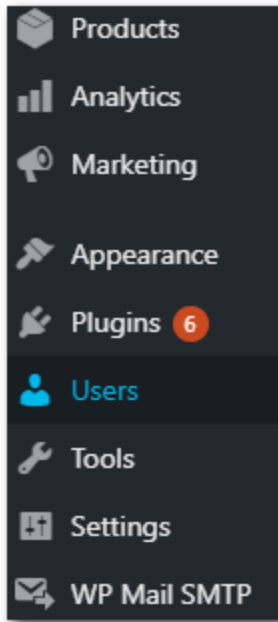
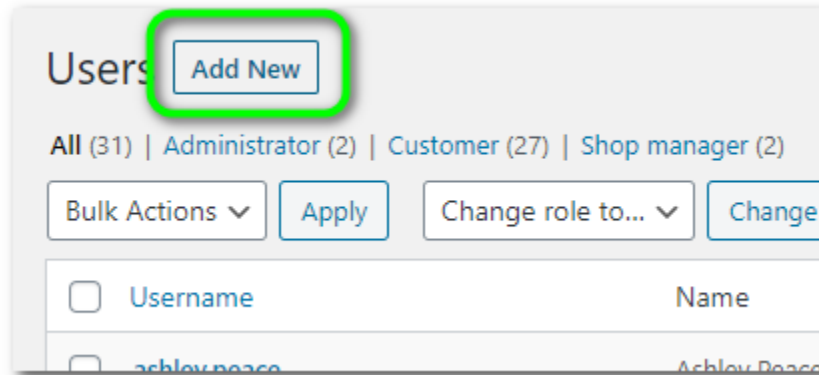


How to make a New User



Go to Users.

Click "Add New"



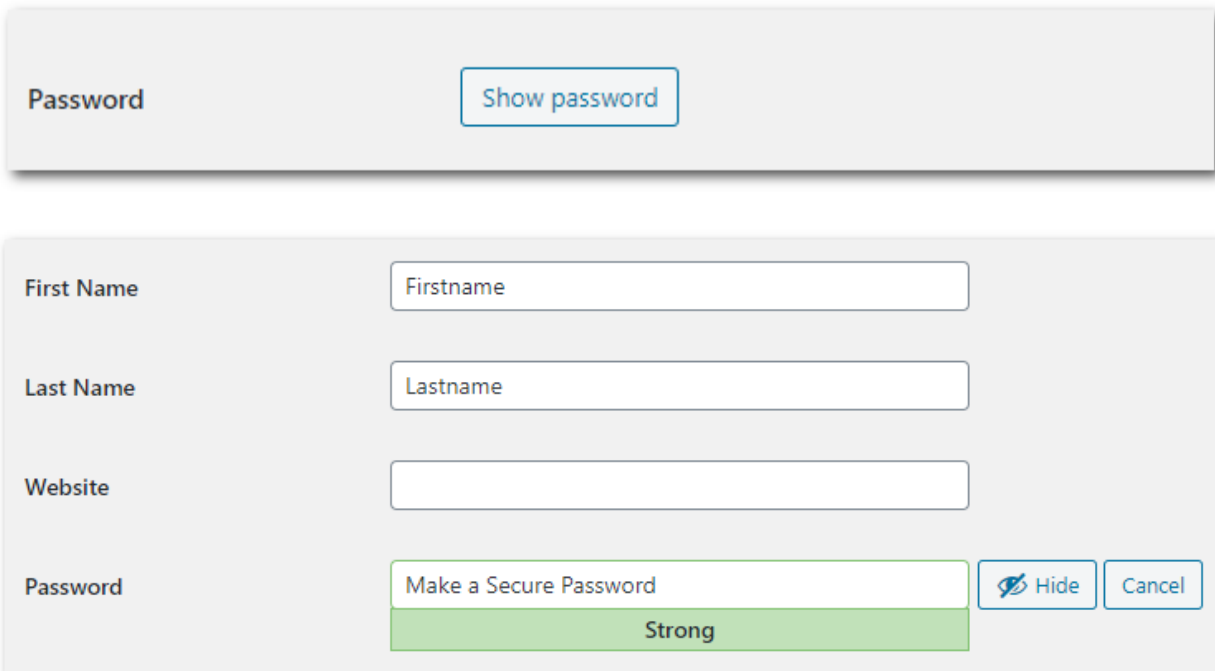
Now you get to make the new user. We suggest the username to be something simple and ALL lowercase letters. If they are an employee, first name or firstname.lastname is a good formula to keep it consistent.

The email should be their work email, but if they do not have one, personal is fine.

A screenshot of the 'Add New User' form in WordPress. The title is 'Add New User'. Below the title is the instruction: 'Create a brand new user and add them to this site.' There are two input fields: 'Username (required)' with the placeholder text 'firstname.lastname', and 'Email (required)' with the placeholder text 'email@email.com'.

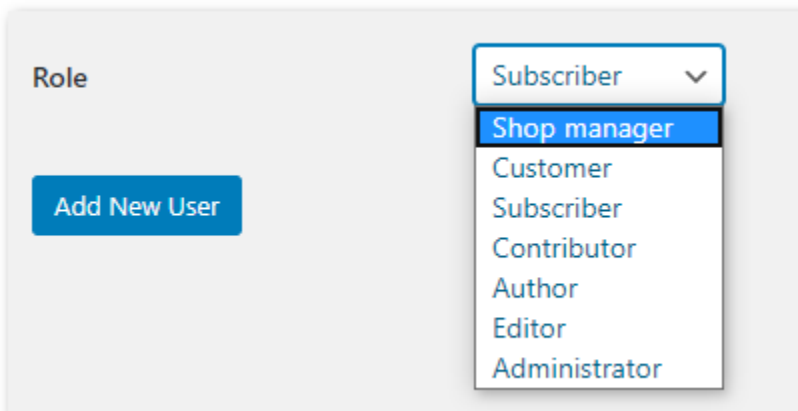
How to make a New User

The password can be whatever you would like, but click “Show Password” to set it:



The screenshot shows a form for creating a new user. At the top, there is a 'Password' label and a 'Show password' button. Below this, there are input fields for 'First Name' (containing 'Firstname'), 'Last Name' (containing 'Lastname'), and 'Website'. The 'Password' field contains the text 'Make a Secure Password' and has a green bar below it with the word 'Strong' in the center. To the right of the password field are 'Hide' and 'Cancel' buttons.

You have a secure password when the bar below is green.



The screenshot shows a 'Role' dropdown menu. The current selection is 'Subscriber'. The dropdown list is open, showing the following options: 'Subscriber', 'Shop manager', 'Customer', 'Subscriber', 'Contributor', 'Author', 'Editor', and 'Administrator'. The 'Shop manager' option is highlighted in blue. To the left of the dropdown is a blue button labeled 'Add New User'.

Choose the role the new user will have. A shop manager will have access to your shop. An Administrator has FULL ACCESS to the whole site.