

## How to Set Up User Access to JPHSA Staff Website

1. Go to https: [www.jphsa.org/wp-login.php](https://www.jphsa.org/wp-login.php)
2. Enter username and password.
3. On the left side of menu, click on MemberPress\_\_Members.
4. Once in **Member** area, click on **Add New**.
5. This will bring you to the **Manually Add a New Member** screen:

### Manually Add a New Member

Username

Email

First Name

Last Name

Password

Show password

Membership ⓘ

JPHSA Staff Website Membership ▾

Send User Notification

☐ Send the new member an email with their username & password

Send Welcome Email

☐ Send the new member a membership welcome email

Advanced

Create

6. The **Username** and **Email Address** will be the same thing. (If you are setting up an account for jfontenot@jphsa.org, the username will be jfontenot@jphsa.org and the email address will be jfontenot@jphsa.org.)
7. Type in the **First Name** and **Last Name** of the person. (It does not have to be in uppercase.)
8. Under **Membership**, **JPHSA Staff Website Membership** should be automatically selected from the dropdown menu. (It is the only type of membership we currently have set up.)
9. DO NOT enable Send User Notification. DO NOT enable Send Welcome Email. If these options are auto-selected already, click to deselect them. **You DO NOT want to send any notifications.**
10. Double-check your entries and click **Create** at the bottom of the screen.
11. On top right side of menu, hover over **Howdy \_\_\_\_\_**, and click on **Log Out**.