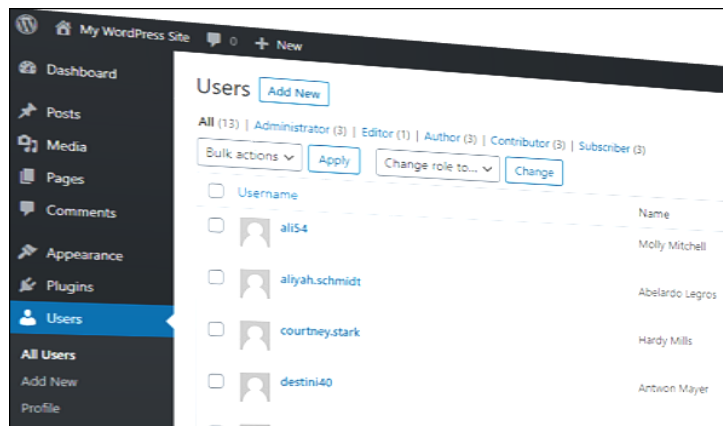


How To Manage WordPress Users



In this tutorial, you will learn about different user roles in WordPress and how to manage your site's users effectively using the WordPress Users section.

WordPress allows users to work collaboratively and contribute to your site.

Depending on how you want to run your site, you may want to grant or restrict access to certain areas or functions.

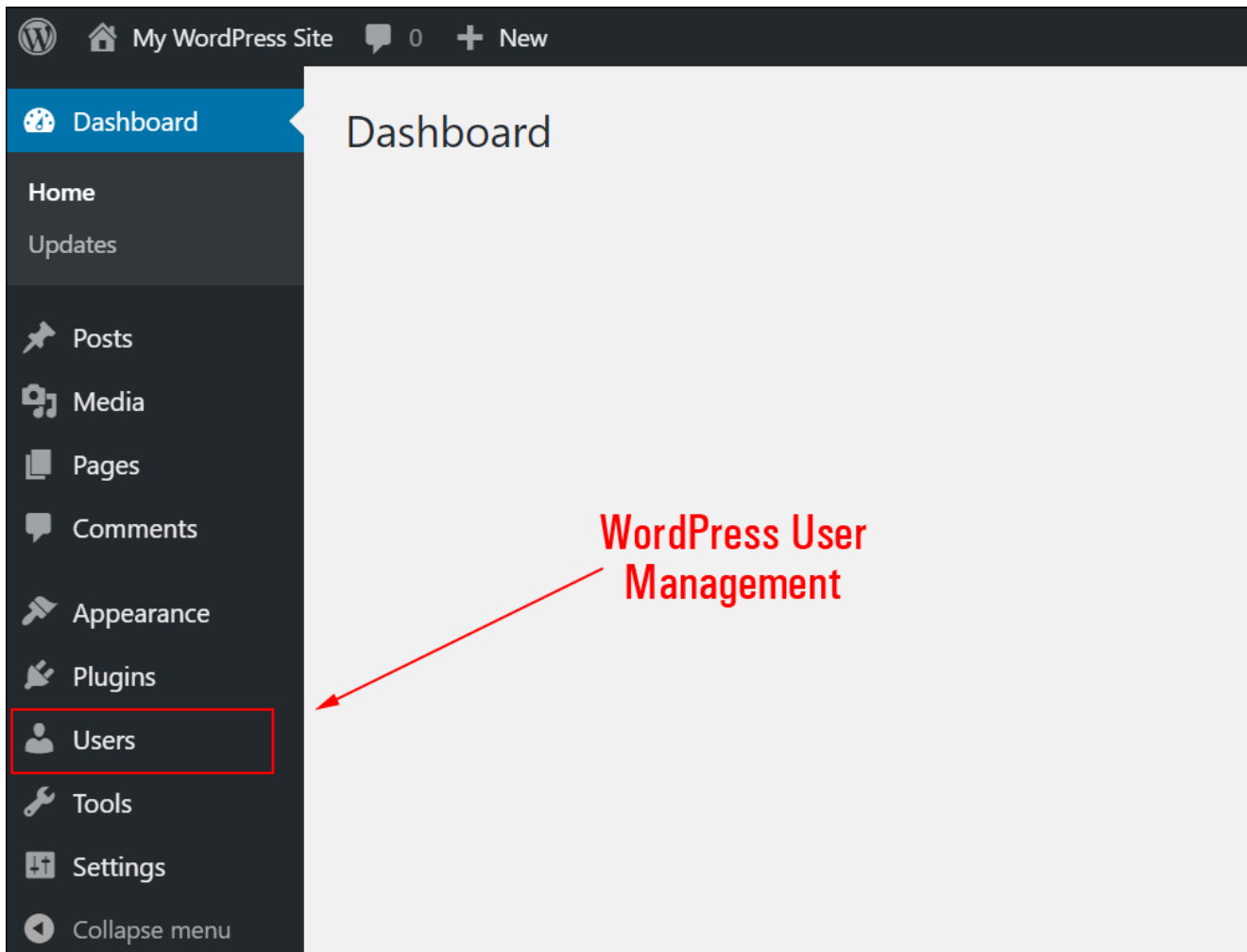
For example, you may want some users (but not all) to be able to:

- Access private content,
- Write and submit posts, but not be able to edit or publish these.
- Manage posts and pages (write, edit, publish, delete, etc.),
- Moderate comments,
- Install and delete plugins and themes and perform updates and other administrative tasks, including managing other users.

WordPress lets you assign different *roles* to users.

These roles include different *permissions*, which define *capabilities*, i.e. roles specify what users can and cannot do on your site.

All of this is done in the **Users** section of your WordPress admin area (covered further below).



You can manage all users on your site in the Users section.

WordPress Roles, Permissions, And Capabilities

WordPress installs with several default roles:

- Super Admin (Multisite WordPress installations only)
- Administrator
- Editor
- Author
- Contributor
- Subscriber

Users assigned one of the above roles can perform all tasks defined within the permissions and capabilities of that role.

Role permissions and capabilities are also *hierarchical*.

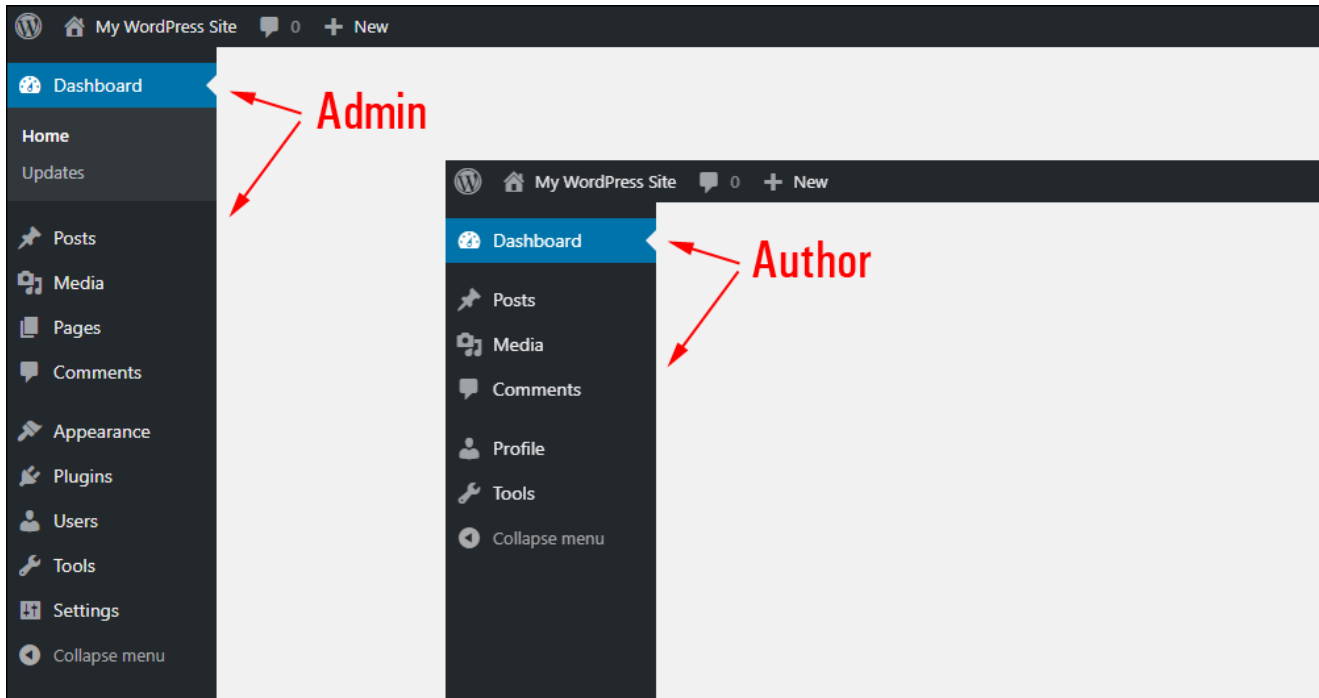
In most WordPress installations, the role with the highest level of permissions and capabilities is the *Administrator* role.

As you will see, Administrators (Admins) have complete control over all aspects of your site.

From there, each of the other roles has a subordinate or decreasing number of allowed capabilities.

For instance, someone assigned the role of *Subscriber* can only read content on your site – they cannot modify it in any way.

An *Author* can create a new post on your site, but they cannot edit it (the *Editor*, however, can edit and delete posts that an *author* has written.)



Roles other than administrators have increasingly restricted permissions and limited capabilities.

Note: The *Super Admin* role is only available in **WordPress multisite** installations. Super Admins can perform all Admin capabilities including managing the Admins of all sites on the Multisite network.

Summary of Roles

- **Super Admin:** This role gives the user access to network administration features controlling your entire network of WordPress sites (see **WordPress Multisite**).
- **Administrator:** This role gives the user access to all administration features and privileges on your site.
- **Editor:** This role gives the user the ability to publish and manage posts and pages as well as manage other users' posts, etc.
- **Author:** This role gives the user the ability to publish and manage their own posts.
- **Contributor:** This role gives the user the ability to write and manage their own posts but not publish them.
- **Subscriber:** Users assigned this role can only manage their profile. For example, if you run a membership or directory site, you may want to allow members to edit their own member profiles but not modify any other part of your site.

