

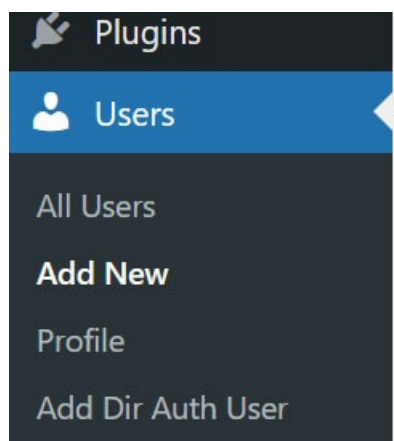
# WordPress: User Roles for Blogs

Last Modified on 07/28/2022 2:20 pm EDT

Users can be added by blog administrators- the creator of a blog is the administrator, and they can designate other users they ads to be administrators as well.

## Add Users

Users are added by going to the "Users" link in the dashboard and clicking "Add New." A user must already have [signed in to blogs.brynmawr.edu](https://blogs.brynmawr.edu) before they can be added to a blog. Once added, they receive an email with an activation link.



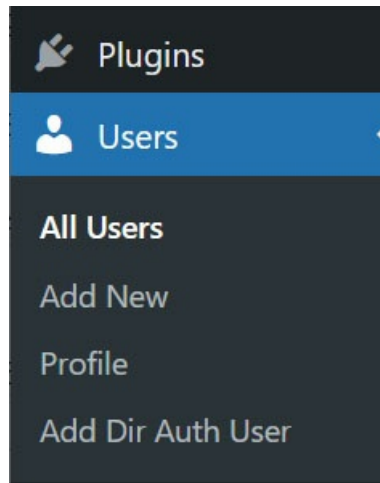
## User Roles: What they are and what they can do:

- **Administrator** – Somebody who has access to all the administration features
- **Editor** – Somebody who can publish posts, manage posts as well as manage other people's posts, etc.
- **Author** – Somebody who can publish and manage their own posts
- **Contributor** – Somebody who can write and manage their posts but not publish posts
- **Subscriber** – Somebody who can read comments/comment/receive news letters, etc.

[from the [WordPress Codex](#)]

## Change User Roles

Change user roles in the Users menu by going to All Users



Then check the box next to the user whose role you wish to change, and select the desired role from the "Change role to..." dropdown menu, then click the "Change" button.

The screenshot shows the 'Users' management interface. At the top left is the title 'Users' and an 'Add New' button. Below this is a warning box: 'Important: You are currently using manual UA code output. We highly recommend [authen](#) and take advantage of new MonsterInsights features.' Below the warning is a filter: 'All (1) | Administrator (1)'. The main area contains a table of users. The first row has a checked checkbox and the text 'Username'. The second row has a checked checkbox, a user profile icon, and the name 'mlindbeck'. The third row has a checked checkbox and the text 'Username'. To the right of the table is a 'Bulk actions' dropdown menu, an 'Apply' button, a 'Change role to...' dropdown menu, and a 'Change' button. The 'Change role to...' dropdown menu is open, showing a list of roles: 'Change role to...', 'Subscriber', 'Contributor', 'Author', 'Editor', and 'Administrator'. The 'Change role to...' option is highlighted. The 'Email' column is partially visible on the right side of the table.

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the [Help Desk](#)!

Phone: [610-526-7440](tel:610-526-7440)

Email: [help@brynmawr.edu](mailto:help@brynmawr.edu)

Location: Canaday Library 1st Floor

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