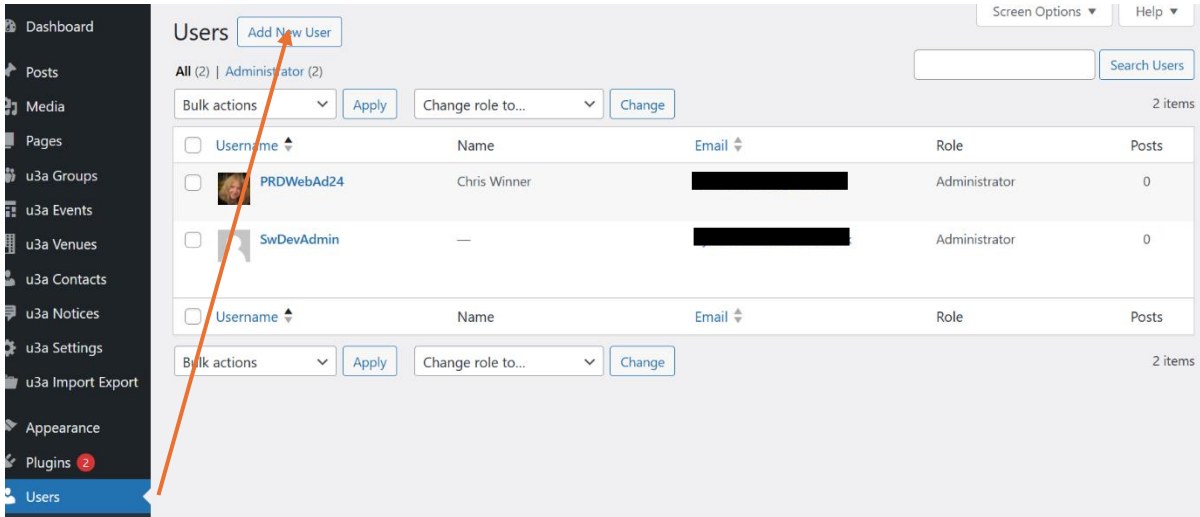
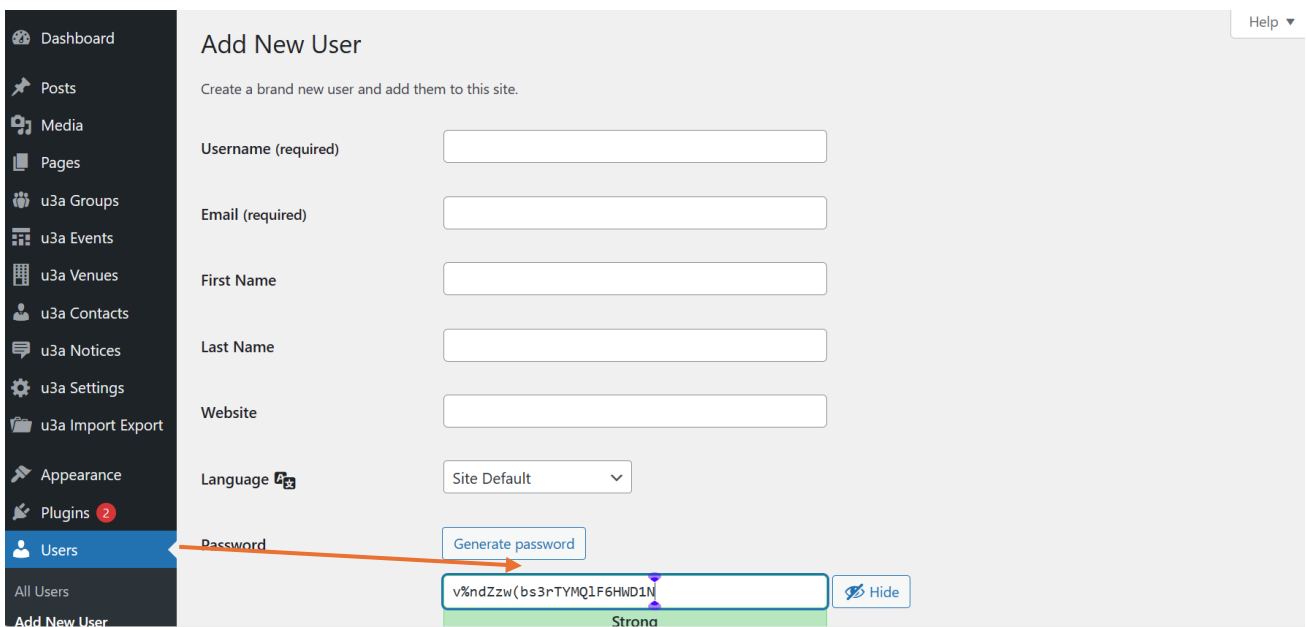