Here are some things to keep in mind about WordPress roles and capabilities:

- Installing certain plugins can add new roles and capabilities to your site. For example, *Advertiser*, *Organizer*, etc.

- **Membership plugins** (and various directory plugins) use the WordPress roles and capabilities feature to automate the creation and registration of new users and new user roles (e.g. 'Members').
- Some WordPress plugins (see further below) allow you to add new custom roles and customize the capabilities of existing roles.

To learn more about the specific capabilities of default WordPress roles, [see this section](#) of the official WordPress documentation site.

Typically, WordPress assigns the role of *Administrator* to the user who created the site.

Anyone responsible for managing the site should be assigned the role of Administrator.

Normally, this would be a web developer tasked with the responsibility of looking after the site and/or the owner of the site (site owners have to be able to access the backend of their own sites).

The screenshot shows the WordPress Users management interface. At the top, there are buttons for 'Add New', 'Screen Options', and 'Help'. Below that, a filter bar shows 'All (13) | Administrator (3) | Editor (2) | Author (3) | Contributor (2) | Subscriber (3)'. There are also buttons for 'Bulk actions', 'Apply', 'Change role to...', and 'Change'. A search box and 'Search Users' button are on the right. The main table has columns for 'Username', 'Name', 'Email', 'Role', and 'Posts'. One user, 'ali54' (Molly Mitchell), is listed with the role 'Administrator', which is circled in red. The table also shows a '3 items' indicator.

Username	Name	Email	Role	Posts
ali54	Molly Mitchell	freida.waters@example.net	Administrator	6

Site owners and web developers tasked with managing sites are typically assigned the role of Administrator.

Larger organizations may also want to assign the role of Administrator to multiple users on their site.

The screenshot shows the WordPress Users management interface with three users listed. The 'Role' column for all three users is highlighted with a red box. The users are 'ali54' (Molly Mitchell), 'shemarjacobi' (Dayne Okuneva), and 'marvin.brandy' (Elena Heathcote). The table also shows a '3 items' indicator.

Username	Name	Email	Role	Posts
ali54	Molly Mitchell	freida.waters@example.net	Administrator	6
shemarjacobi	Dayne Okuneva	schamberger.kacey@example.net	Administrator	0
marvin.brandy	Elena Heathcote	sadie77@example.net	Administrator	10

WordPress lets you assign multiple administrators to your site, although it's best to assign the admin role to as few users as possible.

Although WordPress lets you add virtually unlimited users and assign any role to any user, for security reasons, it's best to assign the role of Administrator to as few users as possible and only to users who need access to your site's backend capabilities.

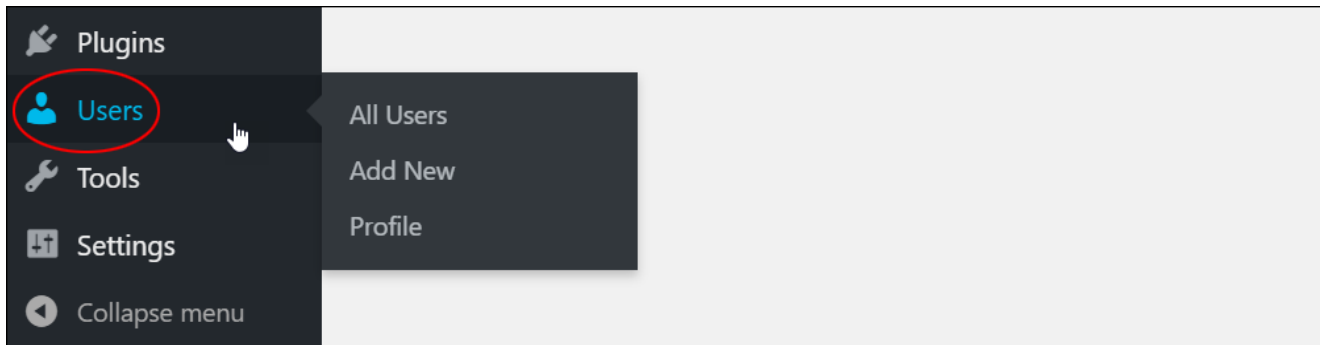


Never give out your Administrator login or password details as this can compromise the security of your site.

If you need to provide access to your site to other people (e.g. for technical support), create a temporary "Admin" account that you can delete afterward (see the section further below on how to create and assign user roles in WordPress).

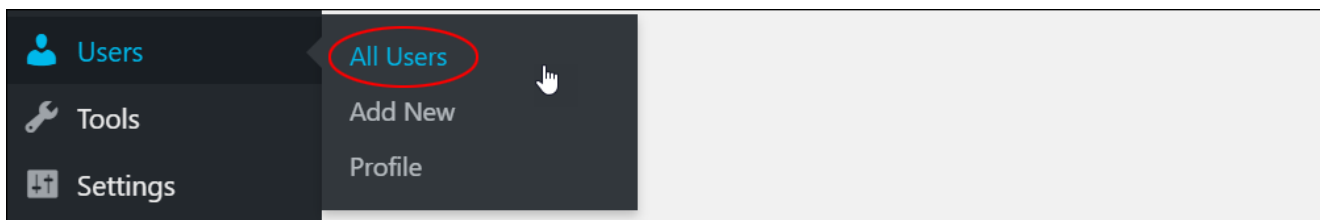
How To Access And View Users

To access and view the **Users** section, log into your WordPress admin area, then go to the main menu in your **WordPress Dashboard** and either click on the main **Users** menu tab...



WordPress Users Menu.

Or select **Users > All Users** to view all the registered users on your site.
















Click on the All Users menu tab.

This brings up the 'Users' screen.

Users [Add New](#) Screen Options ▾ Help ▾

All (13) | Administrator (3) | Editor (2) | Author (3) | Contributor (2) | Subscriber (3) Search Users

Bulk actions ▾ [Apply](#) [Change role to...](#) ▾ [Change](#) 13 items

<input type="checkbox"/>	Username	Name	Role	Posts
<input type="checkbox"/>	 ali54	Molly Mitchell	Administrator	6
<input type="checkbox"/>	 aliyah.schmidt	Abelardo Legros	Author	5
<input type="checkbox"/>	 courtney.stark	Hardy Mills	Subscriber	6
<input type="checkbox"/>	 destini40	Antwon Mayer	Author	9
<input type="checkbox"/>	 gerhold.ursula	Audrey Mueller	Subscriber	8
<input type="checkbox"/>	 hailee.hill	Marjorie Harris	Editor	6
<input type="checkbox"/>	 hankunding	Destany Weissnat	Editor	5
<input type="checkbox"/>	 kali.rowe	Karson Lubowitz	Subscriber	5
<input type="checkbox"/>	 arthur	Tim Wordsmith	Administrator	0
<input type="checkbox"/>	 marvin.brandy	Elena Heathcote	Administrator	10
<input type="checkbox"/>	 nienow.taryn	Shaun Franecki	Contributor	11
<input type="checkbox"/>	 shemar.jacobi	Dayne Okuneva	Contributor	10
<input type="checkbox"/>	 whuel	Efren Kiehn	Author	6

WordPress Users screen.

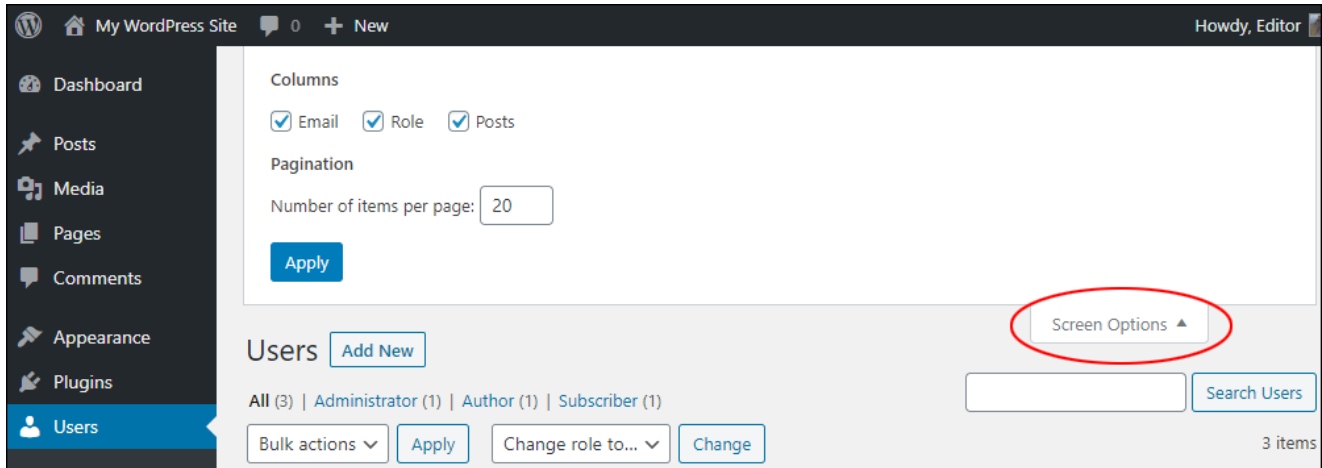
The **Users** screen lists all registered users on your site and displays information about users, such as:

- *Username*
- *Name*
- *Email Address*
- Their assigned *Role*
- How many *Posts* they have authored (to learn how to assign posts to different users, [see this tutorial](#))



