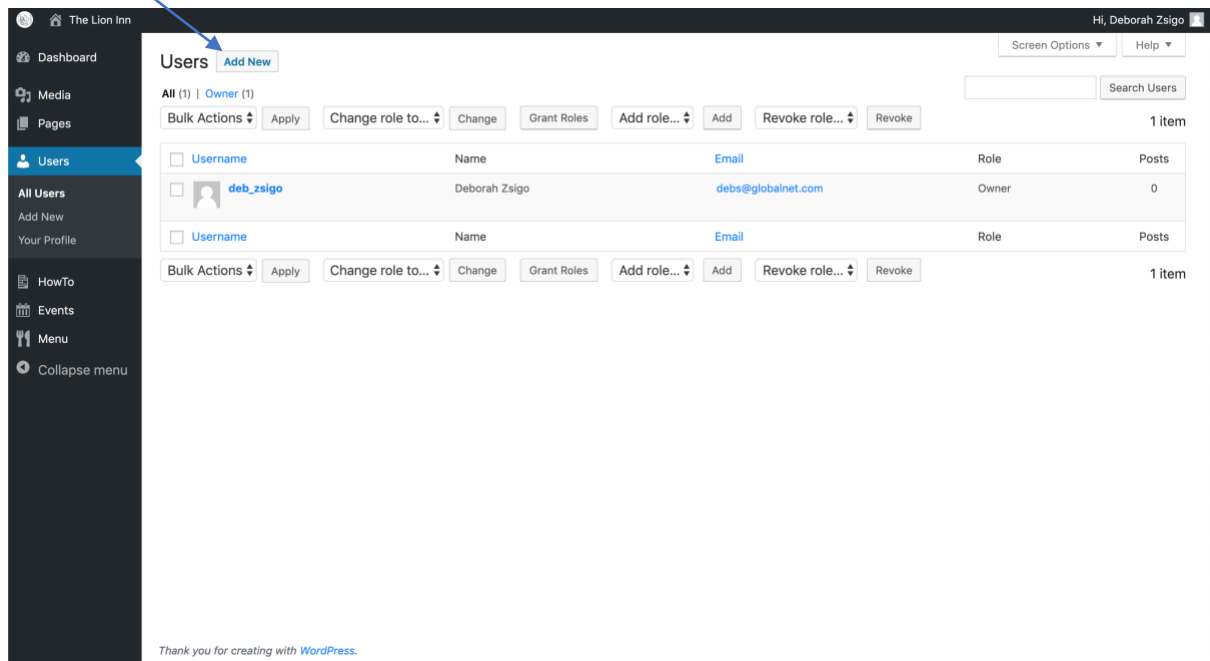
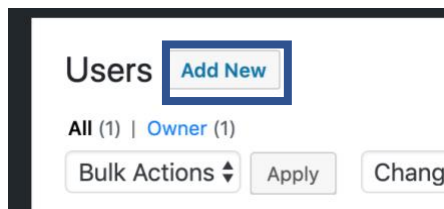


Add New User

Click 'Add New' at the top of the 'Users' screen:

