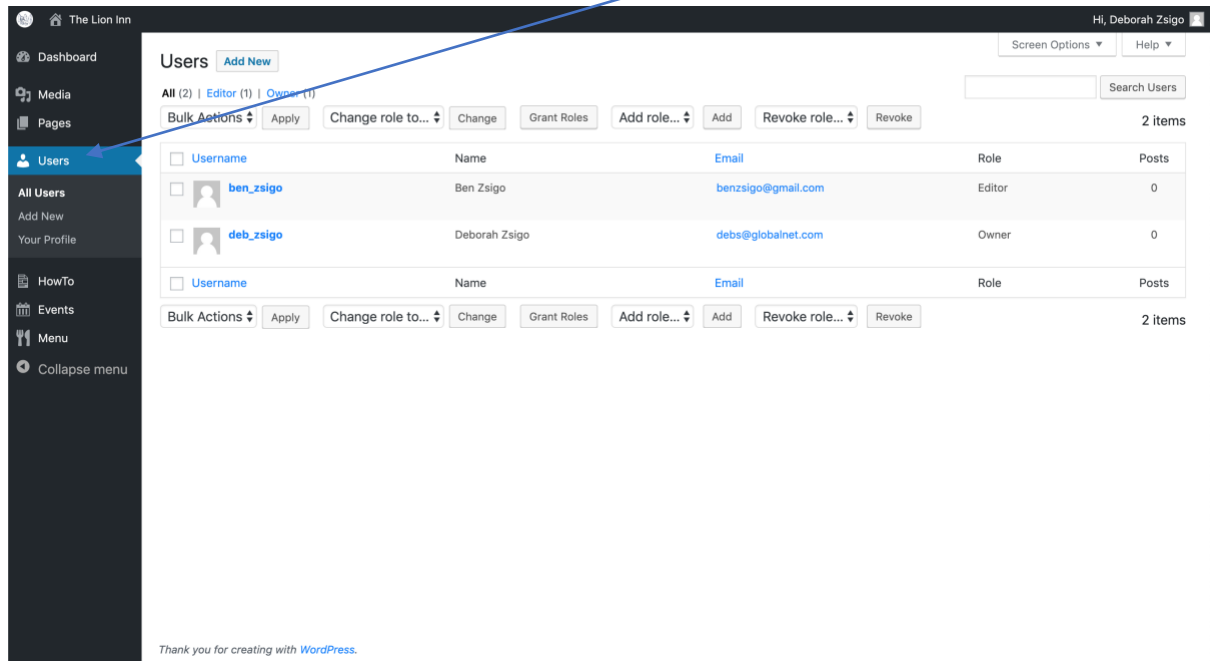
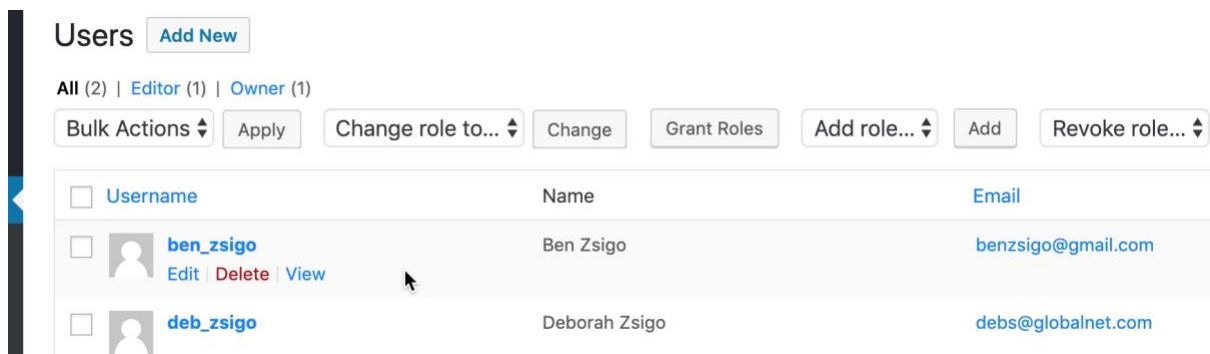


Editing Roles

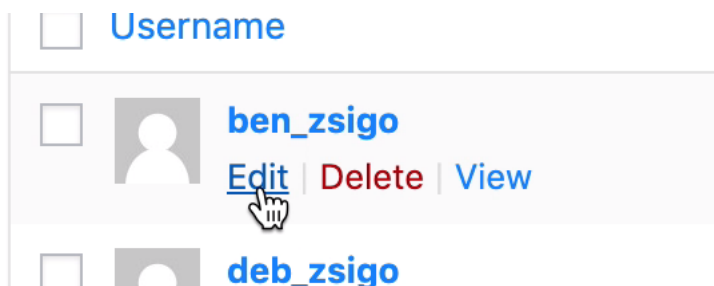
You may need to change someone's role. To do this, go the 'Users' screen:



Hover your mouse over a user to see the 'Edit' button:



Click the 'Edit' button:



You should this screen:

Edit User Ben Zsigo [Add New](#) Help ▼

Personal Options

Visual Editor ☐ Disable the visual editor when writing

Admin Colour Scheme

☒ Default ☐ Light ☐ Blue ☐ Coffee

☐ Ectoplasm ☐ Midnight ☐ Ocean ☐ Sunrise

Keyboard Shortcuts ☐ Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar ☒ Show Toolbar when viewing site

Language Site Default ▼

Name

Username Usernames cannot be changed.

Role Role

First Name

You'll notice the 'Role' option near the bottom.

If you scroll down the page, you will notice that there are a lot of options to edit as well.

Select the desired new role from the dropdown:

Role

✓ Owner
Editor
— No role for this site —

First Name

Scroll down to the bottom of the page and click the blue 'Update User' button:

Account Management

New Password [Generate Password](#)

Additional Capabilities

Other Roles ▼

Capabilities

[Update User](#)

You should return to the top of the same page, but notice that the role has changed:

Edit User Ben Zsigo

Add New

Help

Personal Options

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More information

Toolbar

☒ Show Toolbar when viewing site

Language

Site Default

Name

Username

ben_zsigo

Names cannot be changed.

Role

Editor

First Name

Ben