How To Edit Your User Profile

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How To Edit Your WordPress User Profile

Tutorial Contents

The **Users Profile** section lets you configure aspects of your profile like how your name will display on your site, your administrative/login e-mail address and password, and other settings associated with your user account, such as your author bio, profile image, and personal and security options.

In this tutorial, you will learn how to configure and edit your user profile in WordPress.

We will also show you how to set up an effective author bio that will automatically display information about you in the "Author Archives" section of your blog and link to your published content, and how to use this feature to better promote yourself and your business online.

Refer to the tutorials below for additional information on topics related to this tutorial:

- **How To Log Into WordPress**
- **How To Log Out Of WordPress**
- **How To Reset Your WordPress Password**
- **The WordPress Dashboard**
- **How To Customize Your WordPress Dashboard**
- **How To Use WordPress Gravatars**
- **How To Use The WordPress Classic Editor**

Editing Your User Profile

On the far right-hand side at the top of your admin dashboard is the *Howdy, User Name* section.
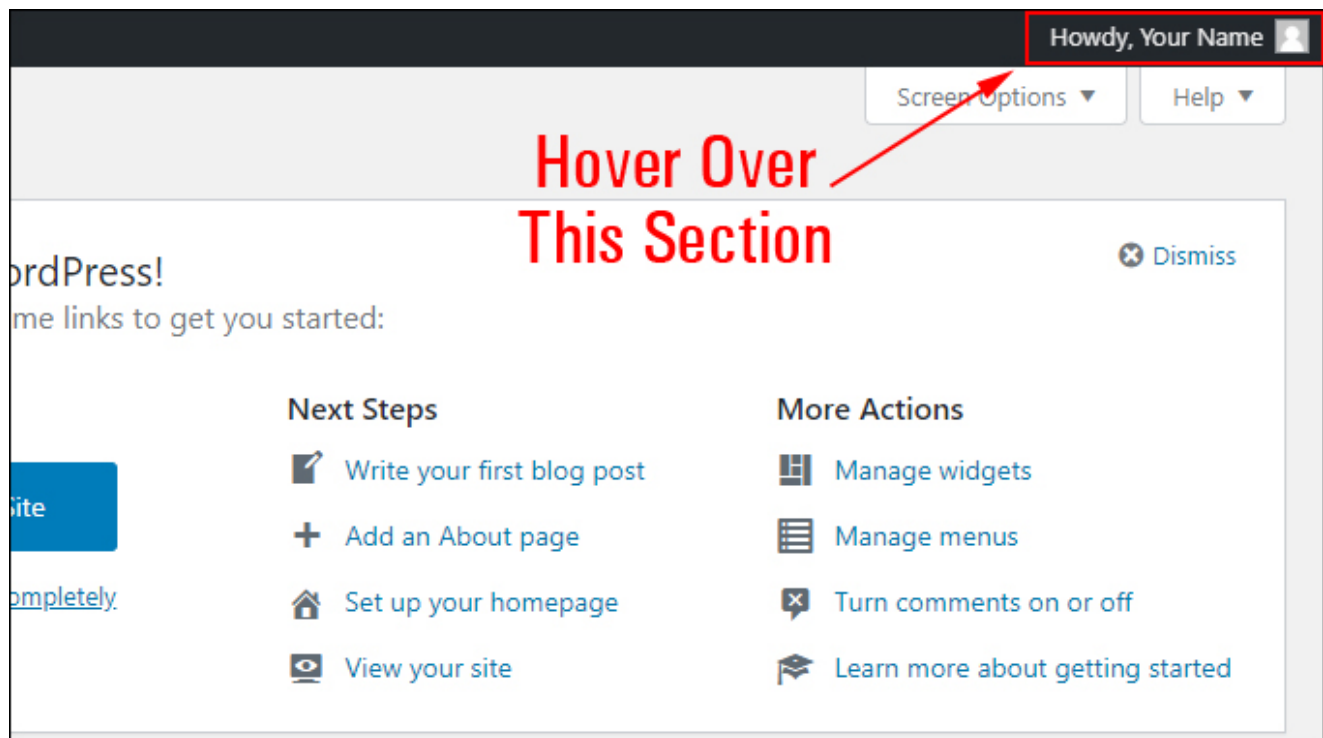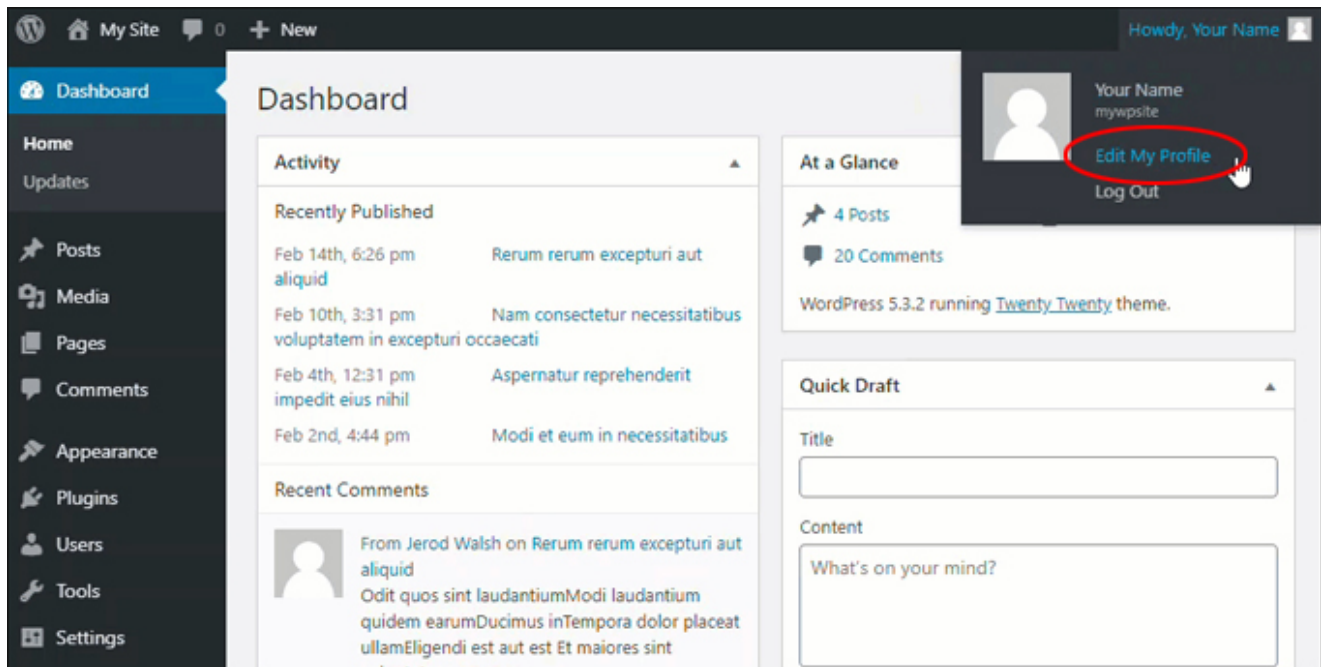

