# WordPress Roles

Role based security

# WordPress Comes With Five Roles

- WordPress comes with pre-defined roles:
  - **Administrator**
  - **Editor**
  - **Author**
  - **Contributor**
  - **Subscriber**
- Each role is **allowed to perform** a set of tasks called **capabilities**.

# WordPress Roles

- There are roles that you can assign to (users) people who you want on your WP site:
    - **Administrator** – The site owner
    - **Editor** – Page and post content Administrators (Publisher)
    - **Author** – Content Author (Publisher)
    - **Contributor** – Content Creator (Writer)
    - **Subscriber** - Very limited capabilities.
        - Allows users to login to a WordPress website and leave comments

# Attention All Site Administrators

- If this is your own site, you own it, and you administer it
- As the Site Administrator you are responsible for
  - Creating user accounts
  - Assigning roles to user accounts
  - Configuring site settings
  - Configuring page settings
  - Moderating comments
  - Content Management (all of it)
  - Plugin and WP updates and upgrades
  - Site Security
  - Site Backups

# WordPress Roles Warning

- Please be careful with the roles you give users on your WordPress site.

- If you add a user as an administrator, you are granting full ownership rights to them.

  – This means that if they decide delete content instead of just moving it to trash, the content is gone.

- **For this reason, we recommend having only one administrator per blog.**

- Also note that all user roles provide access to a site statistics.

# Administrator

- An administrator has full and complete ownership of a blog, and can do absolutely everything.
- This person has complete power over posts/pages, comments, settings, theme choice, import, users – the whole shebang.
- **Nothing is off-limits**
  - **including deleting the entire WP site and deleting users and changing user roles**
- *Only one administrator per WordPress site is recommended!*
  - *This is not always possible with a team of developers.*

# Administrators Can…

- update_core
- update_plugins
- update_themes
- install_plugins
- install_themes
- delete_themes
- edit_plugins
- edit_themes
- edit_users
- create_users
- delete_users
- unfiltered_html

# Editors can…

- **View, edit, publish, and delete any posts/pages**
- moderate comments
- manage categories
- manage tags
- manage links
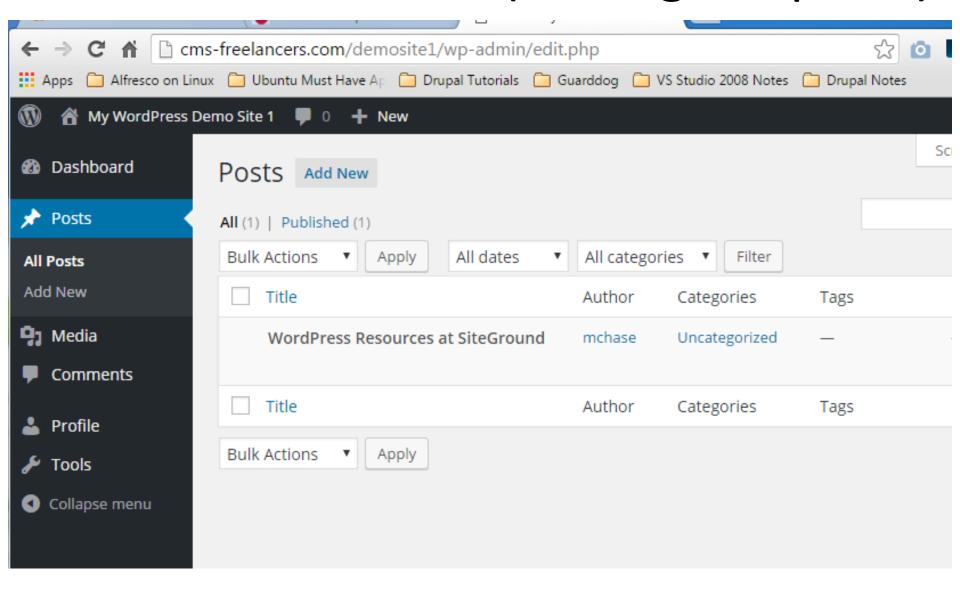- upload files/images.

# Editor Privileges

- delete_others_pages
- delete_others_posts
- delete_pages
- delete_posts
- delete_private_pages
- delete_private_posts
- delete_published_pages
- delete_published_posts
- edit_others_pages
- edit_others_posts
- edit_pages
- edit_posts

- edit_private_pages
- edit_private_posts
- edit_published_pages
- edit_published_posts
- manage_categories
- manage_links
- moderate_comments
- publish_pages
- publish_posts
- read
- read_private_pages
- read_private_posts
- unfiltered_html (not with Multisite. See Unfiltered MU)
- upload_files

# Authors can and can not…

- Can Edit, publish and delete **their own posts** (posts they created)

- Upload files/images.

- Authors can not add, modify, delete, or **publish** WordPress Pages. ← HUGE!

- Authors can not create categories.

  - **So if no categories exist on the WP site, Authors can not publish their posts! Remember to add Categories for your Authors!**

# Authors Dashboard (No Pages Option)

# Author Privileges

- delete_posts
- delete_published_posts
- edit_posts
- edit_published_posts
- publish_posts  (create & publish Posts)
  - Please have an Admin create categories so the author can publish their posts.
- read
- upload_files

# Contributors can…

- A contributor can edit their own posts but cannot publish them.

