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# Granting access to WordPress

**Last Updated / Reviewed:** Jan 19th, 2022
**Execution Time:** *~5 min to grant/revoke access*




**Goal:** To grant access to your WordPress site to a new user (employee, contractor, agency).

**Ideal Outcome:** Your employee, contractor, or agency will have access and be able to collaborate on your WordPress site account.

**Prerequisites or requirements:** You will need admin access to a WordPress site.

**Why this is important:** WordPress allows you to grant access to other users so they can manage your website. Granting access is the most secure way to share your site's data without having to share your login details.

**Where this is done:** WordPress.

**When this is done:** Every time you want to grant, request, or revoke access to your WordPress site

**Who does this:** The person responsible for managing access to your WordPress site.

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## ☐ User roles in WordPress:

User roles in WordPress explained:

- **Administrator (Site Owner)** – Somebody who has access to all the administration features within a single site.
- **Editor (Blog Manager)** – Somebody who can publish and manage posts including the posts of other users.
- **Author (In house Writer)** – Somebody who can publish and manage their own posts.
- **Contributor (Guest/Contract Writer)** – Somebody who can write and manage their own posts but cannot publish them.
- **Subscriber** – Somebody who can only manage their profile.
- **SEO Manager (Agency/Consultant/Employee)** — Somebody who has full access to a site's SEO settings.
- **SEO Editor (Writer)** — Somebody who has access to blog posts' SEO settings.

Note: SEO Manager and SEO Editor are only available on WordPress user settings if you have installed the Yoast plugin.