Howdy, User Name

If you hover over this section, it will expand and display your profile image (Gravatar), your name and username, with links pointing to your Profile screen and a link that lets you log out of your site securely.
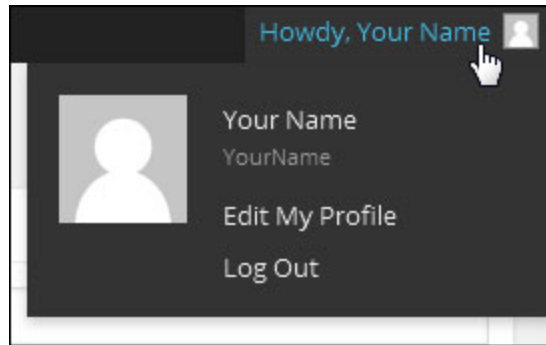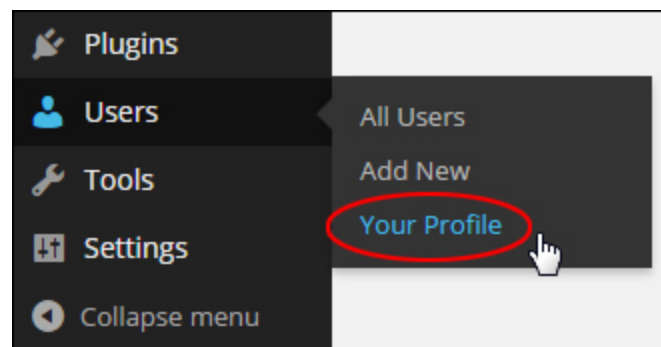
Hover over the Howdy, User Name link.

To access your User Profile section, select **Edit My Profile**.

Click on 'Edit My Profile'.

You can also access your user profile screen from the main navigation menu by selecting **Users** > **Your Profile**.

Users > Your Profile

This brings you to the **Profile** screen.

