How to Create And Manage User Accounts In Joomla 4

Creating a Joomla user account

The first step you need to do is log in to your Joomla 4 admin area. On the toggle menu, let's go to **Users -> Manage**. After that, at the top left of the screen, simply click on the **New** button.

How to access

Home Dashboard → **Site** → **Users**

To add a User:

- click the **New** toolbar button

To edit a User:

- select a **Name** from the list

All types of user accounts and access

Joomla will allow you to choose and set up access levels for different user accounts. Let's see what are the outstanding features of each type of user accounts and access.

- **Public/ Guest**: This level will allow the users to read the topics or information on your site. It may be a forum for them to explore and read. However, they can't edit or post anything on your site.
- **Manager**: A manager is able to access the administration area, but it is limited to content moderation. That means he/she can only generate or customize posts. However, in terms of the technique of the website, he/she can't access it.
- **Administrator**: An administrator has all the rights that an administrator has. In addition, he/she can install external modules or components to change the operation of the website.
- **Registered**: Those who can log in to the website as a member of the site, but do not have any privileges in editing content or managing the site.
- **Author**: An author can create as well as edit content, but he/she isn't able to publish the content. The author's content will be published after approval. So, it's a great idea for website owners to manage and review all content before they were published.
- **Editor**: An editor will be allowed to post or edit any unpublished content. However, he/she doesn't have a right to edit the published content.
- **Published**: A publisher can create, edit and publish the content before, during, and after publication.
- **Super User**: A super user will have the total privilege to do anything for the website, from creating, editing, or installing, etc.

Access Levels in Joomla

There are five access levels that are included in Joomla by default. Learning how to use the Public, Guest, Special, and Registered access levels gives you a lot of power over who sees what content on your site.

Public: Any visitor, regardless of whether or not they are logged into your site or not, can view anything that is assigned to the public access level.

Guest: This access Level will hide content from site visitors unless they are logged into the site.

Registered: Registered allows the user to login to the Frontend interface. They can't contribute content but may have access to other areas, like a forum or download section if your site has one.

Special: Allows access to content creation and other system information from the Backend. This includes Author, Manager, Super Users.

Super Users: Super Users have complete administrative access to your site. They have access to and can change every aspect of the site.

Pointe to Remember:

- **What is a super user in Joomla?**
  Super Users have the highest privilege level and can make changes or add new features or content to any section of a Joomla! Site.

- **How do I add a user to Joomla?**
  To create a new user on your Joomla website via the User Manager, you need to log into your website as administrator.
  Navigate to the Users tab from the top-menu and then User Manager > Add New User.

- Fields are used to display additional attributes of Articles, Contacts and Users. The data are entered in the Backend and displayed in the Frontend.

- User notes are pieces of information which can be assigned to registered users on your Joomla! site. For example, user notes can contain comments about 'offending' or 'difficult' users, etc.

- The User Actions Log provides a global overview of selected Administrator activities on your site. From this screen you may Select, Export, Delete or Purge entries. The Events to log are set via the Options button in the Toolbar.

- The Mass Mail screen allows Users who are members of the "Super Administrator" group to send an email message to registered users for the site. Users can be selected based on groups.

- The Private Messaging screen allows you to send messages to other Back-end Joomla! users who have permission to send and receive messages. You may read, write, send, and delete messages here. In addition, you may also manage message settings and grouping options.