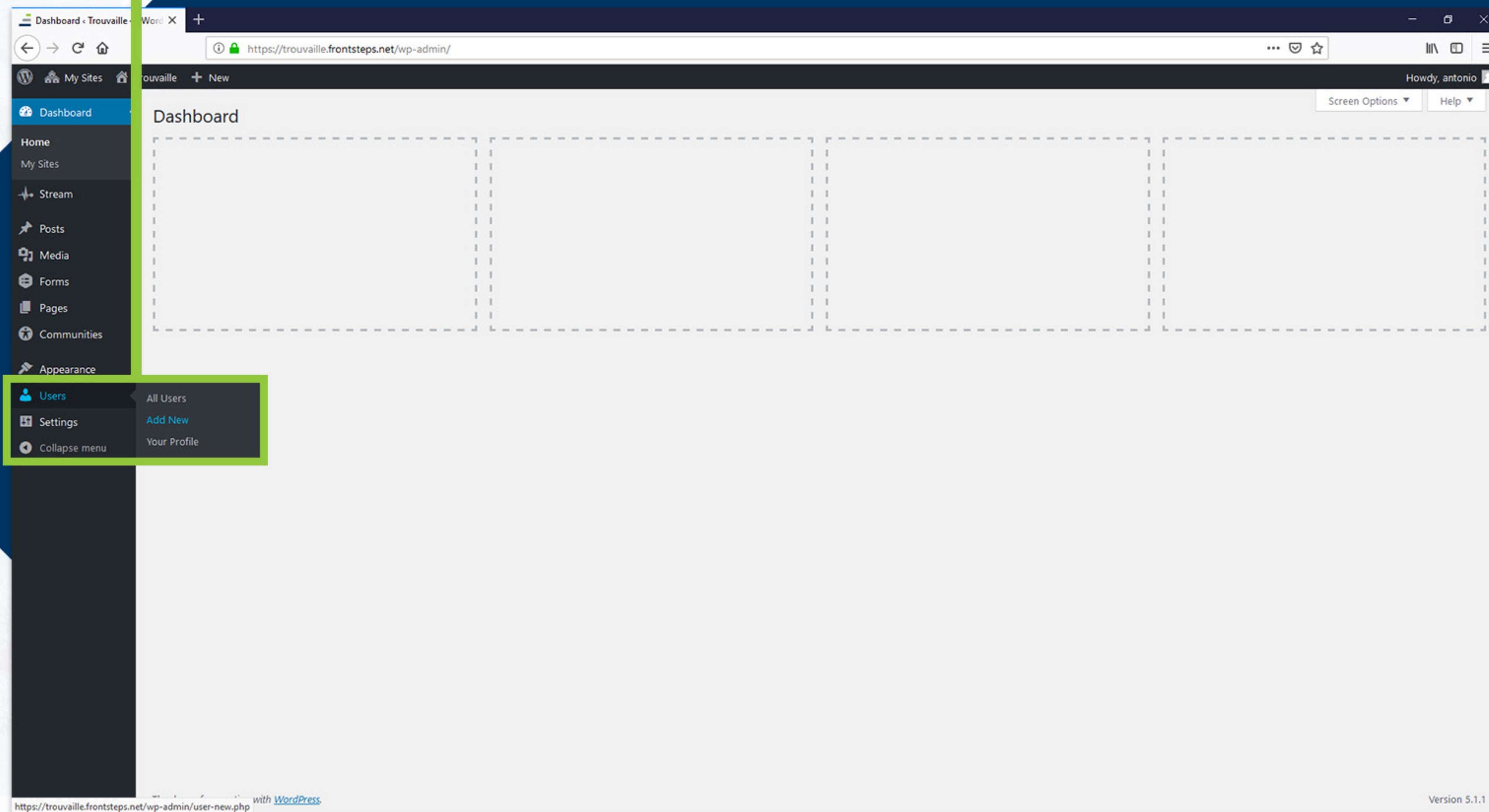


Step

1

Option #2

Once inside, go to the leftside **Users** menu and click **Add New**.



Step

1

Option #2

You can now add your new user's **Email address** and user **Role**.