Profile

Personal Options

Visual Editor ☐ Disable the visual editor when writing ②

Syntax Highlighting ☐ Disable syntax highlighting when editing code ③

Admin Color Scheme
- ● Default
- ○ Light
- ○ Blue
- ○ Coffee
- ○ Ectoplasm
- ○ Midnight
- ○ Ocean
- ○ Sunrise
④

Keyboard Shortcuts ☐ Enable keyboard shortcuts for comment moderation. More information ⑤

Toolbar ☑ Show Toolbar when viewing site ⑥

Name

Username | mywpsite | Usernames cannot be changed. ⑦

First Name | Dwight | **Edit Your Name** ⑧

Last Name | Shrute | ⑨

Nickname (required) | Dwight K. Shrute | ⑩

Display name publicly as | Dwight K. Shrute ▾ | **Display A Different Author Name** ⑪

Contact Info

Email (required) | d.shrute@dundermifflinpaper.com | **Your Email** ⑫

If you change this we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

Website | dundermifflinpaper.com | **Your Website** ⑬

About Yourself

Biographical Info | **Add Your Bio/Business Description Here** ⑭

Share a little biographical information to fill out your profile. This may be shown publicly.

Profile Picture | **Your Profile Image (Gravatar)** ⑮

You can change your profile picture on Gravatar.
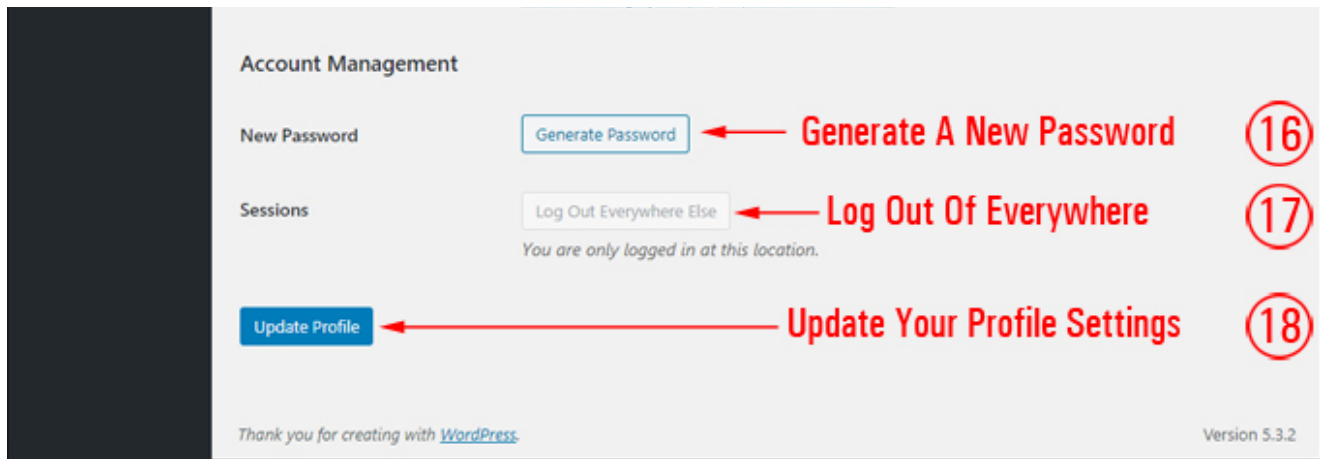
User Profile Screen and sections.

The **Profile** screen contains various subsections that let you configure, view, and manage information about your user account.

These subsections include:

- Personal Options
- Name
- Contact Info
- About Yourself
- Account Management

Let's go through each of these subsections.

Your Profile Sections

Please refer to the above screenshot as you work through the sections below.

User Profile Screen

Accessing Your User Profile [1]

As previously mentioned, you can access your profile by clicking on the "Howdy, User Name" section, located on the top right-hand side of the screen, and selecting "**Edit My Profile**" from the drop-down menu, or selecting **Users** > **Your Profile** from the main navigation menu.

Profile > Personal Options

You can ignore this section unless you specifically want to customize aspects of your WordPress site administration area that are only visible to you (no one else), such as disabling the visual editor when writing, changing the admin area's color scheme, or enabling keyboard shortcuts for comment moderation.

Visual Editor [2]

Tick the "Disable the visual editor when writing" checkbox to disable the visual editor and use the plain HTML editor instead. [2]


Tip: If you experience any issues trying to insert code into your posts or pages (e.g. HTML), try disabling the visual editor by ticking the checkbox in this section.

Syntax Highlighting [3]

Enabling this option allows code inserted into a post or page to be highlighted. In most cases, you can leave the checkbox unticked and ignore this section unless you plan to use code extensively in your content.