- When a contributor creates a post, it must be submitted to an administrator for review.

- Once a contributor's post is approved by an administrator and published to the WP site, it may no longer be edited by the contributor.

# Contributor Privileges

- delete_posts
- edit_posts
- read

# Follower / Subscriber

- Your followers are the people who have signed up to receive updates each time you publish new content.

- They do not have any editing privileges.

-  If your blog is public, anyone can follow it, but you may want to send out invitations to specific people who you'd like to share your blog with.

# Follower/Subscribers can…

- Read site content

# How To Add A User

- Login to WP site as Site Admin
- Head to Users > Add new on dashboard
- Fill out the form
- Select the appropriate role from the role dropdown selector
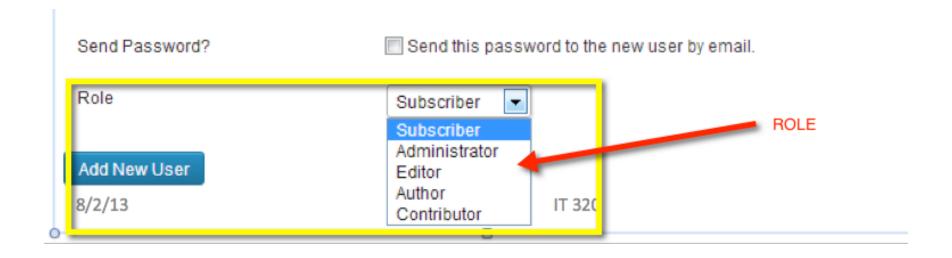- Select (click) the "Add new user" button

# Add User

## Add New User

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

| | |
|---|---|
| Username *(required)* | bbenson |
| E-mail *(required)* | bb@x.com |
| First Name | Bill |
| Last Name | Benson |
| Website | |
| Password *(twice, required)* | •••••••• |
| | •••••••• |

Medium    *Hint: The password should be stronger, use upper and lower*
? $ % ^ & ).

| | |
|---|---|
| Send Password? | ☐ Send this password to the new user by email. |
| Role | Subscriber ▾ |

Subscriber
Administrator
Editor
Author
Contributor

**Add New User**

# ROLE !

Send Password?  ☐ Send this password to the new user by email.

Role  | Subscriber ▼ |  → **ROLE**

Subscriber
Administrator
Editor
Author
Contributor

**Add New User**

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# Bill Benson Has Been Added

All (2) | Administrator (1) | Editor (1)

| Bulk Actions ▾ | Apply | Change role to... ▾ | Change |

| ☐ | Username | Name | E-mail | Role |
|---|----------|------|--------|------|
| ☐ | bbenson | Bill Benson | bb@x.com | Editor |
| ☐ | mchase | | admin@mikehchase54.net | Administrator |
| ☐ | Username | Name | E-mail | Role |

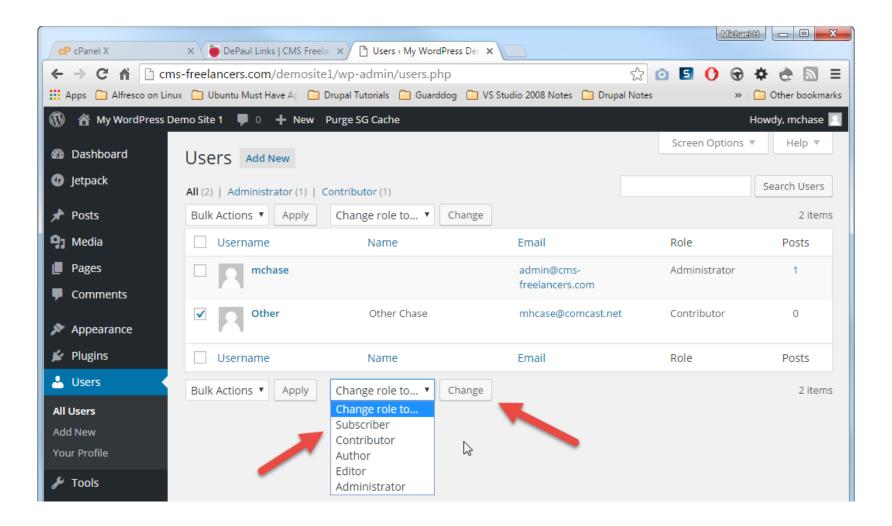| Bulk Actions ▾ | Apply |

# Change User Roles

- **Dashboard, Users > All Users** in your dashboard.

- Check the box(es) next to user avatar(s).

- Using Change role to... dropdown menu, select the new user role(s) you want to assign.

- Click the Change button, to save your changes

# The change role dropdown control

# Remove user From WP Site

- As an Administrator of a blog, to remove users from your WP site, you can follow these steps:

- Users > All Users in your dashboard.
- Move your cursor over the username, then click Remove.
- If you need to remove multiple users from your WP site, select each username you'd like to remove using the checkboxes. Then, from the Bulk Actions drop down, select Remove, and click Apply