

Set a HR/WHF Staff Member as Organizational Administrator to View and Record Organizational Data

Preamble:

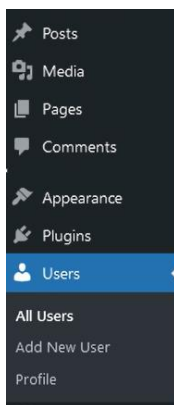
This setting will be to allow HR and WHF Staff in organizations to have the ability to record seminar and assessment information as well as view org-wide seminar and assessment results.

Requirements:

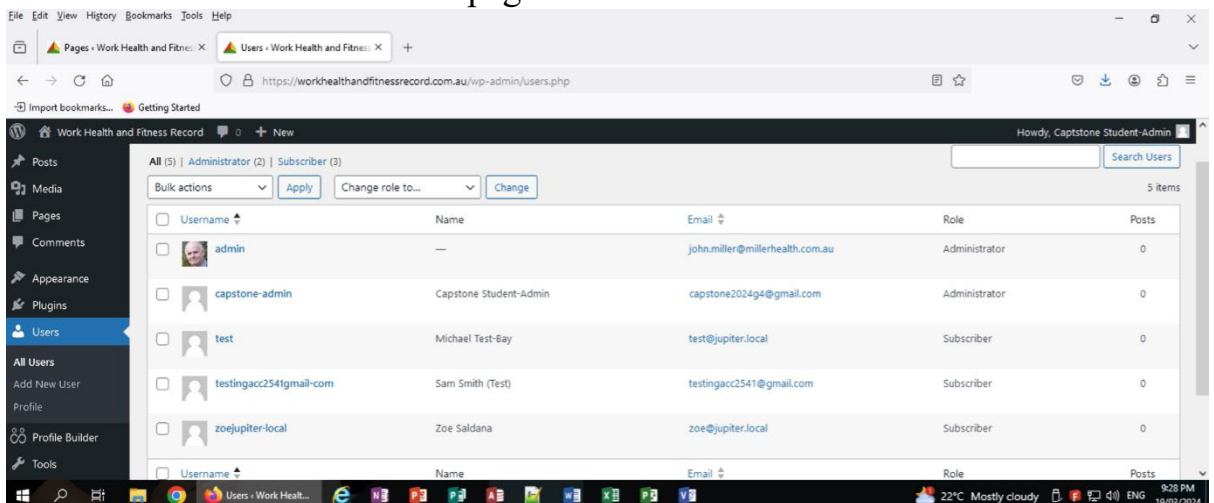
Administrator username and password

Instructions:

- 1) Login into Work Health & Fitness Record Admin Portal
<https://workhealthandfitnessrecord.com.au/wp-admin/>
- 2) Click on 'Users' on the left hand-side navigation panel.



- 3) Then click on the user you would like to add as organizational administrator from the 'Users' page



4) On their user page, change their role from 'Subscriber' to 'Contributor'

Edit User Zoe Saldana [Add New User](#)

Personal Options


Visual Editor ☐ Disable the visual editor when writing

Admin Color Scheme

☒ Default ☐ Light ☐ Coffee ☐ Ectoplasm ☐ Sunrise

Keyboard Shortcuts ☐ Enable keyboard shortcuts for comment moderation. [Documentation on Keyboard Shortcuts](#)

Toolbar ☒ Show Toolbar when viewing site

Language  Site Default

Name

Username zoejupiter-local Username cannot be changed.

Role Contributor

First Name Zoe

Last Name Saldana

Nickname (required) zoejupiter-local

Display name publicly as Zoe Saldana

5) Scroll down and click 'Update User' to save changes.

Enter username

Enter password

Website

About the user

Biographical info

Profile Picture

Account Management

New Password

Password Reset

Sessions

Application Passwords

New Application Password Name

Required to create an Application Password, but not to update the user.

Update User

To revert someone back to normal users, change their role back to ‘Subscriber’