Admin Color Scheme [4]

You can customize the look of your **WordPress Dashboard** by selecting a new WordPress admin color scheme.
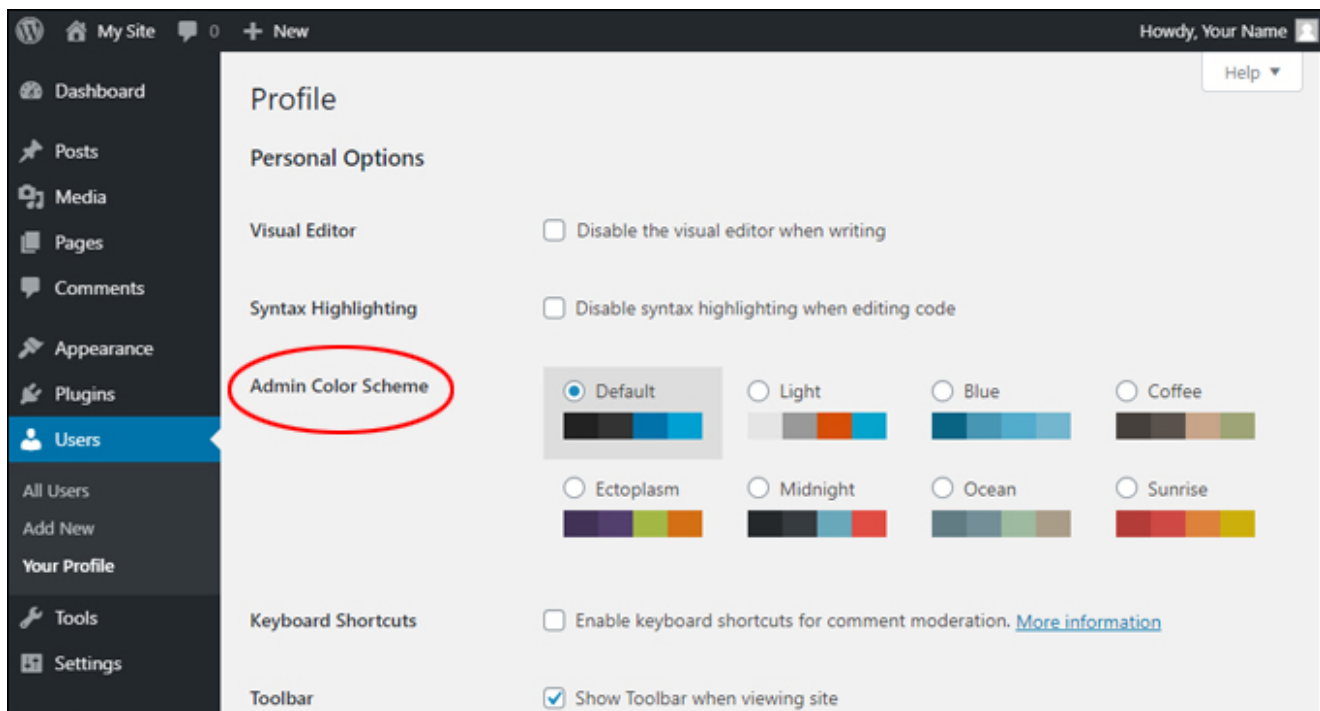
Profile > Admin Color Scheme

WordPress User Profile: Changing And Customizing Your Default WordPress Color Scheme

You can choose a different color scheme for your site's admin area using the default choices provided in this section or add a custom color scheme using various WordPress plugins.
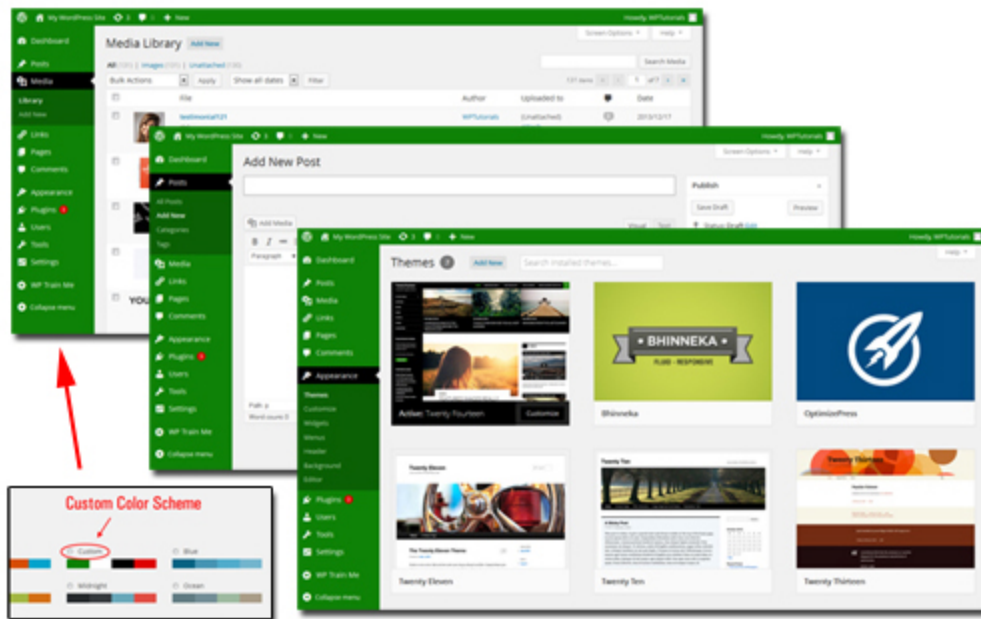
Change and customize your default WordPress color scheme