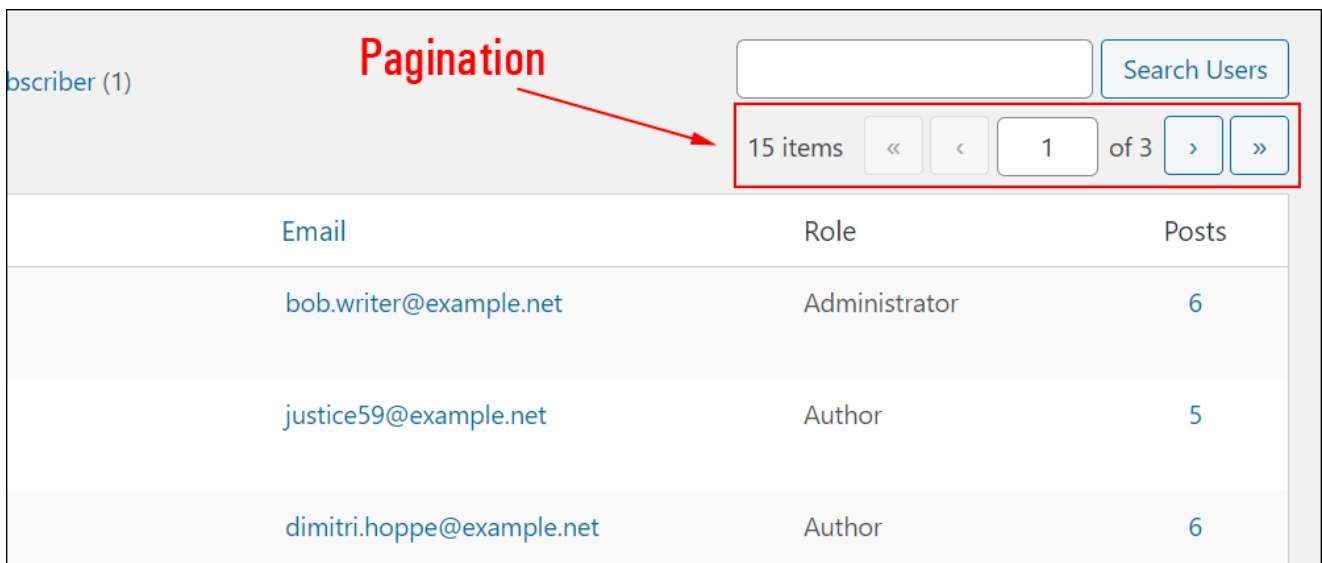
If you can't see information displayed on the Users screen (e.g. their email addresses), click on the 'Screen Options' tab and review your settings.

You can display or hide information by ticking or unticking checkboxes, and change the number of entries displayed on your screen (remember to click the 'Apply' button to update new settings).



Screen Options Tab.

Note: If your site has many users, use the **Screen Options > Pagination** settings to manage the Users screen table size using the pagination feature.



Use the pagination feature to manage the number of users displayed on each page of the Users screen table.

WordPress User Management Tasks

You can perform various management tasks in the Users section, like:

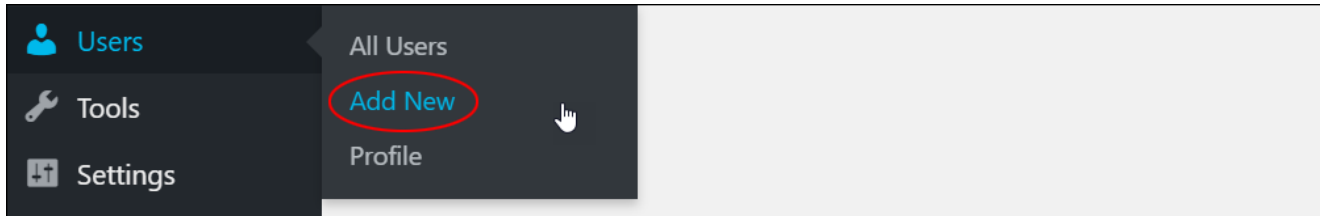
- Add new users.
- Edit user profiles.
- Delete users (individually or in bulk).
- Reassign user roles (individually or in bulk).

- Search for users (this is useful if you run a membership site and have many registered users).

Let's go through each of these user management functions.

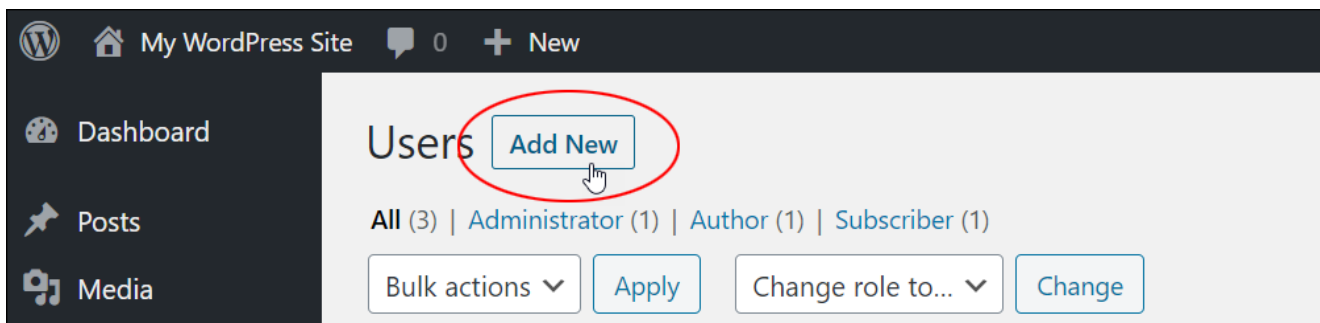
How To Add New WordPress Users

To add new users and give them login access to your site, go to **Users > Add New**.



WordPress Users – Add New menu.

You can also add new users from your 'Users' screen by clicking on **Add New**.



Add New Users button.

This brings up the 'Add New User' screen.

The screenshot shows the WordPress 'Add New User' interface. On the left is a dark sidebar with navigation options: Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users (highlighted), All Users, Add New, Profile, Tools, Settings, and Collapse menu. The main content area is titled 'Add New User' and contains the following fields and options:

- Username (required)**: An empty text input field.
- Email (required)**: An empty text input field.
- First Name**: An empty text input field.
- Last Name**: An empty text input field.
- Website**: An empty text input field.
- Password**: A text input field containing the generated password 'yoBjWq&UfjF#7kvjmP!he82V'. To its right is a 'Generate password' button and a 'Hide' button. Below the input field is a green bar indicating the password strength as 'Strong'.
- Send User Notification**: A checked checkbox with the label 'Send the new user an email about their account.'
- Role**: A dropdown menu currently set to 'Subscriber'.

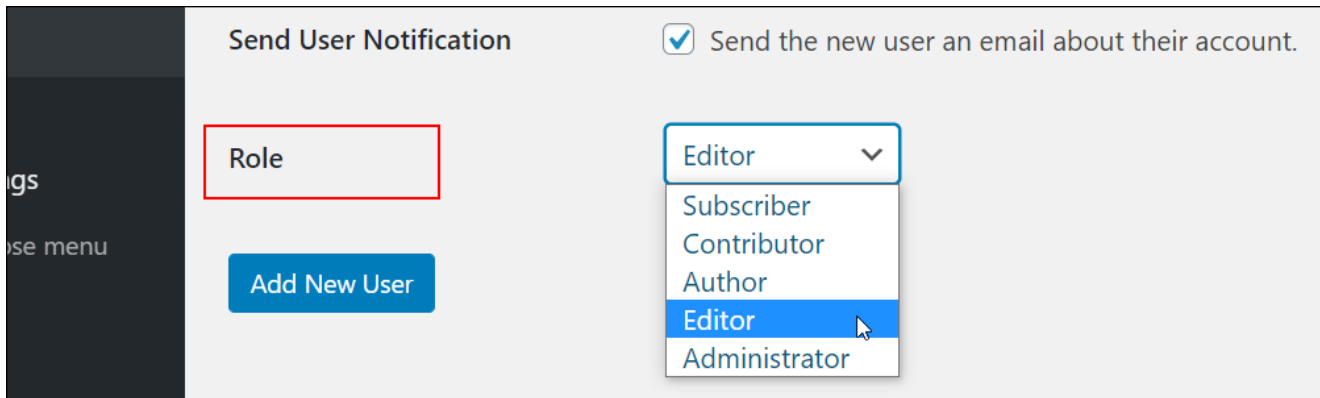
At the bottom of the form is a blue button labeled 'Add New User'.

Add a new user.

Enter the following information for your new users on this screen:

- **Username:** *This field is required.* Enter a username here. Choose carefully as you cannot easily change the username (if you need to change the username, however, [see this tutorial](#)).
- **Email:** *This field is also required.* Enter your user's contact email address. WordPress will use this email address to send users notifications (e.g. [links to reset passwords](#)).
- **First Name:** Enter your user's first name.
- **Last Name:** Enter your user's last name.
- **Website:** This is an optional field. Complete this field if you want to or leave it empty.
- **Password:** Make sure to **create a strong password** for users. You can enter your own or use the [WordPress built-in password generator](#).

- **Send User Notification:** Check this box if you want your new user to receive a notification email about their account. Deselect it if you don't want your new user to have access to their login password.
- **Role:** Select the role you want to assign to your new user from the drop-down menu.



The screenshot shows a user management interface. At the top, there is a section titled "Send User Notification" with a checked checkbox and the text "Send the new user an email about their account." Below this, there is a "Role" dropdown menu with a red border around it. The dropdown menu is open, showing the following options: Editor (selected), Subscriber, Contributor, Author, Editor, and Administrator. A blue button labeled "Add New User" is positioned below the "Role" dropdown. On the left side of the interface, there is a dark sidebar with the text "igs" and "se menu" visible.

Select a role for your new user.

After entering the new user's details, remember to click on **Add New User** to save your changes.

