
Wordpress MU

Adding Users

This document outlines the detailed information related to adding users to a blog on the Wordpress Mu server, hosted by San Jacinto College.

Note: The ability to add users is restricted to those with “Administrator” privileges.

Brief Instructions

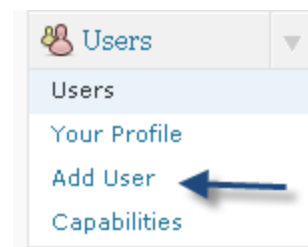
- Access the Dashboard.
- Access the Users menu.
- Enter the new user information.

Process Complete.

Detailed Instructions

1. Log into the Wordpress MU blog: <http://blogs.sanjac.edu/wp-admin> using the necessary authentication. After logging in, locate the blog where the user will be added (only necessary if a member of multiple blogs).

2. Expand the “Users” menu and select “Add user.”



3. Enter the username of the new user. This username must be the same username recognized by the College (firstname.lastname).

A screenshot of the 'Add User' form in the WordPress MU dashboard. It contains a 'Username:' text input field, a 'Role:' dropdown menu set to 'Contributor', and an 'Add User' button.

4. Indicate what “Role” the new user will have. This selection will determine what privileges the new user will have. The recommended