Note: Although this has no impact on what your visitors will see when they visit your site as your theme controls the design of your website, this feature allows users to customize the backend of their admin area to suit their personal preferences, brand it with your corporate colors, etc.


To learn how to customize your WordPress dashboard, see this tutorial: **How To Customize Your WordPress Dashboard**

Keyboard Shortcuts [5]

Tick the "Enable keyboard shortcuts for comment moderation" box to use **keyboard shortcuts** when moderating comments and to perform faster actions.

Toolbar [6]

The **Admin Toolbar** appears at the very top of your admin screen and provides you (and other logged-in users) with access to useful functions, features, information, and shortcuts.
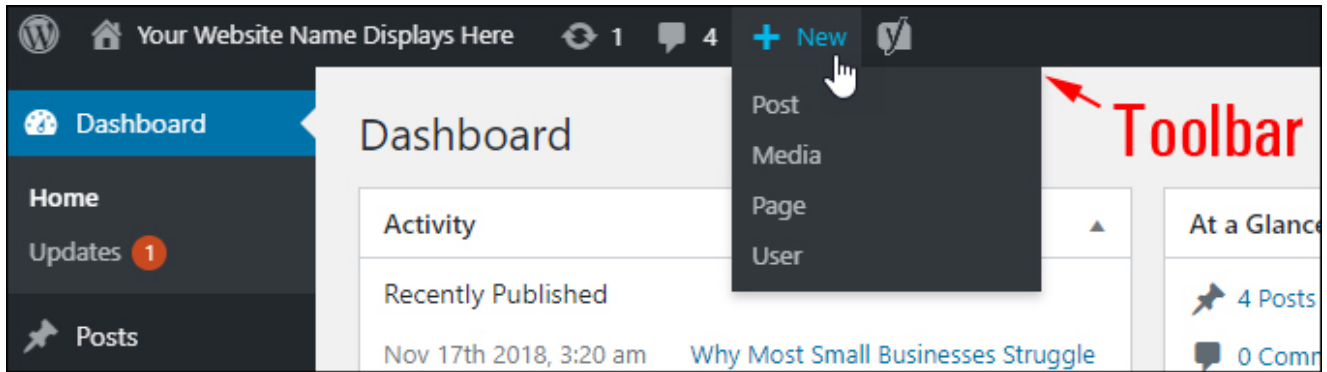
Admin toolbar.

Note: Leave the "*Show Toolbar when viewing site*" checkbox enabled to display the Admin Toolbar in your WordPress admin area.

To learn more about using the WordPress admin toolbar, see this tutorial: **The WordPress Dashboard**

Profile > Name

Username [7]

You cannot change your username in the *User Profile* screen. Not even the site administrator can do this.
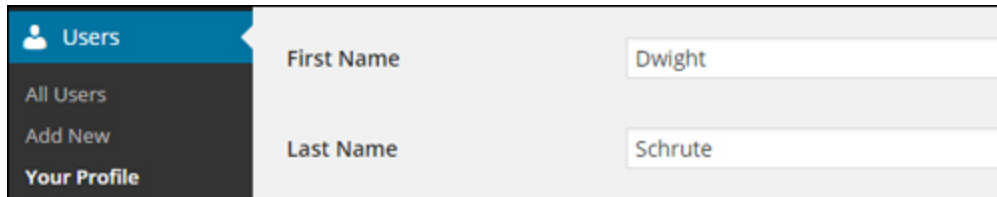
There are two ways to change your username:

1. By editing the username field in your WordPress database (requires knowledge of editing MySQL database tables).
2. By creating a new user profile with your desired username (for help with this, see our tutorial on **How To Manage WordPress Users**)

Note: Changing your username will affect your login as your username is required to log into your site.

First Name [8] / Last Name [9]

Change your **First Name** and **Last Name** details in this section.

Simply enter your first name and last name into the corresponding text fields.

First Name and Last Name fields.

Nickname [10] / Display Name Publicly As [11]

Select a nickname from the **Display name publicly as** drop-down menu if you want to display a different author name in your posts than the name shown in the **Nickname (required)** field.

Nickname and 'Display name publicly as' fields.

Note: You can add multiple nicknames to your profile section.

