

How to add a New User to Wordpress

1. Go to your WordPress admin page and log in to your website. If you're not sure of your password, you can click "Lost Password" to reset it. There are more detailed instructions for resetting your WordPress password [here](#).
2. Now that you're in the WordPress dashboard, click on **Users** in the left sidebar.
3. Towards the top of the screen, click **Add New**.
4. Now you should be on the **Add New User** screen. Enter a username and email address for your new user. First name, last name, and website are optional.
Username: Ascendx Email Address: ascendxdigital2@gmail.com
5. Enter a **SECURE password** for your new user. You can either use the one that WordPress randomly generates, or create your own. However, it's important to use a secure password because hackers will try to use your login to compromise your website. Please choose a password with uppercase, lowercase, numbers and symbols.
6. Keep the **Send User Notification** checked if you would like the new user to receive an email with their login information.
7. Choose a **Role** for your new user. Administrator is the default and it gives the user access to all the features of the website.
8. Click the **Add New User** button and you're all set

Quality Solutions You Can Trust 32 New Howdy, Alpha SEO! You're still going strong Screen Options Help

Dashboard

Hi AlphaSEO!
You've been using Styler for WPForms on your site for 1 week
We hope it's been helpful. If you're enjoying this plugin, please consider leaving a positive review on Wordpress plugin repository. It really helps.
-WpMonks
[Ok, you deserve it](#) [Nope, maybe later](#) [I already did](#)

At a Glance
50 Posts 121 Pages
463 Comments 32 Comments in moderation
WordPress 5.2.3 running Starlit theme.

Quick Draft
Title
Content
What's on your mind?
Save Draft

Activity
Recently Published
Feb 13th 2018, 4:18 pm Hello world!
Jul 25th 2016, 9:44 am Schools to Hold Programming Courses In 2016
Jul 25th 2016, 9:44 am Schools to Hold Programming Courses In 2016
Jul 25th 2016, 9:44 am Schools to Hold Programming Courses In 2016
Jul 25th 2016, 9:41 am The Future Of Online And Mobile Banking

WordPress Events and News
Attend an upcoming event near you.
WordCamp US St. Louis, MO, USA Friday, Nov 1, 2019
WordCamp New York City 2019 New York City Saturday, Sep 14, 2019

Dashboard Comments

Dashboard

Add New User

Create a brand new user and add them to this site.

Username (required) Step 4

Email (required)

First Name

Last Name

Website

Password Show password Step 5

Send User Notification Send the new user an email about their account. Step 6

Role Administrator Step 7

Add New User Step 8

All Users
Add New
Your Profile
Tools
Settings
Custom Fields
Options