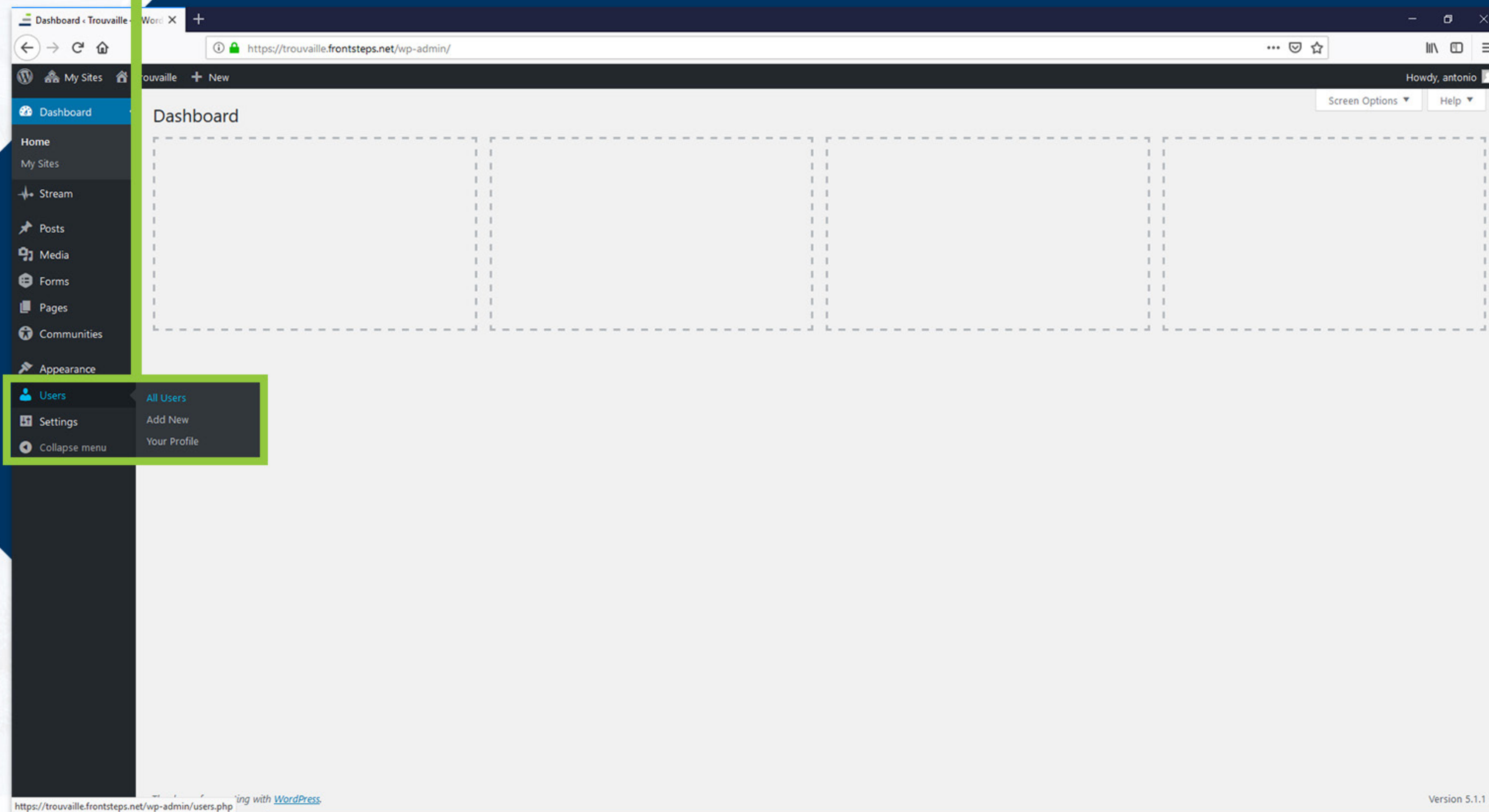
The screenshot shows the WordPress admin interface for adding a new user. The browser address bar displays `https://trouville.frontsteps.net/wp-admin/user-new.php`. The left sidebar menu is visible, with 'Users' selected. The main content area is titled 'Add Existing User' and contains the following text: '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.' Below this text are two input fields: 'Email' (a text box) and 'Role' (a dropdown menu currently set to 'Subscriber'). A blue button labeled 'Add Existing User' is positioned below the 'Role' field. At the bottom of the page, there is a footer that reads 'Thank you for creating with [WordPress](#).' and 'Version 5.1.1'.

Step

2

Removing a user

In the WordPress Dashboard, go to the **Users** menu and select **All Users**.



COMPLETE

When hovering over a username, you will be provided the **Remove** option. That button will **delete** the user.

The screenshot shows the WordPress admin interface for user management. The 'Users' menu item is selected in the sidebar. The main content area displays a list of users. The first user, 'acolon', is highlighted with a green border. Under the username 'acolon', there are two links: 'Remove' and 'View'. The 'Remove' link is the focus of the instruction. The table below shows the details of the users:

Username	Name	Email	Role	Posts
acolon	Antonio Colon	acolon@frontsteps.com	Administrator	7
antonio	—	antonio@tier3interactive.com	Administrator	0

https://trouvaille.frontsteps.net/wp-admin/users.php?action=remove&user=30&_wpnonce=237d398da4

Version 5.1.1



You have reached the
end of this tutorial.