

Wordpress Users Overview

Users and Roles

- ✱ Users

- ✱ People who create or consume content from the website.

- ✱ Roles

- ✱ Defines what different users can do on the website; view, create or publish content.

WordPress User Types

- ✱ Roles
 - ✱ Super Admin
 - ✱ Administrator
 - ✱ Editor
 - ✱ Author
 - ✱ Contributor
 - ✱ Subscriber
- ✱ Can be expanded using a plugin

Roles

- * **Super Admin** – Manages multiple websites.
- * **Administrator** – Manages a single website.
- * **Editor** – Manages content on a website.
- * **Author** – Creates and publishes content on a website.
- * **Contributor** – Creates content on a website.
- * **Subscriber** – Consumes content on a website.

Role Permissions

- * Administer
- * Publish
- * Edit
- * Write
- * View
- * Can be expanded using a plugin

Permission: Administer

- * View all content (published, draft, private)
- * Add, modify and delete Themes
- * Add, modify and delete Plugins
- * Add, modify and delete any User Profile
- * Add, modify, publish and delete Pages and Posts
- * Add, modify, publish and delete Media Files

Permission: Editor

- * View all content (published, draft, private)
- * Add, modify, publish and delete Pages and Posts
- * Add, modify, publish and delete Media Files
- * Modify their personal User Profile

Permission: Author

- * View all content (published, draft, private)
- * Add, modify, publish and delete content they have created
 - * Pages and Posts
 - * Media Files
- * Modify their personal User Profile

Permission: Contributor

- * View all content (published, draft, private)
- * Add, modify, and delete content they have created
 - * Pages and Posts
 - * Media Files
- * Cannot publish content
- * Modify their personal User Profile

Permission: Subscriber

- * View published and private content
- * Modify their personal User Profile

- Dashboard
- Posts
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users**
- All Users
- Add New
- Your Profile
- Tools
- Settings
- Collapse menu

Users [Add New](#)


Screen Options Help

All (1) | Administrator (1)

 Search Users

Bulk Actions Apply Change role to... Change

1 item

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>	 wpace		wpace@example.com	Administrator	1
<input type="checkbox"/>	Username	Name	E-mail	Role	Posts

Bulk Actions Apply

1 item

USERS

Users

- * **Check box** - Check this box to select All Users. Use Checkbox in front of each user to select only that user. Used to Bulk Delete or Change User Role functions.
- * **User Image** - Avatar (image) for this particular user.
- * **Username** - The login name of the User. Click on the Username link to display the Users Your Profile Screen. Hover the mouse over a whole row for a particular user to display the Edit and Delete links. The current logged in user will not have the Delete link revealed.
- * **Name** - The first and last names of the User.
- * **E-mail** - The User's e-mail address.
- * **Role** - The Role assigned to that User.
- * **Posts** - The number of Posts written by that User. Click on the number to be directed to the Posts Screen to view or edit the Posts written by this User.

YOUR PROFILE

WordPress Admin Dashboard: Profile page for user 'Howdy, wspace'.

Profile

Personal Options

- Visual Editor:** Disable the visual editor when writing
- Admin Color 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

Name

Username: wspace Username cannot be changed.

First Name:

Last Name:

Nickname (required): wspace

Display name publicly as: wspace

Contact Info

E-mail (required): wspace@example.com

Website:

About Yourself

Biographical info:
Share a little biographical information to fill out your profile. This may be shown publicly.

New Password:
If you would like to change the password type a new one. Otherwise leave this blank.

Repeat New Password:
Type your new password again.

Strength Indicator: Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " \$ % & '.

Thank you for creating with [WordPress](#). Version 3.8

User: Personal Options

- * **Visual Editor** - Disables the visual editor when writing, and uses the plain HTML editor.
- * **Admin Color Scheme** - Select color scheme using radio button. The left two colors are menu background colors and the right two are roll-over colors.
- * **Keyboard Shortcuts** - Enables keyboard shortcuts for comment moderation.
- * **Toolbar** - Check the box to display the Admin Toolbar (at top of window) when you are viewing your site.

User: Name

- * **Username** - Visible only to User. Cannot be changed.
- * **First name** - Optional
- * **Last name** - Optional
- * **Nickname** - Required. May be the same as your User Name or different. If you don't supply a Nickname, then the User Name will be placed in this field.
- * **Display name publicly as** - Defaults to the first and last name. Select from dropdown; Nickname, Login name, First Name, Last Name, "First Last", or "Last First".

User: Contact Information

- ✱ **E-mail** - Required. Must be unique for each user. Used to notify you of new comments to your posts and for other administrative purposes. Only other registered users of your blog will have access to this e-mail address. It is never sent anywhere.
- ✱ **Website** - Optional

User: About Yourself

- * **Biographical Info** - Optional - A short description of yourself here. This optional information can be displayed by your theme if so configured by the theme author.
- * **New Password** - Wordpress will suggest a Strong Password by default. You should use this. It was created to improve you website's security. Write it down or copy an paste it somewhere. If you don't remember it you will have to reset it. If you decide to use a weaker password you will enter it twice and a Strength Indicator will show you whether the password you entered is Very Weak, Weak, Medium, or Strong (displayed in green).

Click the Blue Button!

...or your changes will
not be saved.

Dashboard

Posts

Media

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Appearance

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Users

All Users

Add New

Your Profile

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Help

Add New User

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

Username *(required)*

E-mail *(required)*

First Name

Last Name

Website

Password *(required)*

Repeat Password *(required)*

Strength indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

Send Password?

Send this password to the new user by email.

Role

Subscriber

Add New User

ADD NEW USER

Add New User

- * Similar to the User Profile
 - * **Username** (required)
 - * **E-mail** (required)
 - * **First Name**
 - * **Last Name**
 - * **Website**
 - * **Password** (twice)
 - * **Strength Indicator**
- * **Send Password?** - Check the box to Send the to the new user by email.
- * **Role** - Select the desired Role for this User from the drop-down box.
- * **Add New User** - This is the Save Button