Add New User

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password

Strong

Send User Notification

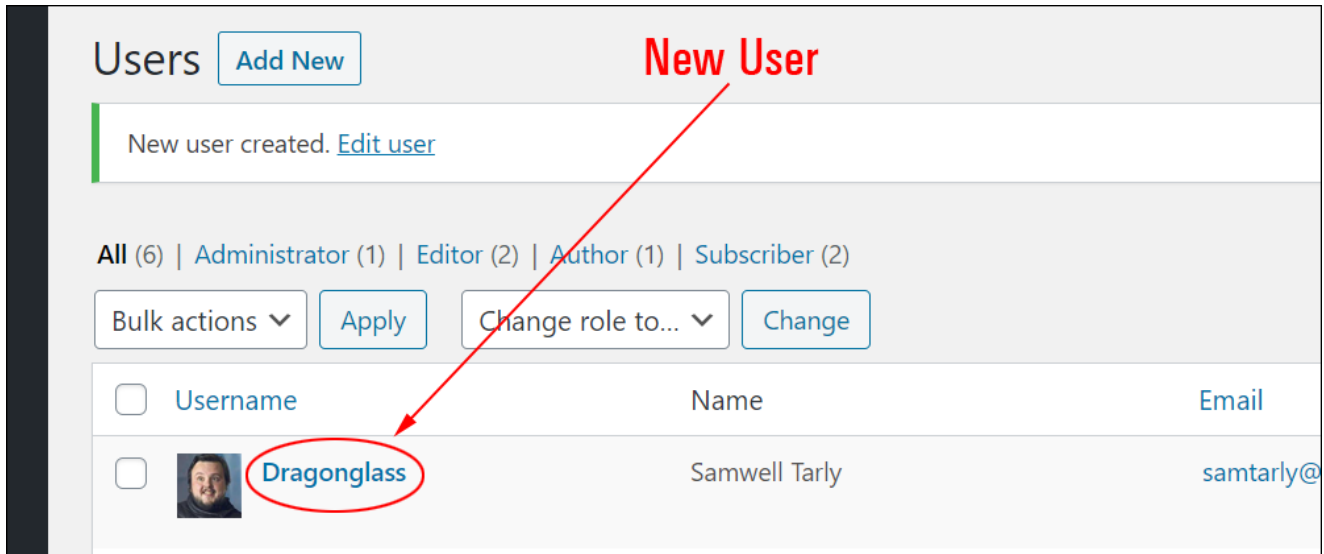
Send the new user an email about their account.

Role

Editor

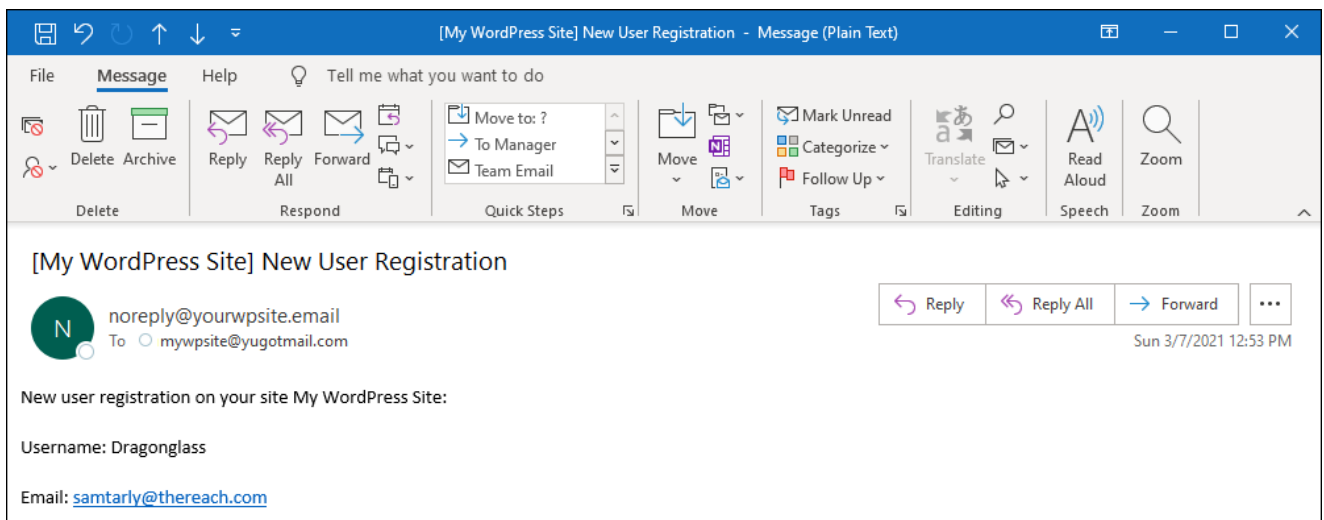
Save your changes to add a new user.

The new user details will be added to your site and display in the Table of Users.



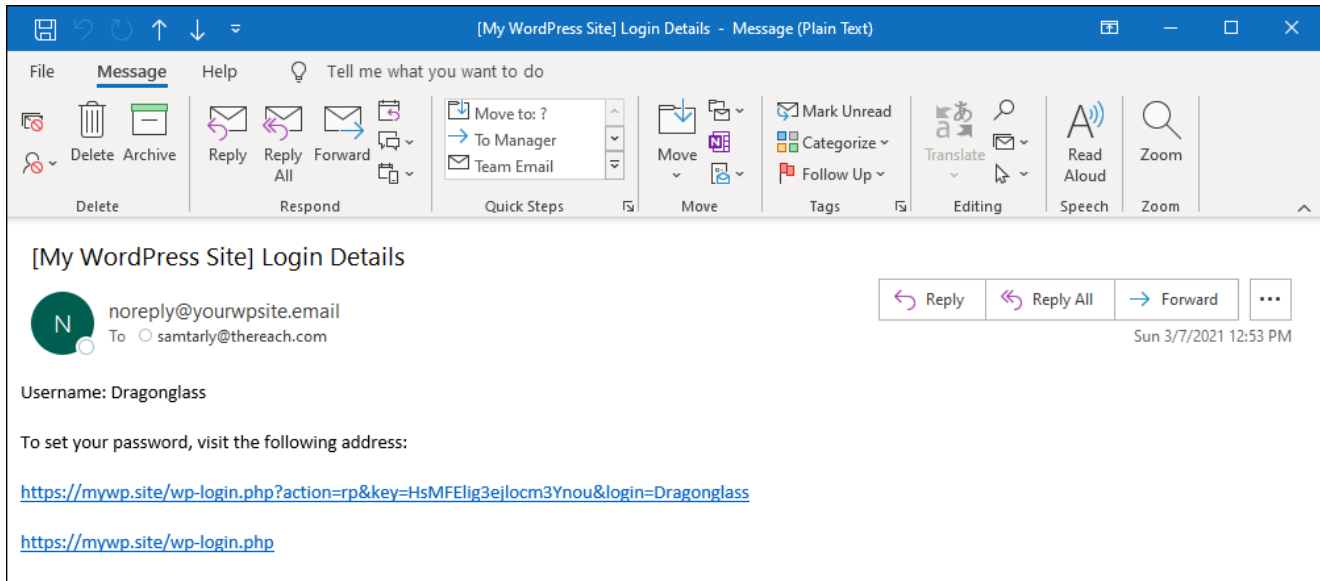
New User added.

The site administrator will receive a notification email that a new user has registered on the site.



New User Registration email notification sent to Administrator.

The new user will also receive a registration email containing his or her login details.

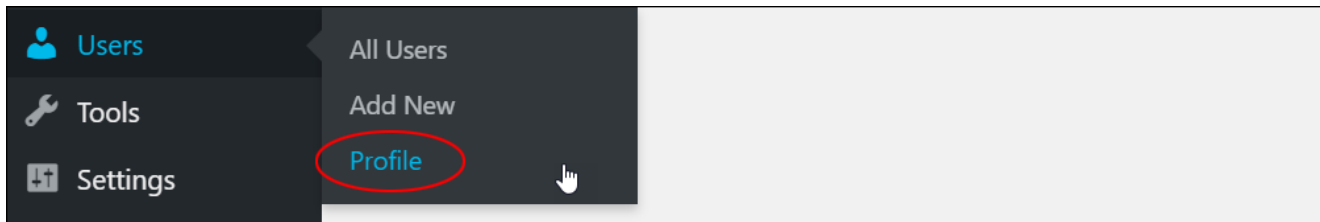


New User Registration email notification sent to new user.

Edit User Profiles

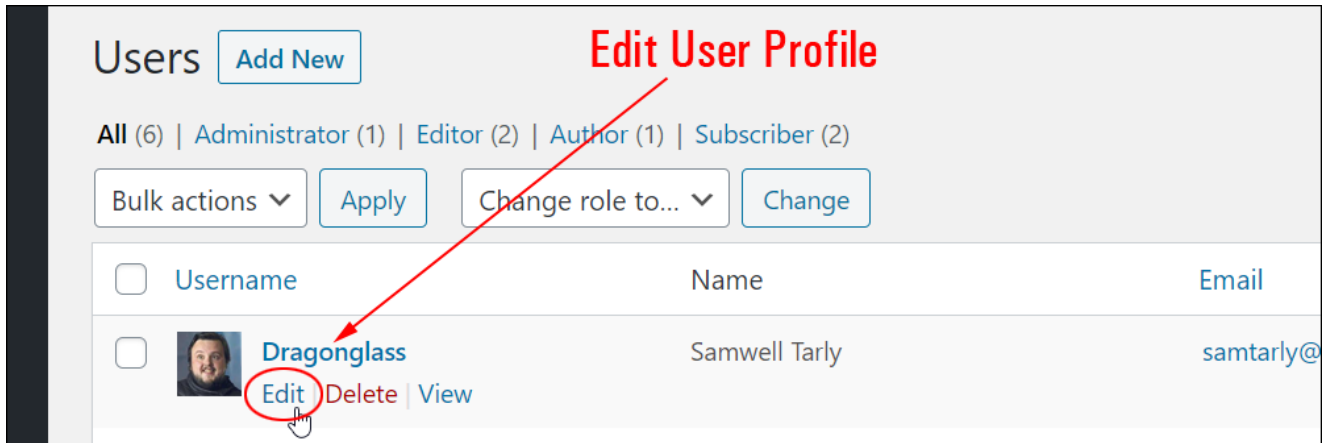
Site administrators can edit the details of any registered site users, including their own. Other roles normally do not have access to the profiles of other users but can edit their own.