Once you select a new *nickname*, all your published posts and comments will display using this nickname.

Profile > Contact Info

Email [12]

Make sure to enter your correct email address into the **Email** *(required)* field. This is a required field (see "Notes" section below for more information).

Website [13]

Enter the web address of your website or blog into the **Website** field (optional).

If you have another website that you would like to promote in your profile, then enter the address of that website instead.

Profile > About Yourself

Biographical Info [14]

Add a personal or business description for your site visitors or blog readers into the bio box.

The bio section of your profile is a useful feature for:

- Telling site visitors about yourself or your business,
- Establishing authority, brand, likeability, or context for your readers,
- Promoting your products or services,
- Inviting readers to subscribe to your newsletter or download a special report.

For more details about using this feature, see the "*Your User Profile: Additional Tips*" section below.

Profile Picture [15]

Your profile image will display in this section if you have set up a profile using the WordPress Gravatar service.

To learn how to set up a Gravatar account and add our profile picture, see this tutorial: **How To Use WordPress Gravatars**

Profile > Account Management

Password Settings [16]

This section lets you change your login password.

Use the **New Password** section only if you need to change or reset your login password.

Note: You will need to confirm your new password before the system can accept your password change.

To learn more about changing or resetting your login password in WordPress or what to do if you have lost/forgotten your password, see this tutorial: **How To Reset Your WordPress Password**

### Log Out Of All Other Sessions [17]

WordPress lets you log out of all current sessions except the one in your current browser. This is useful if, for example, you have left your account logged in at a public computer, or if you've lost or misplaced your phone.

To learn more about logging out securely in WordPress, see this tutorial: **How To Log Out Of WordPress**

Update Profile [18]

Remember to click the **Update Profile** button if you make any changes to your profile section. This saves your changes and updates your profile settings.
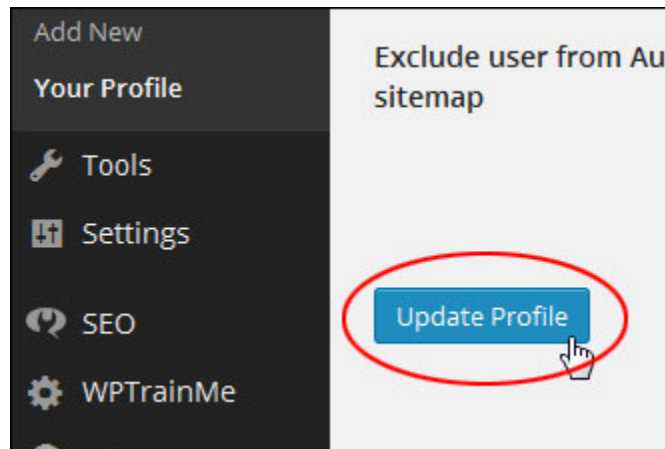
Remember to save your settings.

Your User Profile: Important Notes

- WordPress only requires an email address and a nickname in your User Profile section. Everything else is optional.
- Your email address is only used for administrative purposes.
- Your email address is never sent to any other site (including WordPress) and is never displayed on your site (unless you choose to publish or display it or use a WordPress theme that displays your email address – e.g. in a 'Contact Us' section).
- Only registered users on your site can access the email address you provide if certain permissions or plugins are used.
- Every email address associated with a registered user must be unique.

Also …

Installing certain plugins gives you the ability to add, remove, or customize fields in your User Profile screen (e.g. adding social media URLs or additional functionality via plugins, themes, etc.)

Contact Info

Email *(required)*

support@yourwebsite.com

*If you change this we will send you an email at your new address to confirm it. **The new address will not become active until confirmed.***

Website

Facebook profile URL

Instagram profile URL

LinkedIn profile URL

MySpace profile URL

Pinterest profile URL

SoundCloud profile URL

Tumblr profile URL

Twitter username (without @)

