**Adding Employee Bio’s in WordPress for Blogging SOP**

**Objective**: The objective of this SOP is to guide the process of adding employee bios to the ProVal WordPress blog.

**Procedure:**

**1. Access WordPress Backend:**

* Log into the backend/admin area of WordPress using your credentials.

**2. Navigate to Users:**

* On the left-hand column, locate and click on "Users".

**3. Add New User:**

* Within the Users section, select "Add New User" located at the top left of the User page.

A screenshot of a computer

Description automatically generated

**4. Create New User:**

* Fill out the following information for the new user:
  + Username:
    - Format the username as "First and Last Name".
  + Email:
    - Use the format "First and Last Name @provalblogs.com".
  + First Name
  + Last Name
  + Password:
  + Utilize the suggested password.
* Change Role to Author

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5**. Save User:**

* Once all information is entered, select "Add New User" using the blue button at the bottom of the page.

6. **Edit User Profile to add the rest of information:**

* Return to the list of all users.
* Click on the name of the newly added user to access their profile.

**7. Input Employee Bio:**

* Scroll down within the user profile.
* Input the employee's bio, ensuring it is 2-3 sentences long.
* Reach out to the employee beforehand to gather information such as their work history and their role at ProVal.

8. Add Employee Headshot

* Scroll down to Avatar
* Click the Choose from Media Library Button
* Select the left button “Upload Files’
* Upload the graphic of the user
* Add Alt Text and Press the Button that says ‘Select Avatar and Crop’

**8. Save Changes:**

* Once the bio is added, save the changes to the user profile.

Note\* If new employee please add bio, username, and password to the Employee Bios Document [Employee Bios.docx](https://provaltech.sharepoint.com/:w:/r/sites/SalesMarketing/Shared%20Documents/Marketing/Blogs/Employee%20Bios.docx?d=w63f17e2217b641368f01bf870cdde460&csf=1&web=1&e=JYHqFg)

**Additional Notes:**

* Ensure that the employee bio is concise, informative, and relevant to their role at ProVal.
* Regularly update employee bios as necessary to keep the blog content current and engaging.