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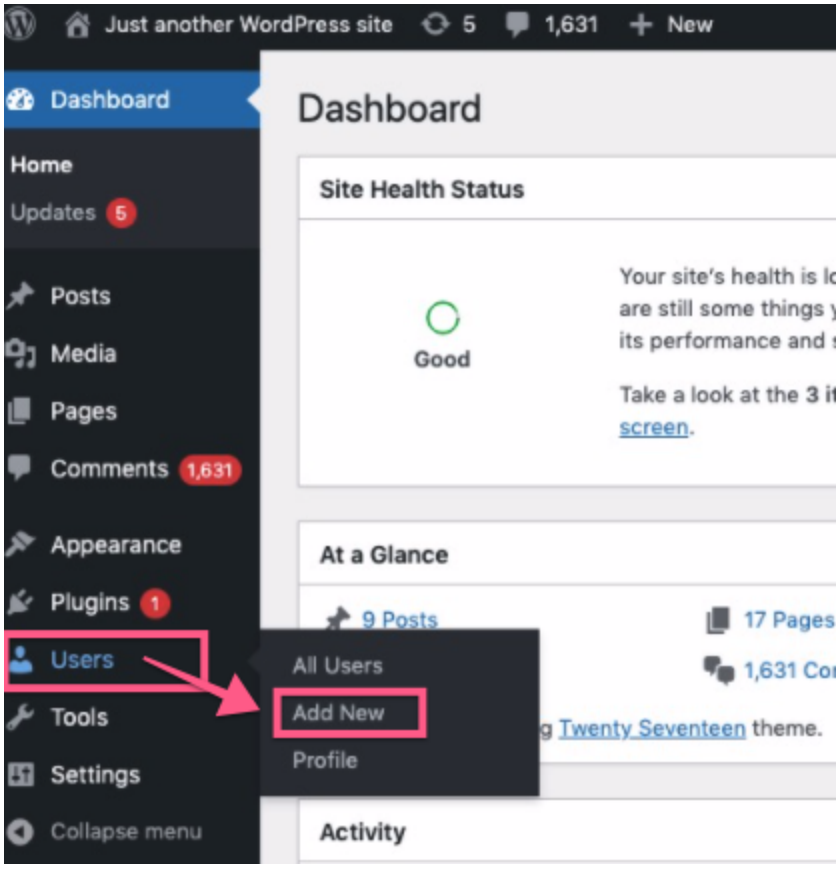
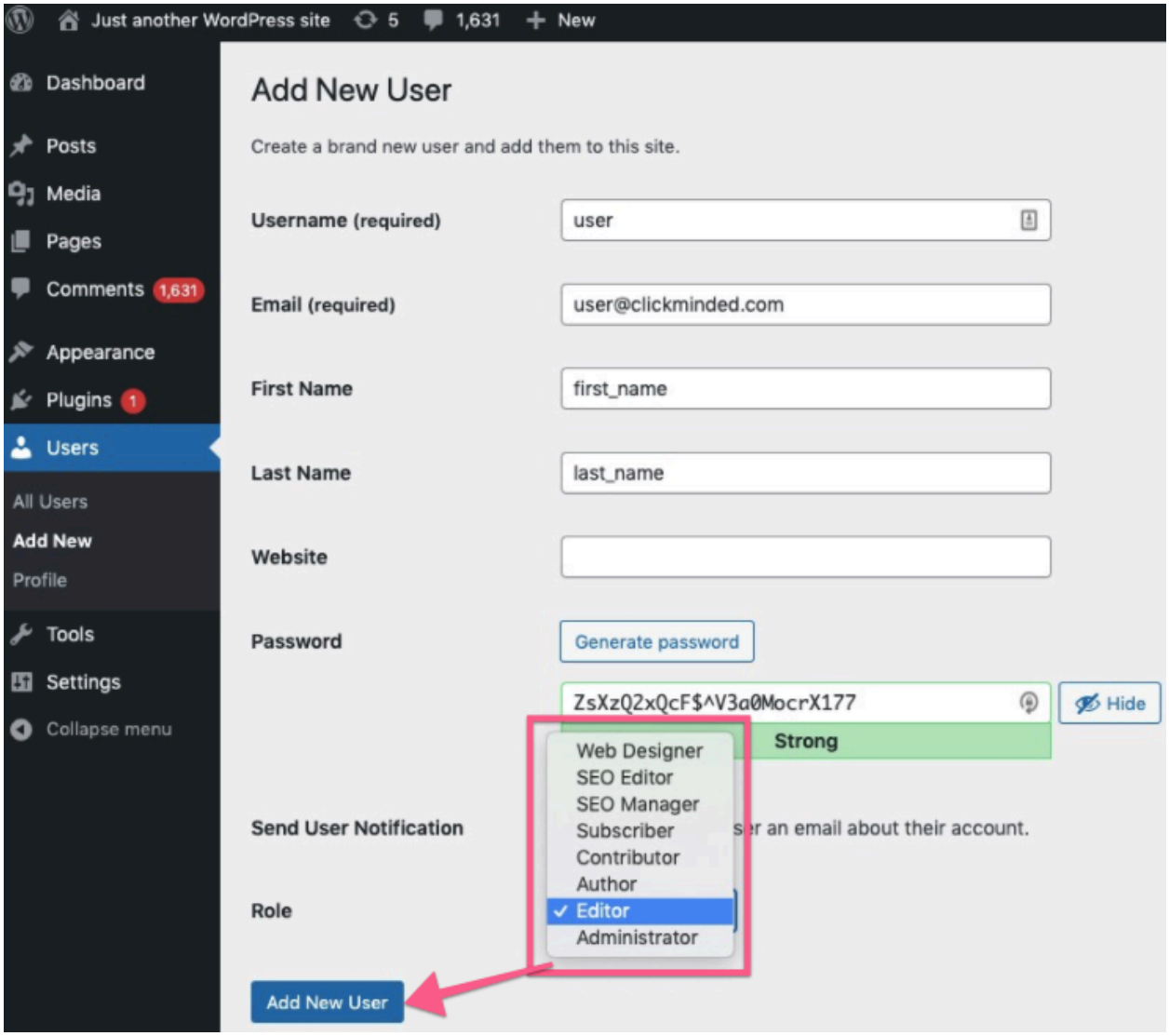
## ☐ Granting access to WordPress

1. Sign in to your WordPress Admin account.
    a. You can access your WordPress admin login page by adding “/wp-admin” at the end of your site's URL. For example, if your website URL is https://www.example.com, your admin login page will be https://www.example.com/wp-admin.

2. On the left sidebar, hover over “Users” and click “Add New”.



3. Fill in the form fields and click “Add New User”.
    a. Username (Required) — The name the user will use to login to your site.
    b. Email (Required) — The new user’s email address
    c. First and last name (Optional)
    d. Website (Optional)
    e. Password — Use the default auto generated password (recommended)
    f. Role — Select an appropriate role for the user.
        i. **Note**: If you’re unsure which role to grant the new user, refer to the section: User roles in WordPress.