YouTube profile URL

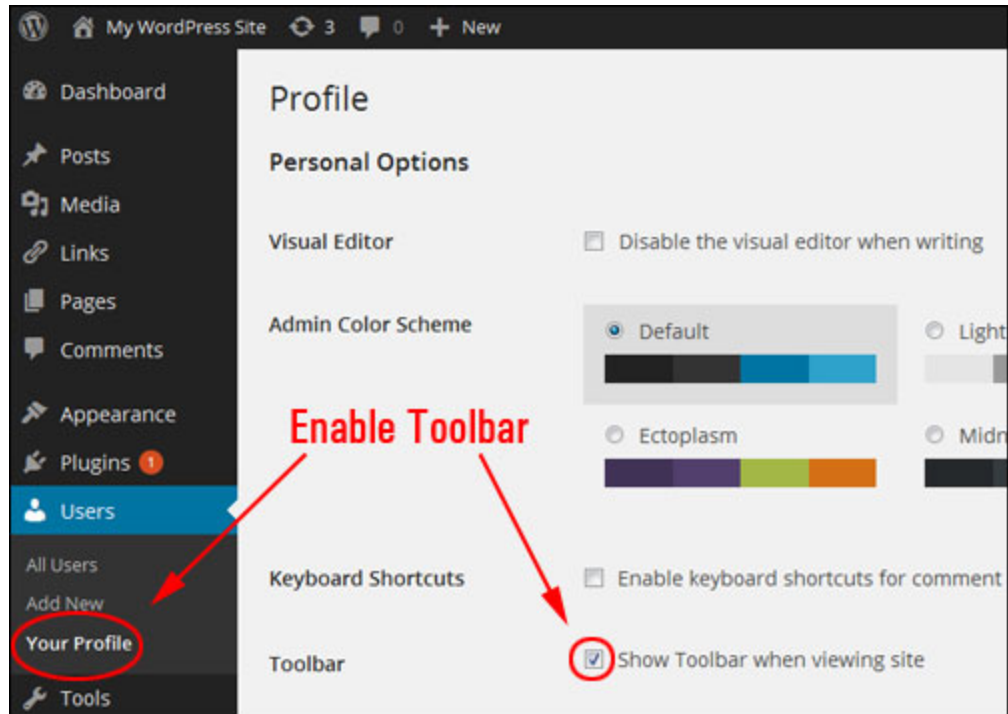**Wikipedia page about you**
(if one exists)

Extra Profile Fields

You can add extra fields to your profile section using plugins.

Your User Profile: Additional Tips

Tip #1: Check that **Show Toolbar when viewing site** is enabled in the **Toolbar** section of your **Profile** screen.

Enable or disable the admin toolbar.

Tip #2: Your user profile gives you an opportunity to promote your business to your post readers and visitors and link to other sections of your site or to external sites (e.g. social media pages).

To start with, add a *Nickname* and select the author name you would like to display on your posts.


Add one or more nicknames and select the one to display on your posts as the author.

After you have set this up, a link with your nickname will display on all the posts you publish (unless your site's theme has been configured to hide the post author link).

Clickable post author link.

Clicking on this link will send your visitors to the **Author Archives** section of your site, where they can then learn more about you and view all the posts you have published.
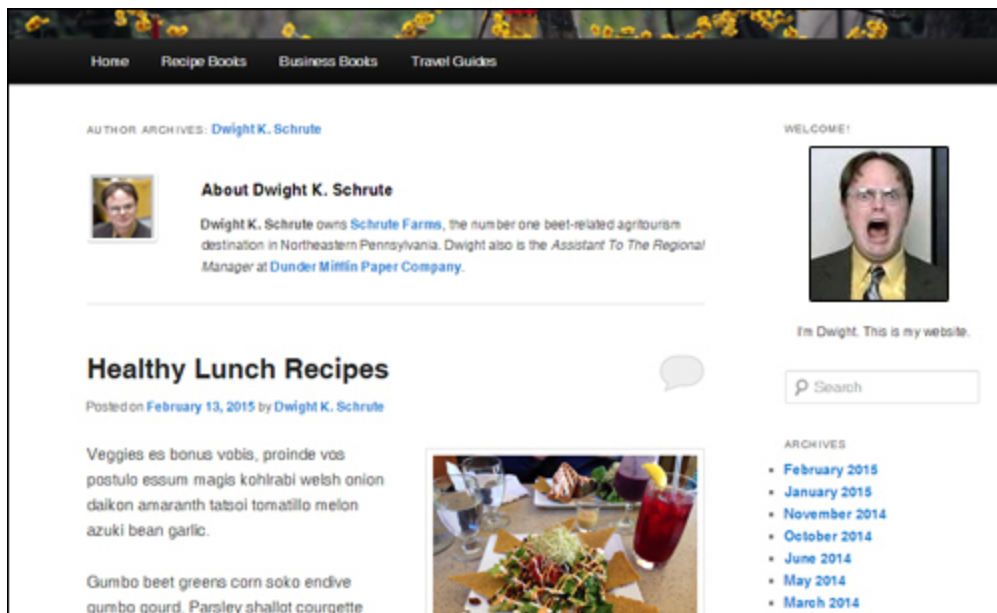

Author archives.

Your bio box lets you include basic HTML elements like hyperlinks and simple text formatting (e.g. bold and italicized words).

Add text formatting and links to enhance your author's description and to promote yourself or your services, products, other websites, etc.

Add formatted text in the author description/bio box.

