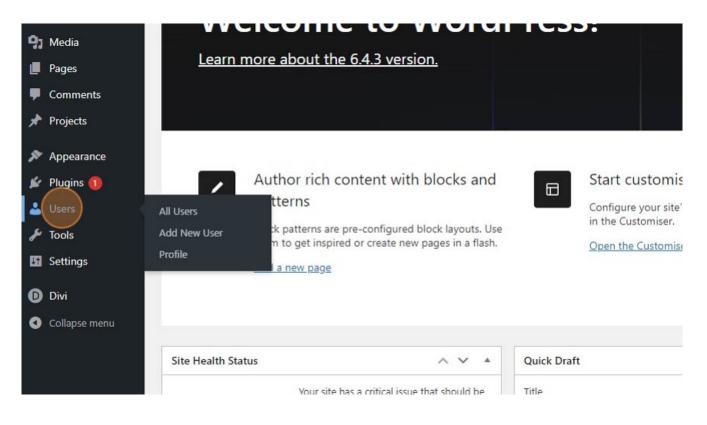
This is an beta website by <u>Inclusive Bytes CIC</u>, The aim is to create one location for digital resources in Oldham.



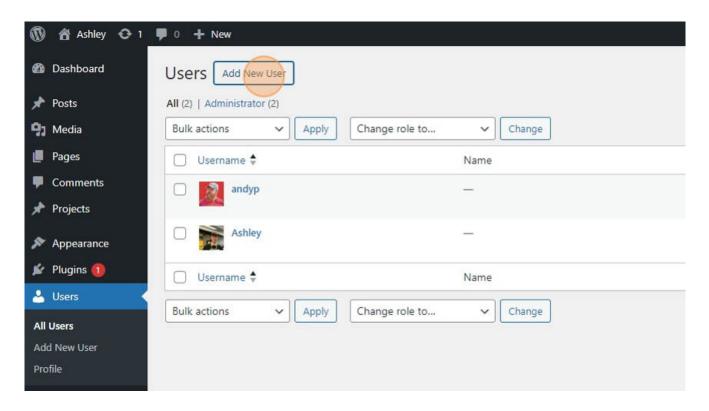
- <u>Home</u>
- Tutorials
- Events
- Resources
- Hubs

## How do I add a user on WordPress?

- 1. Navigate to <a href="https://yourwebdomain.co">https://yourwebdomain.co</a>.uk/wp-admin
- 2. Click "Users"



## 3. Click "Add New User"



4. Click the "Username (required)" field.

🕅 \land Ashley 🔂 1	투 0 🕂 New			
ն Dashboard	Add New User			
Posts	Create a brand new user and add them to this site.			
] Media				
Pages	Username (required)			
Comments	Email (required)			
Projects				
Appearance	First Name			
🕼 Plugins 🚺				
Users	Last Name			
All Users	Website			
Add New User				
Profile	Language 🚱 Site Default 🗸			

5. Type the username

6. Click this dropdown and select Admin (or the required user level)

ser	Website		
er			
	Language 🕼	Site Default 🗸	
S	Password	Generate password	
		z\$q6nvq0IYNA3LlmR2@EMuuw	💋 Hide
		500 C	ye Hide
		Strong	
e menu			
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e menu	Send User Notification	Send the new user an email about their account of the second s	count.
e menu	Send User Notification	Send the new user an email about their acc	count.
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e menu	Send User Notification	Send the new user an email about their acc	count.
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## 7. Click this button.

All Users	Website			
Add New User		x		
Profile	Language 🕞	Site Default 🗸		
🖋 Tools				
5 Settings	Password	Generate password		
Divi		z\$q6nvq0IYNA3L1mR2@EMuuw	💋 Hide	
Collapse menu		Strong		
	Send User Notification	$\bigodot$ Send the new user an email about their account.		
		- <u></u>		
	Role	Administrator 🗸		
•	Add New User			

Made with the help and support of <u>Inclusive Bytes CIC</u>

Training | Reporting