

## **Granting access to WordPress**

Last Updated / Reviewed: Jan 10th, 2023 Execution Time: ~5 min to grant/revoke access



**Goal:** To grant access to your WordPress site to a new user (employee, contractor, agency).

**Ideal Outcome:** Your employee, contractor, or agency will have access and be able to collaborate on your WordPress site account.

Prerequisites or requirements: You will need admin access to a WordPress site.

**Why this is important:** WordPress allows you to grant access to other users so they can manage your website. Granting access is the most secure way to share your site's data without having to share your login details.

Where this is done: WordPress.

When this is done: Every time you want to grant, request, or revoke access to your WordPress site

Who does this: The person responsible for managing access to your WordPress site.



## □ User roles in WordPress:

User roles in WordPress explained:

- Administrator (Site Owner) Somebody who has access to all the administration features within a single site.
- Editor (Blog Manager) Somebody who can publish and manage posts including the posts of other users.
- Author (In house Writer) Somebody who can publish and manage their own posts.
- **Contributor (Guest/Contract Writer)** Somebody who can write and manage their own posts but cannot publish them.
- Subscriber Somebody who can only manage their profile.
- SEO Manager (Agency/Consultant/Employee) Somebody who has full access to a site's SEO settings.
- SEO Editor (Writer) Somebody who has access to blog posts' SEO settings.

Note: SEO Manager and SEO Editor are only available on WordPress user settings if you have installed the <u>Yoast plugin</u>.



## □ Granting access to WordPress

- 1. Sign in to your WordPress Admin account.
  - a. You can access your WordPress admin login page by adding "/wp-admin" at the end of your site's URL. For example, if your website URL is <u>https://www.example.com</u>, your admin login page will be <u>https://www.example.com/wp-admin</u>.
- 2. On the left sidebar, hover over "Users" and click "Add New".





- 3. Fill in the form fields and click "Add New User".
  - a. Username (Required) The name the user will use to login to your site.
  - b. Email (Required) The new user's email address
  - c. First and last name (Optional)
  - d. Website (Optional)
  - e. Password Use the default auto generated password (recommended)
  - f. Role Select an appropriate role for the user.
    - i. **Note**: If you're unsure which role to grant the new user, refer to the section: <u>User roles in WordPress</u>.

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*	Posts	Create a brand new user and add them to this site.					
9,	Media						
۲	Pages	Username (required)	user				
•	Comments (1,631)	Email (required)	user@clickminded.com				
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		Role	✓ Editor Administrator				
		Add New User					



4. You have now granted access to the new user.

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🛓 Users				
All Users Add New		User	user@clickminded.com	Editor
Profile				

## Remove access to WordPress site

- 1. Sign in to your WordPress Admin account.
  - a. You can access your WordPress admin login page by adding "/wp-admin" at the end of your site's URL. For example, if your website URL is <u>https://www.example.com</u>, your admin login page will be <u>https://www.example.com/wp-admin</u>.
- 2. On the left sidebar, hover over "Users" and click "All Users".





3. Select the user you want to remove access and click "Delete".

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*	Posts	All (7)   Administrator (5)   Subscriber (2)			
<b>9</b> ]	Media	Bulk actions V App	Change role to	✓ Change	
	Pages	Username	Name	Email	Role
•	Comments (1,631)	Admin	_	tommy@clickminded.com	Administrator
×	Appearance	_			
*	Plugins 1				
*	Users	User Delete	User	david@clickminded.com	Editor
All Users	Users	View   Send password reset			

4. Click "Confirm Deletion"

Delete Users			
You have specified this user for deletion:			
ID #8: david			
Confirm Deletion			

5. You have now removed the user's access to your WordPress site.