To create your description, simply type, or paste in HTML formatted content into the **About Yourself** > **Biographical Info** text area in your *Profile* section.
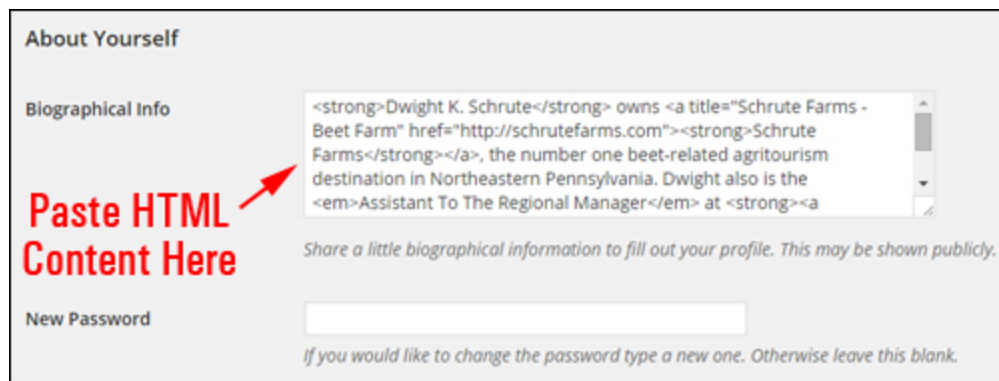
Paste HTML formatted content into the Biographical Info text box.

For a tutorial on how to use basic HTML to format text and make words bold, italicized, use colored text, etc., see this tutorial: **A Basic Guide To HTML For Beginners**
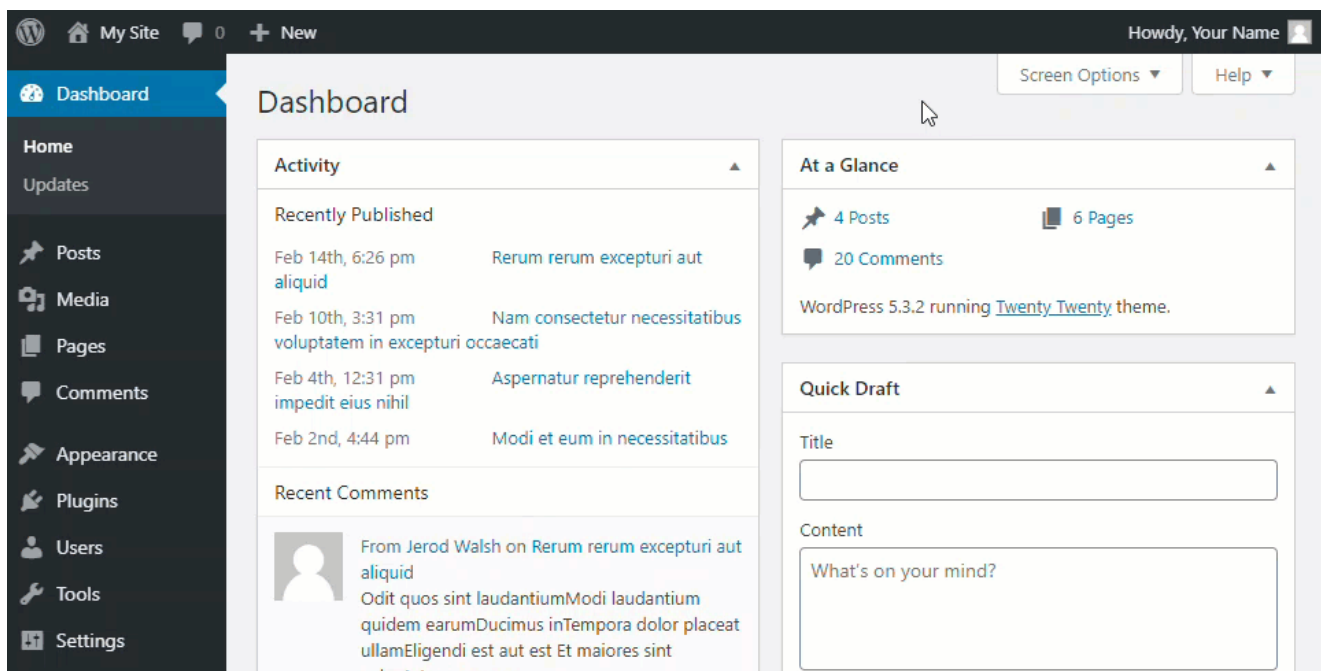
Edit your user profile in WordPress.

Congratulations! Now you know how to edit your user profile and settings in WordPress.

***

Dwight Schrute is a fictional character from The Office. Images of the actor (Rainn Wilson) were used in this tutorial for illustrative/educational purposes only under fair use copyright.

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