How to Manage User Roles and Create New Users in WordPress

WordPress Basics · https://thewebops.com/help-center/wordpress-basics/how-to-manage-user-roles-and-create-new-users-in-wordpress/

What Are User Roles?

User roles define what each person can see and do on your website. By assigning the correct role, you control access levels and ensure everyone has the permissions they need.

This helps keep your website secure, organized, and easy to manage--especially when working with a team.

WordPress User Roles Explained

Administrator

Full control over the entire website. Permissions include:

- Managing users and roles
- Installing and removing plugins and themes
- Editing site settings
- Creating, editing, and deleting all content

Best for: Website owners and technical administrators.

Editor

Manages all content, but not site settings. Permissions include:

- Creating, editing, publishing, and deleting posts and pages
- Managing content created by other users

Best for: Content managers and team leads.

Author

Manages their own content only. Permissions include:

- Writing, editing, and publishing their own posts
- Uploading media files

Best for: Bloggers and regular content writers.

Contributor

Writes content, but needs approval to publish. Permissions include:

- Writing and editing their own posts
- Cannot publish posts or upload media

Best for: Guest writers, interns, or temporary contributors.

Subscriber

Basic access level. Permissions include:

- Viewing content
- Editing their own profile

Best for: Members, customers, or users who only need login access.

How to Create a New User in WordPress

You can create a new user to give someone access to your website and assign them the appropriate role.

Steps to Create a New User

1. Log in to your **WordPress Dashboard**.
2. Go to **Users** from the left-hand menu.
3. Click **Add User**.
4. Fill in the user details:
    - **Username**: Choose a unique username.

- **Email**: Enter the user's email address.
- **Password**: Set a strong password or let WordPress generate one.
- (Optional) Add first and last name for clarity.

5. Select a **User Role** from the dropdown list.
6. (Optional) Enable **Send User Notification** to email login details to the user.
7. Click **Add User**.

The new user will now appear in your users list with the assigned role.

Why User Roles Matter

Using the right roles helps you:

- **Improve security:** Limits risky actions to trusted users.
- **Avoid mistakes:** Prevents accidental changes to important settings.
- **Stay organized:** Each user clearly understands their responsibilities.

Best Practices for Managing Users

- Review user accounts regularly and remove inactive users.
- Keep the number of **Administrators** to a minimum.
- Assign the lowest role needed for each user's tasks.

By understanding user roles and creating users correctly, you can manage your WordPress website more safely, collaborate effectively with your team, and maintain full control over your content and settings.