To edit your own profile, log into your WordPress administration area and select **Users > Your Profile** from the main dashboard menu.



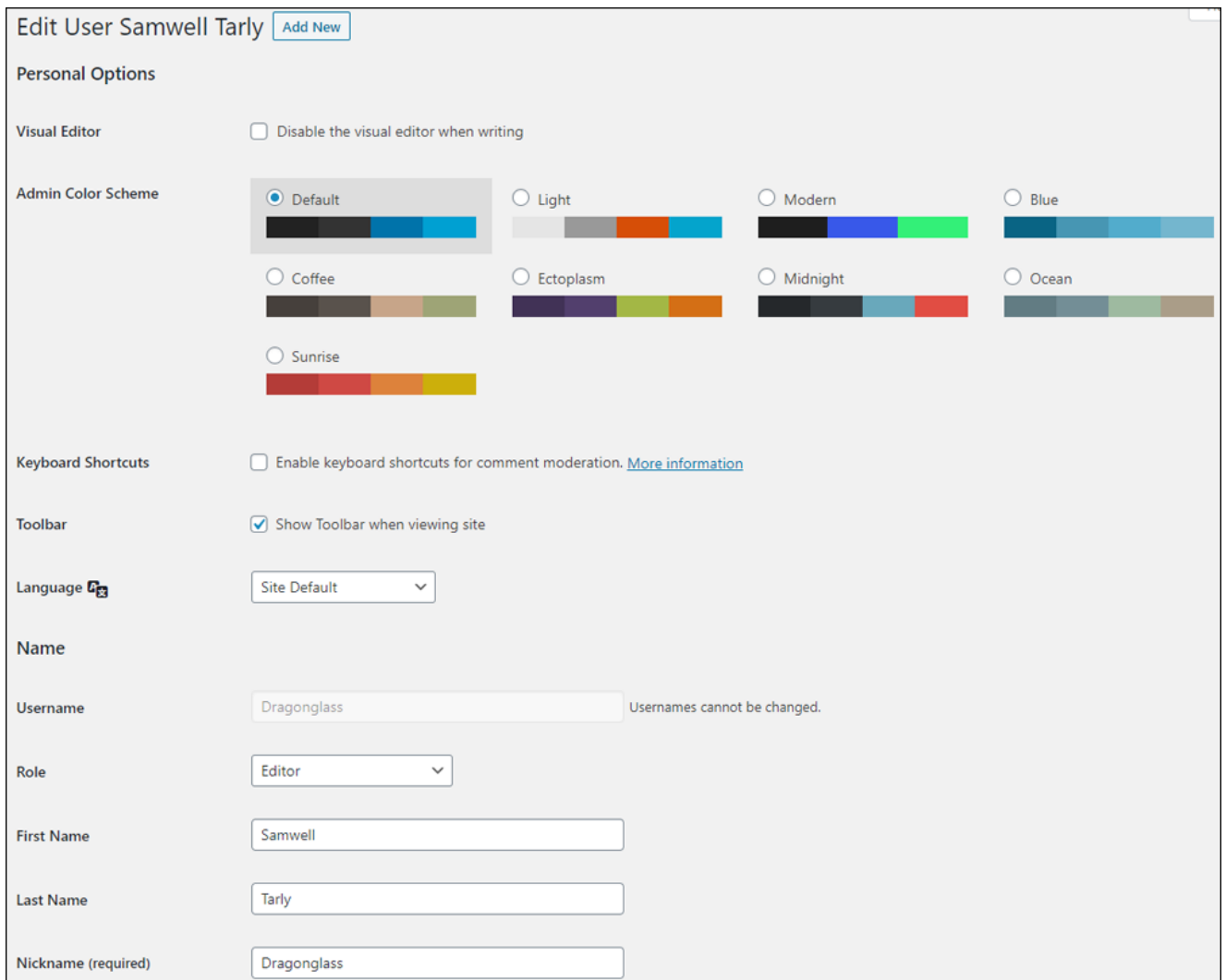
WordPress Users – Your Profile menu.

You can also get there without leaving the Table of Users by hovering over their username and clicking on the 'Edit' link.



Click the Edit link to edit a user profile.

This brings up the User Profile screen.



User Profile screen.

For a tutorial on how to edit details in the User Profile screen, go here: [**How To Edit Your WordPress User Profile**](#)

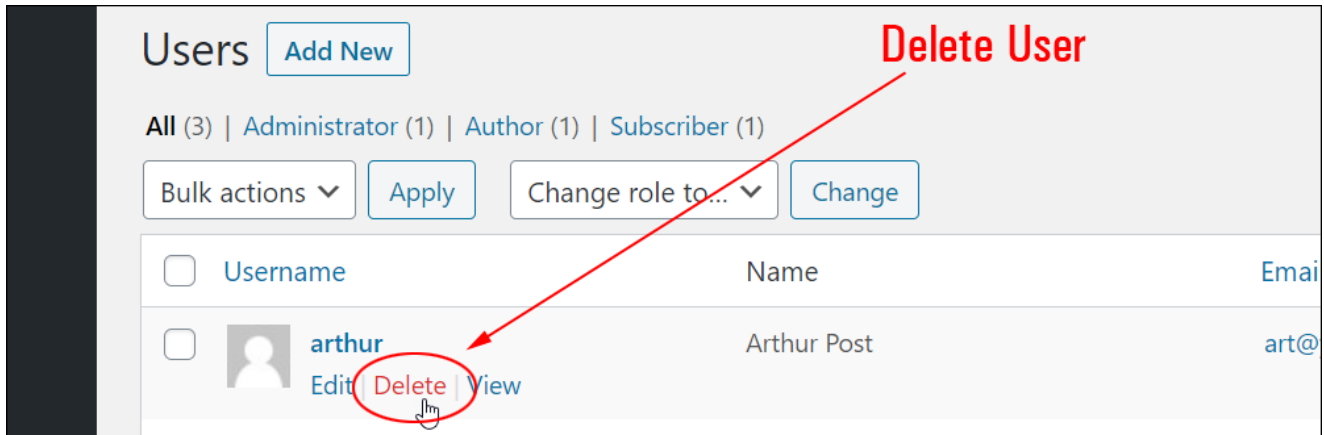
Delete Users

You can delete users individually or perform bulk user deletions in the WordPress Users section.

Delete Users Individually

To delete a single user, locate the user you want to delete, then hover over their username. An inline menu will display the options to edit, delete, or view their details.

Click the 'Delete' link to remove the user from your site.



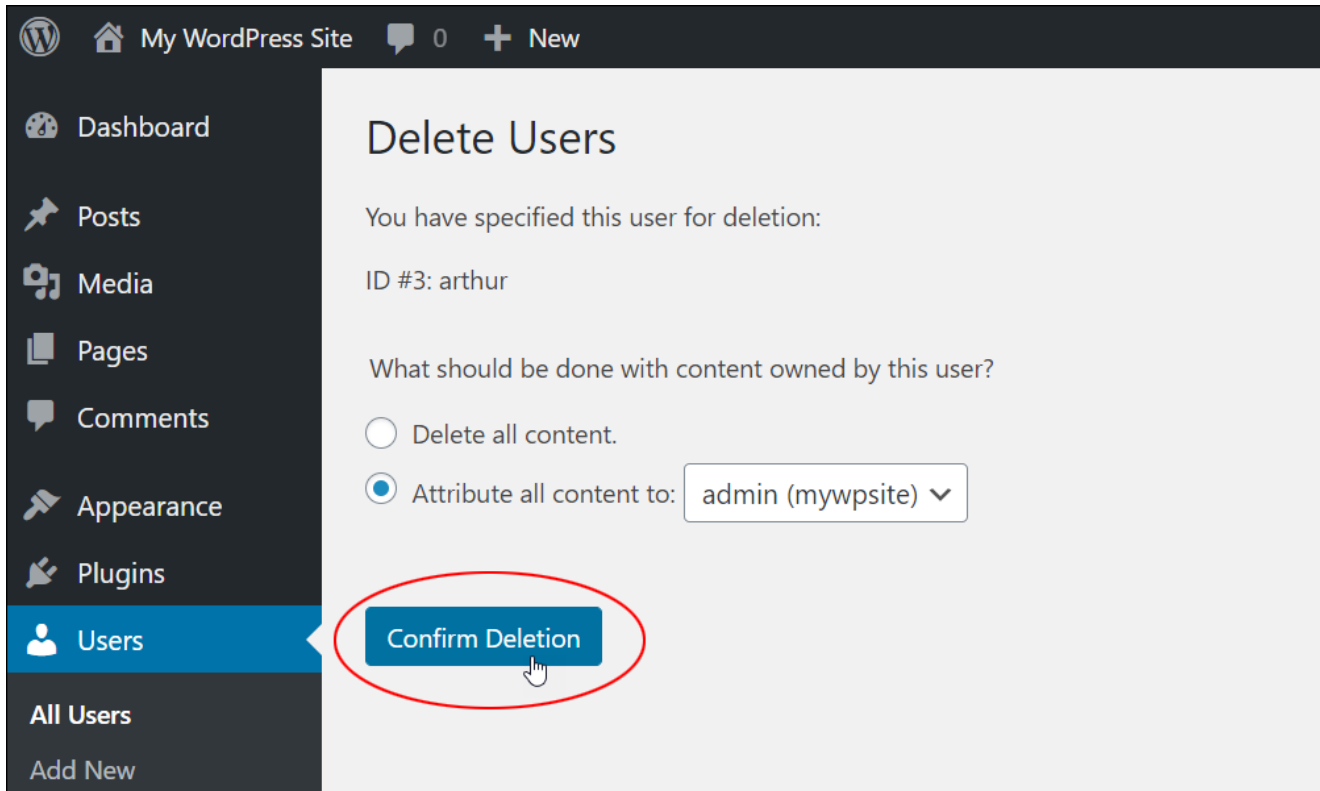
Click on the Delete link.

