

## How to add a New User to Wordpress

- 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

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## Add New User

Dashboard

🖈 Posts

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

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