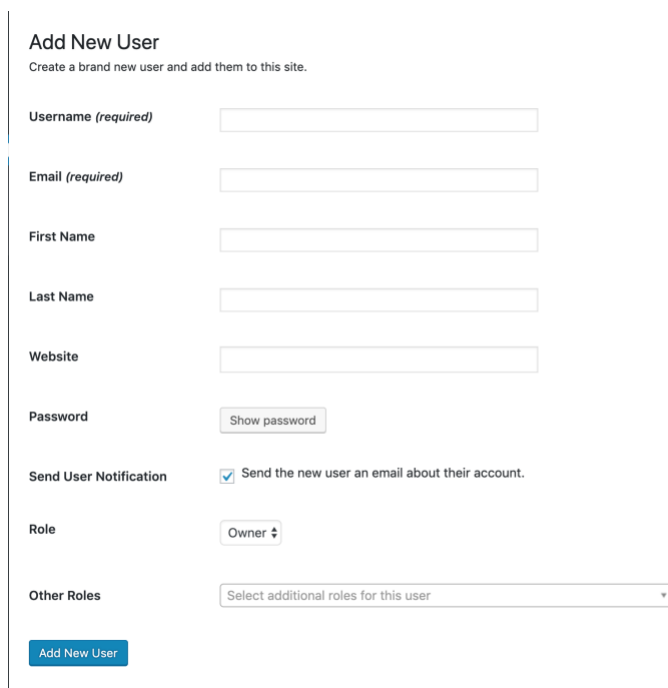


The screenshot shows the WordPress 'Users' management interface. On the left is a dark sidebar with navigation links: Dashboard, Media, Pages, Users (highlighted), All Users, Add New, Your Profile, HowTo, Events, Menu, and Collapse menu. The main content area is titled 'Users' and features an 'Add New' button at the top left, which is pointed to by a blue arrow. Below the title, there are filters for 'All (1)' and 'Owner (1)', a search bar, and a table of users. The table has columns for Username, Name, Email, Role, and Posts. One user is listed: 'deb_zsigo' with the role 'Owner' and 0 posts. At the bottom of the page, there is a message: 'Thank you for creating with WordPress.'



This is a close-up of the top section of the 'Users' screen. It shows the 'Users' title, the 'Add New' button (highlighted with a red box), and the filter 'All (1) | Owner (1)'. Below these are buttons for 'Bulk Actions', 'Apply', and 'Change'.

You should see this screen:



The screenshot shows the 'Add New User' form. At the top, it says 'Add New User' and 'Create a brand new user and add them to this site.' The form contains several input fields: 'Username (required)', 'Email (required)', 'First Name', 'Last Name', 'Website', and 'Password' (with a 'Show password' button). There is a checkbox for 'Send User Notification' which is checked, with the text 'Send the new user an email about their account.' Below this is a 'Role' dropdown menu set to 'Owner'. At the bottom, there is an 'Other Roles' dropdown menu with the text 'Select additional roles for this user'. A blue 'Add New User' button is at the bottom left.

Username

The username can be whatever you want, but I have been creating them as 'firstname_lastname' (hence deb_zsigo and alex_lord).

Username (required)

Email

Email is their email address. This should only be needed if their password is forgotten.

Email (required)

First name & Last name

Pretty self-explanatory – just their name.

First Name

Last Name

Leave website blank.

Password

Click 'Show password':

Password

This should appear:

Password

Weak

Confirm Password

☒ Confirm use of weak password

Set the password to 'password@123' and tick 'Confirm use of weak password'. They can change this password when they first sign in.

Send User Notification

Leave ticked.

Role

Set the 'Role' to 'Editor' if it is not already set to that. The only difference between 'Editor' and 'Owner' is that 'Owner' can add and delete users.

Role

Editor ▼

Leave 'Other Roles' blank.

We should have this:

Add New User

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

Username <i>(required)</i>	<input type="text" value="ben_zsigo"/>
Email <i>(required)</i>	<input type="text" value="benzsigo@gmail.com"/>
First Name	<input type="text" value="Ben"/>
Last Name	<input type="text" value="Zsigo"/>
Website	<input type="text"/>
Password	<div><input type="password" value="password@123"/><div>Weak</div></div> <div><input type="button" value="Hide"/> <input type="button" value="Cancel"/></div>
Confirm Password	<input checked="" type="checkbox"/> Confirm use of weak password
Send User Notification	<input checked="" type="checkbox"/> Send the new user an email about their account.
Role	<div>Editor ▼</div>
Other Roles	<div>Select additional roles for this user ▼</div>

Click 'Add New User'.

Add New User

You should return to this screen and see the new user in the list:

Users

Add New

Screen Options

Help

All (2) | Editor (1) | Owner (1)

Search Users

Bulk Actions

Apply

Change role to...

Change

Grant Roles



Add role...

Add

Revoke role...

Revoke

2 items

<input type="checkbox"/>	Username	Name	Email	Role	Posts
<input type="checkbox"/>	 ben_zsigo	Ben Zsigo	benzsigo@gmail.com	Editor	0
<input type="checkbox"/>	 deb_zsigo	Deborah Zsigo	debs@globalnet.com	Owner	0
<input type="checkbox"/>	Username	Name	Email	Role	Posts

Bulk Actions

Apply

Change role to...

Change

Grant Roles

Add role...

Add

Revoke role...

Revoke

2 items