You will be asked to confirm the deletion.

If the user has any content assigned to them, you will also see the following options:

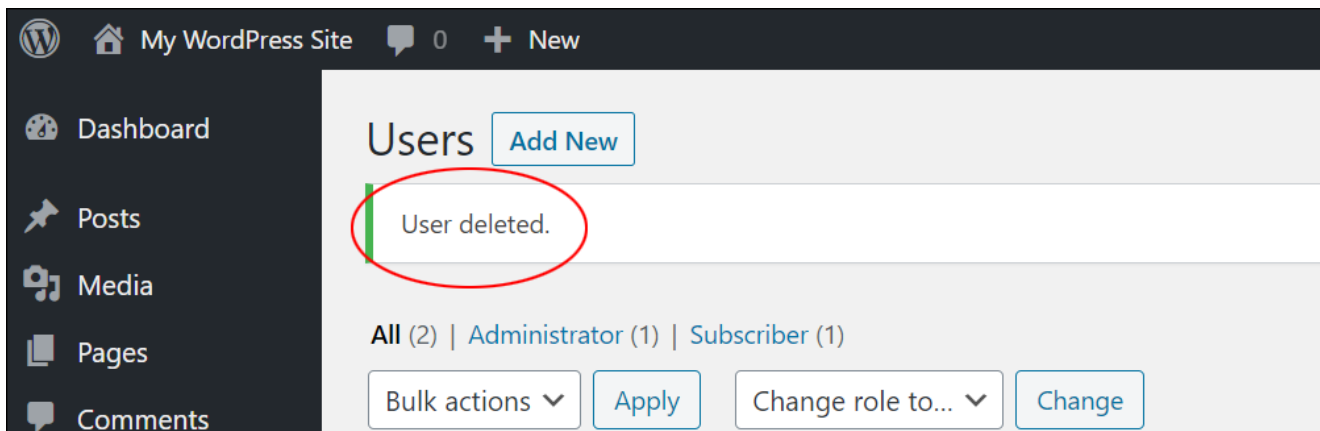
- **Delete all content.** Select this option to delete all content associated with the user.
- **Attribute all content to:** To transfer and attribute all content from the deleted user's account to another user, select an existing user from this dropdown menu.

Click on the 'Confirm Deletion' button to proceed.



Click the button to confirm the deletion of your selected users.

The user will be deleted, and their details will be removed from your database.

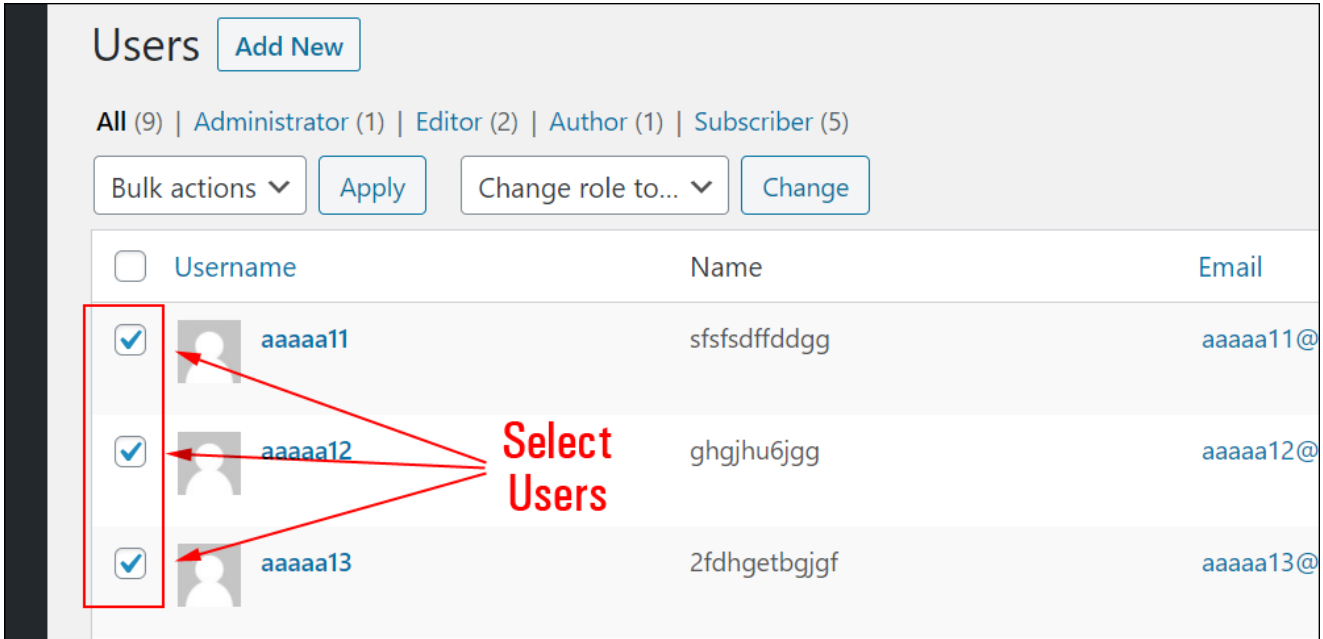


The user is now deleted.

Bulk Delete Users

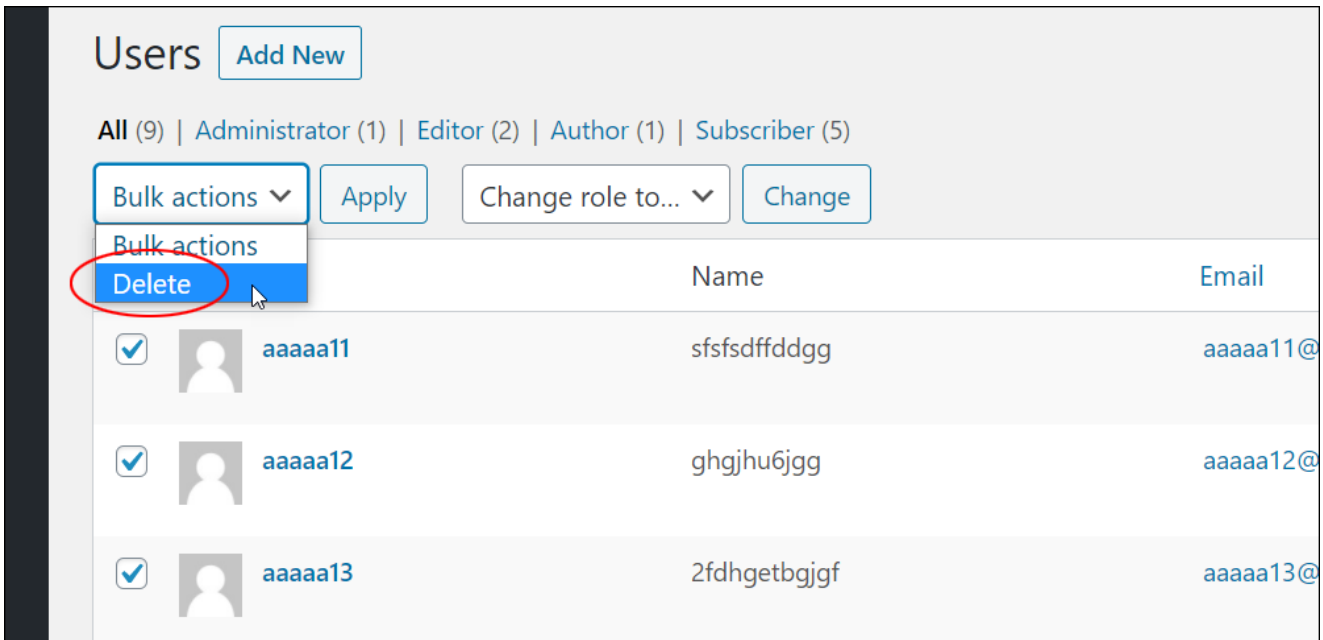
Bulk deleting users is useful if you want to delete many users at once (e.g. delete spam registrations).

To bulk delete users, select all the checkboxes of the users you want to be removed from your site.



Select the users you want to delete.

Select 'Delete' from the 'Bulk Actions' drop-down menu.



Select Delete from the Bulk Actions menu.

With 'Delete' selected, click the **Apply** button.

<input type="checkbox"/>	Username	Name	Email
<input checked="" type="checkbox"/>	aaaaa11	sfsfsdffddgg	aaaaa11@
<input checked="" type="checkbox"/>	aaaaa12	ghgjh6jgg	aaaaa12@
<input checked="" type="checkbox"/>	aaaaa13	2fdhgetbgjgf	aaaaa13@

Click the Apply button.

Click on the 'Confirm Deletion' button to proceed.

As stated earlier, if users have been assigned any content, you will also see the following options:

- **Delete all content.** Select this option to delete all content associated with the user.
- **Attribute all content to:** Select an existing user from the dropdown menu to assign all content from the deleted user(s) to that user.

You have specified these users for deletion:

ID #7: aaaaa11
ID #8: aaaaa12
ID #9: aaaaa13

What should be done with content owned by these users?

Delete all content.

Attribute all content to: Bob Writer (mywpsite) ▼

Confirm Deletion

Click the button to confirm that you want to delete the selected users.

The selected users will be deleted, and their details will be removed from your database.

The screenshot shows the 'Users' management page. At the top left, there is a 'Users' header and an 'Add New' button. Below this, a green notification bar states '3 users deleted.' Underneath the notification, there is a summary of user counts: 'All (6) | Administrator (1) | Editor (2) | Author (1) | Subscriber (2)'. At the bottom of this section, there are four buttons: 'Bulk actions' with a dropdown arrow, 'Apply', 'Change role to...' with a dropdown arrow, and 'Change'.

All selected users are now deleted from your site.

Change User Roles

Users can be assigned or reassigned to different roles either individually or in bulk.