SiteWorks: Adding a new user

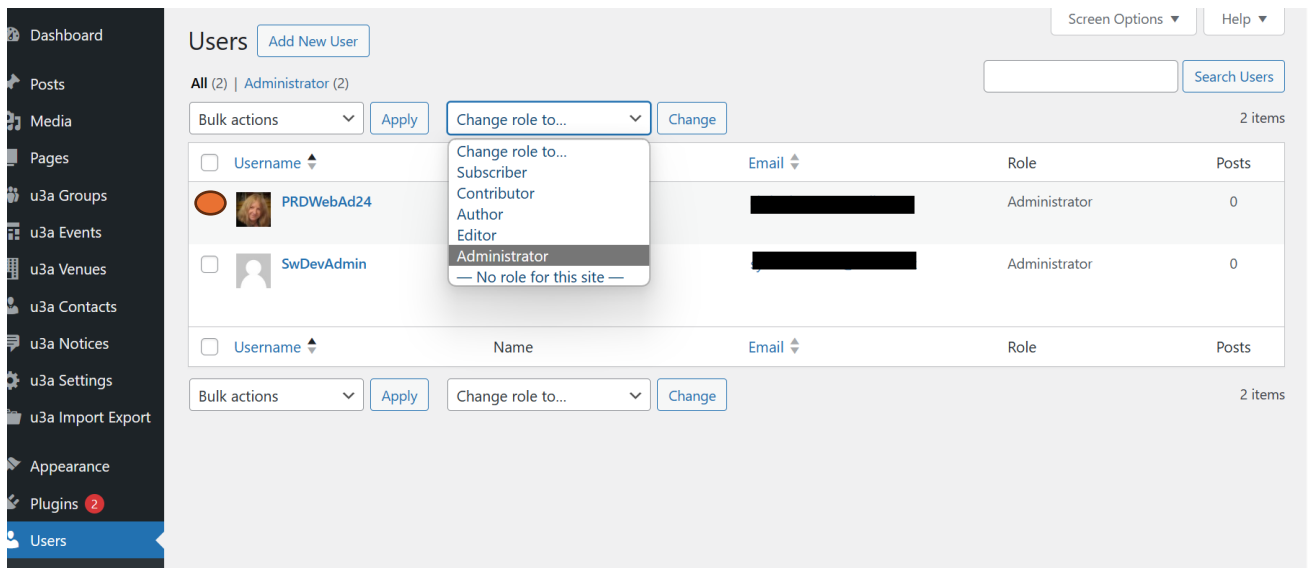
1. From the Dashboard go to Users and click on Add New User





2. Enter the credentials – note a password will be created. Make a note of it, the user will be able to change it.



3. When they are set up, you can set their role by clicking next to their name, then from the 'Change Role to ...' dropdown select Administrator



The screenshot shows the WordPress 'Users' management page. A dropdown menu is open over the 'Change role to...' button, listing roles: Subscriber, Contributor, Author, Editor, Administrator (highlighted), and — No role for this site —. The table below shows two users, both with the role of Administrator.

<input type="checkbox"/>	Username	Email	Role	Posts
<input type="checkbox"/>	 PRDWebAd24	[Redacted]	Administrator	0
<input type="checkbox"/>	 SwDevAdmin	[Redacted]	Administrator	0