WordPress: Adding Users to Your Blog

Last Modified on 06/23/2022 10:38 am EDT

> **Note:** if you encounter difficulties adding users, please contact Web Services via help@brynmawr.edu
>
> **Include the following information:**
>
> - The address of your blog
> - The name and email address of the person you would like to add

Adding current blogs.brynmawr.edu user

1. Click the Users menu in the Dashboard
2. Click "Add New"
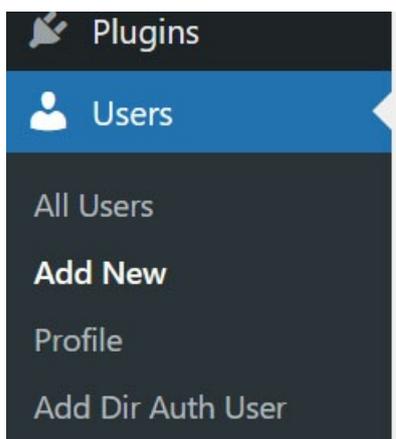
3. In the *Add Existing User* area, type the email address they use for their WordPress account (e.g. Bryn Mawr email for all Bryn Mawr users) in the box provided and choose their role (more about user roles).
4. Your new user will be sent an email invitation to join your blog– they will have to click a link to confirm that they want to become a user.

Adding Bryn Mawr community member NOT already in blogs.brynmawr.edu

1. Click the Users menu in the Dashboard
2. Click "Add Dir Auth User"
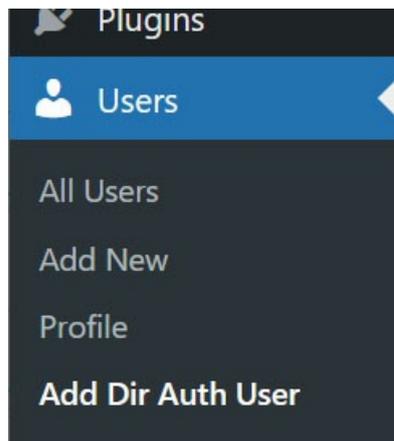
3. Type the user's Bryn Mawr username in the Username field, choose their role, and add them.

4. Unless you skip sending a confirmation email, your new user will be sent an email invitation to join your blog. They will have to click a link to confirm that they want to become a user.

Adding a Haverford or Swarthmore user NOT already in blogs.brynmawr.edu:

New Haverford or Swarthmore users must sign themselves up as WordPress users via the Haverford or Swarthmore users link ☐ on the blogs.brynmawr.edu homepage.

Blogs at Bryn Mawr College

Bryn Mawr community members: please log in with your Bryn Mawr user names and passwords.

Haverford or Swarthmore users must sign up using their College email addresses and set a separate WordPress password to use the blogs.

All users: Once logged in, visit the **Signup Page** to create a new blog.

In using this site you indicate your understanding of and agreement with the Bryn Mawr College Acceptable Use Policy.

1. Haverford and Swarthmore users must sign up using their college email address.
2. They will be prompted to set a separate password in WordPress, as we cannot use their college credentials.
3. Then you may add them to your blog via Method A above.

Adding Users from outside the Trico

Please contact **Web Services** via help@brynmawr.edu if you need to add an outside user to a blog.

Include the following:

- The address of your blog
- The name and email address of the person you would like to add

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk ⤴!

Phone: 610-526-7440
Email: help@brynmawr.edu
Location: Canaday Library 1st Floor