Change Individual User Role

To assign or reassign an individual user's role, hover over their username and click on the 'Edit' link.

The screenshot shows the 'Users' management page with a table of users. At the top, there is a 'Users' header and an 'Add New' button. Below this, there is a summary of user counts: 'All (7) | Administrator (1) | Editor (2) | Author (1) | Subscriber (3)'. At the bottom of this section, there are four buttons: 'Bulk actions' with a dropdown arrow, 'Apply', 'Change role to...' with a dropdown arrow, and 'Change'. Below the buttons is a table with columns for 'Username', 'Name', and 'Email'. The first row shows a user named 'Aaron' with the email 'aardvark@'. The 'Edit' link for this user is circled in red, and a mouse cursor is hovering over it.

Hover over the user and click on the inline Edit menu link.

This will bring up the 'Edit User' screen.

The option to change roles for that user is found in the Role section of this screen.

Edit User Aaron Dvark [Add New](#)

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme


Default Light M

Coffee Ectoplasm M

Sunrise

Keyboard Shortcuts Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar Show Toolbar when viewing site

Language  Site Default

Name

Username Usernames cannot be changed.

Role

First Name

User roles can be changed in the Edit User screen.

Scroll down to the 'Role' section and select a new role for the users from the drop-down menu.

Name

Username Userna

Role

First Name

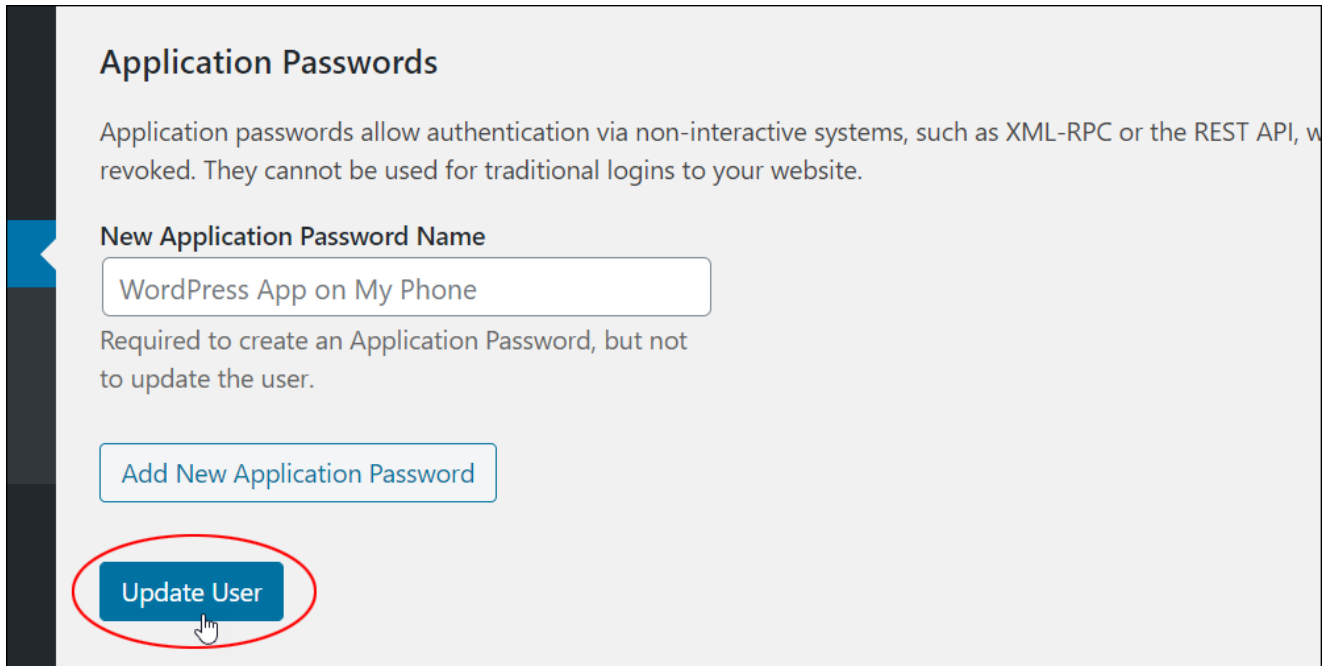
Last Name

Select Role

- Subscriber
- Contributor
- Author**
- Editor
- Administrator
- No role for this site —

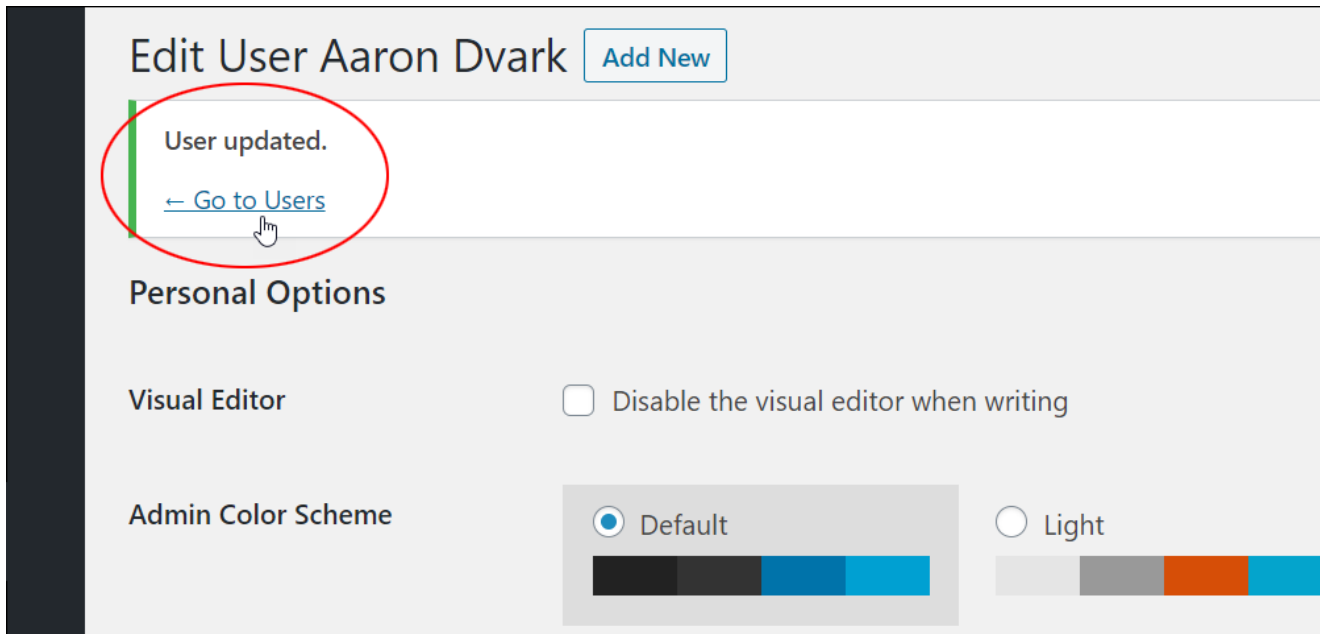
Select a new role for your selected user from the Role drop-down menu.

Click the 'Update User' button to save your settings.



Click the Update User button to update your user's profile settings.

The user's role will be updated. You can return to the Users screen or keep working on your site.

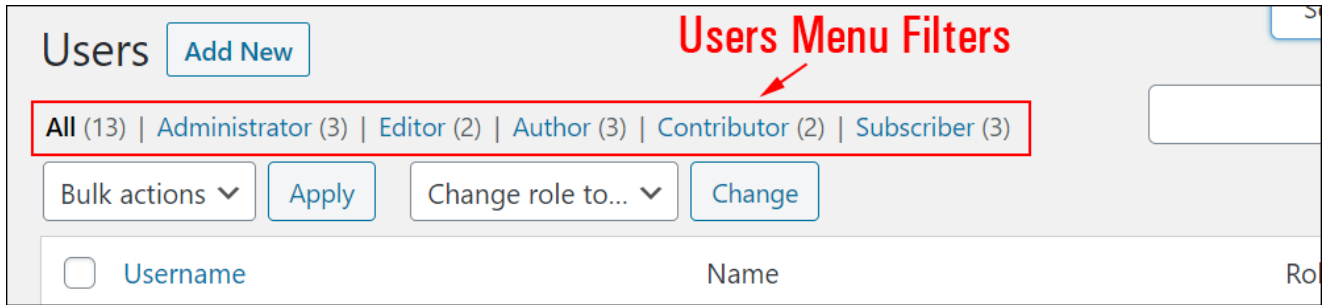


User role updated.