4. You have now granted access to the new user.

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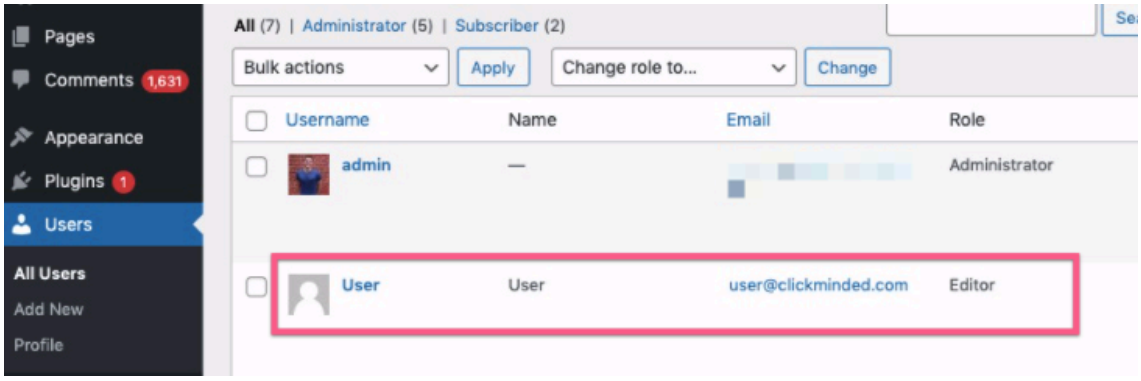
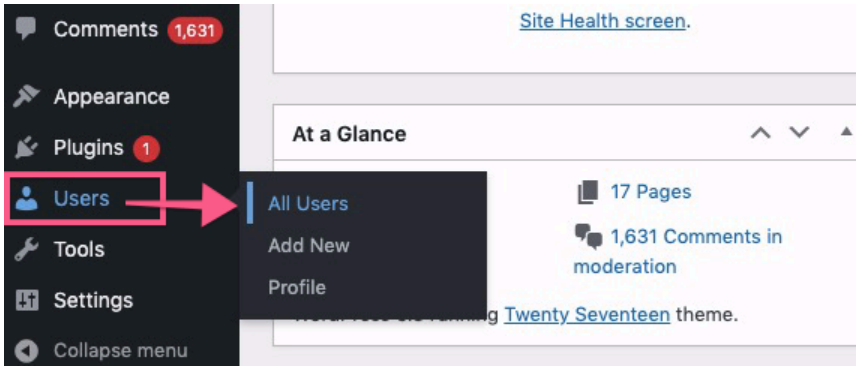



## ☐ Remove access to WordPress site

1. Sign in to your WordPress Admin account.
    a. You can access your WordPress admin login page by adding "/wp-admin" at the end of your site's URL. For example, if your website URL is https://www.example.com, your admin login page will be https://www.example.com/wp-admin.

2. On the left sidebar, hover over "Users" and click "All Users".



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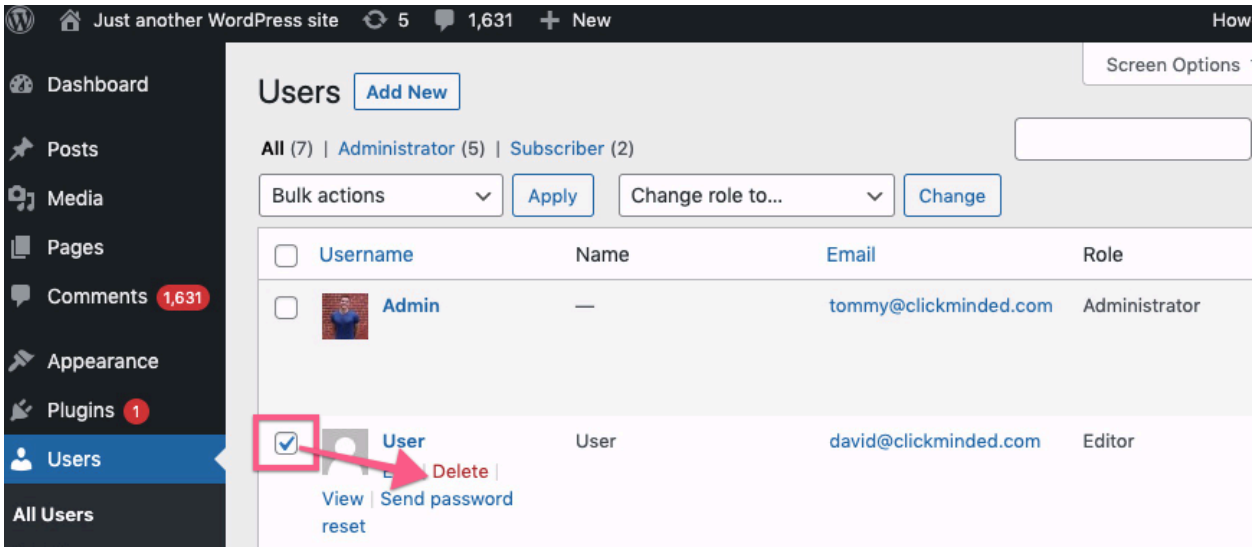
3. Select the user you want to remove access and click “Delete”.




4. Click “Confirm Deletion”




5. You have now removed the user’s access to your WordPress site.