Bulk Role Changes

If your site has many registered users, you can perform bulk roles changes either by:

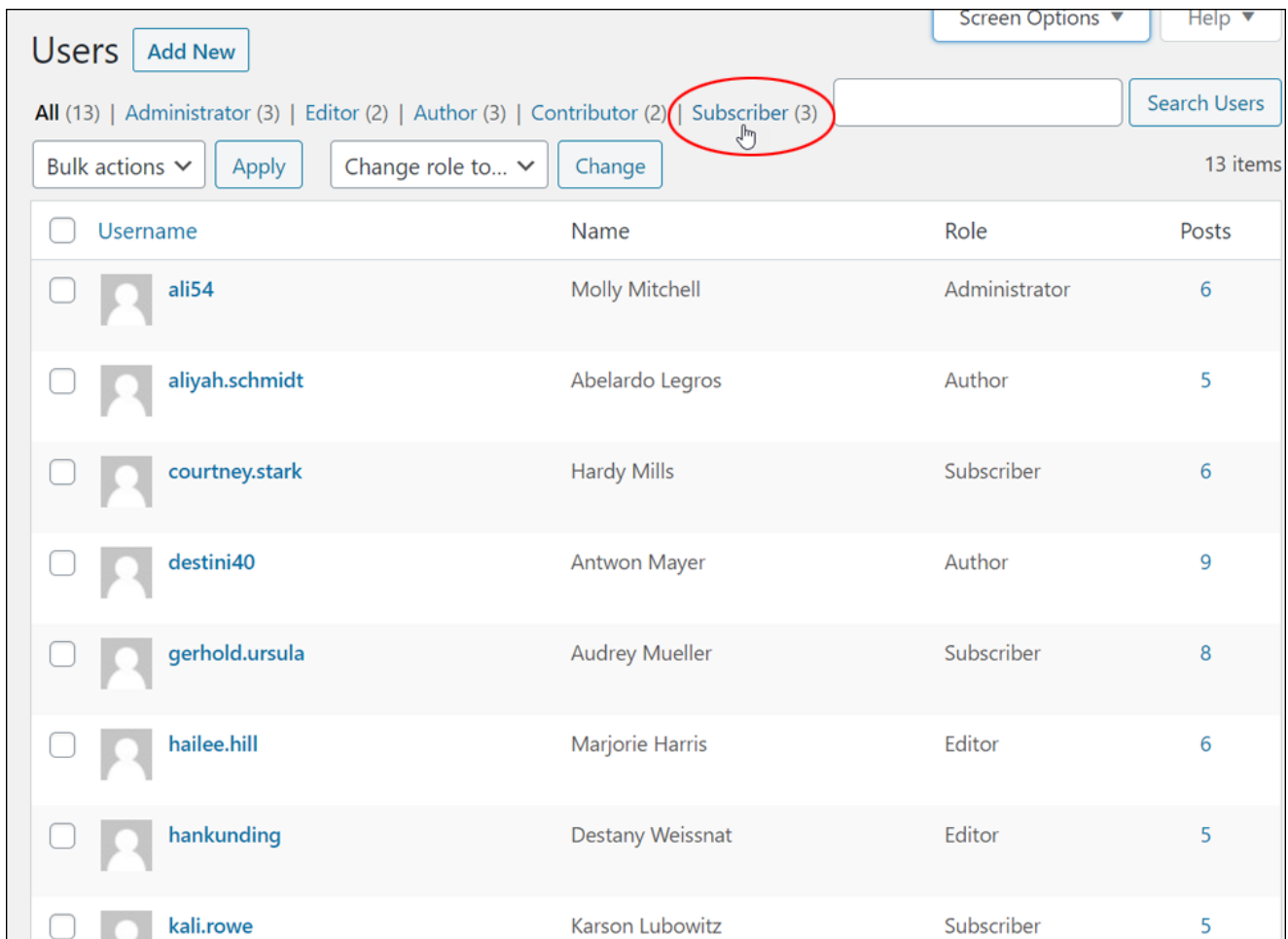
- Selecting individual user checkboxes, or
- Filtering a list of users by role using the *menu filters* in the Users screen.



Click on the Users menu filters to filter users by role.

For this example, let's turn all users assigned the role of 'Subscriber' to 'Authors'.

In the Users screen menu section, click on the *Subscriber* menu link. (*Note: If no users are assigned a role, it will not display on the Users screen menu.*)






In the Users screen, click on the Subscriber menu link.

This brings up a list of all users assigned the role of Subscriber.

Users [Add New](#)

All (13) | Administrator (3) | Editor (2) | Author (3) | Contributor (2) | **Subscriber (3)** [Search Users](#)

Bulk actions [Apply](#) [Change](#) 3 items

<input type="checkbox"/>	Username	Name	Role	Posts
<input type="checkbox"/>	 courtney.stark	Hardy Mills	Subscriber	6
<input type="checkbox"/>	 gerhold.ursula	Audrey Mueller	Subscriber	8
<input type="checkbox"/>	 kali.rowe	Karson Lubowitz	Subscriber	5
<input type="checkbox"/>	Username	Name	Role	Posts

Bulk actions [Apply](#) [Change](#) 3 items




All these users have been assigned the role of Subscriber.

To perform a bulk reassignment of user roles, select multiple users by checking the box next to their username. You can select users individually or click on the main bar's checkbox to select all users on the list.

Users [Add New](#)

All (13) | Administrator (3) | Editor (2) | Author (3) | Contributor (2) | **Subscriber (3)** [Search Users](#)

Bulk actions [Apply](#) [Change](#) 3 items

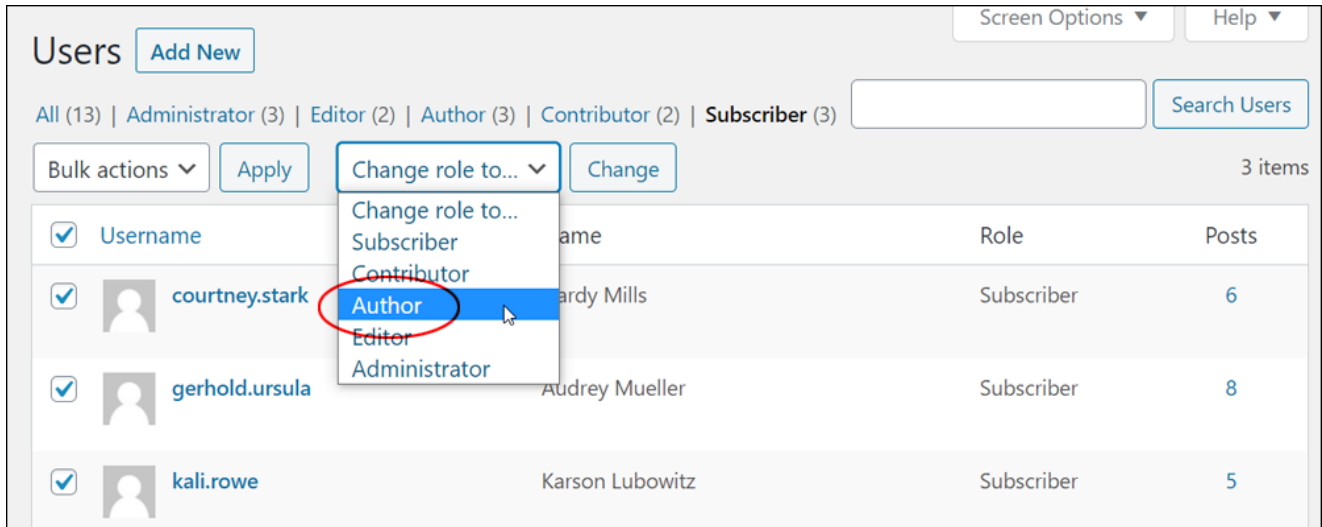
<input checked="" type="checkbox"/>	Username	Name	Role	Posts
<input checked="" type="checkbox"/>	 courtney.stark	Hardy Mills	Subscriber	6
<input checked="" type="checkbox"/>	 gerhold.ursula	Audrey Mueller	Subscriber	8
<input checked="" type="checkbox"/>	 kali.rowe	Karson Lubowitz	Subscriber	5
<input checked="" type="checkbox"/>	Username	Name	Role	Posts

Bulk actions [Apply](#) [Change](#) 3 items

Select Users

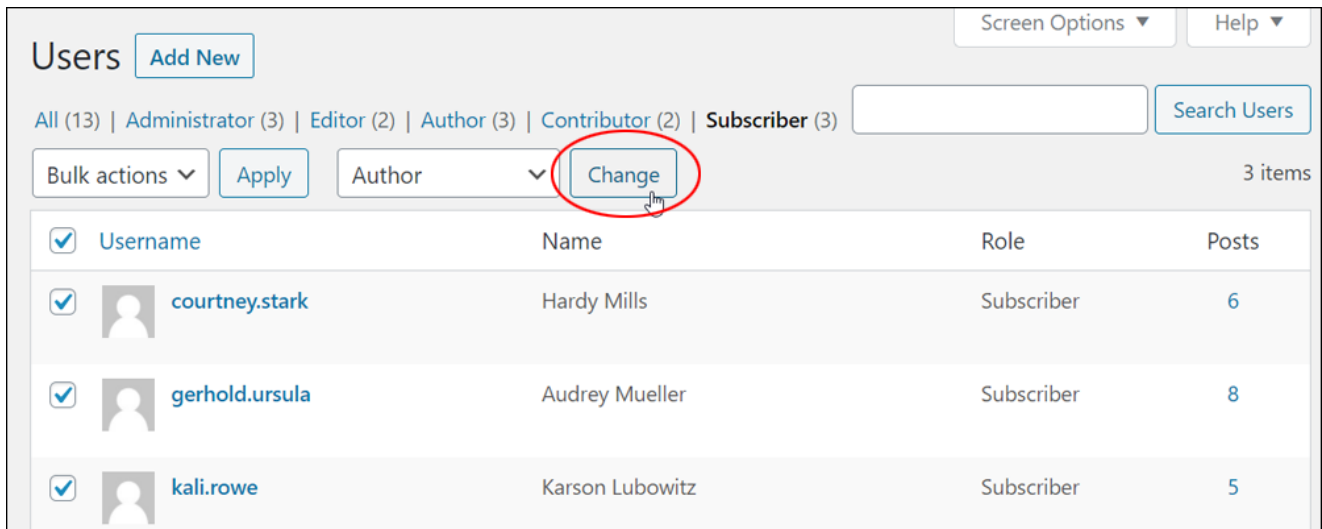
Select users.

Choose the role you want to assign to all selected users from the 'Change role to ...' drop-down menu.



Select a new role from the Change role to ... dropdown menu.

With the role in the 'Change role to ...' field selected, click on the 'Change' button.



Click the button to bulk change the roles of your selected users.








All the users' roles will be reassigned to the new role you have selected.

Users [Add New](#) Screen Options ▾ Help ▾

Changed roles. ✕

All (13) | Administrator (3) | Editor (2) | Author (6) | Contributor (2) [Search Users](#)

Bulk actions ▾ [Apply](#) [Change role to...](#) ▾ [Change](#) 13 items

<input type="checkbox"/>	Username	Name	Role	Posts
<input type="checkbox"/>	 ali54	Bob Writer	Administrator	6
<input type="checkbox"/>	 aliyah.schmidt	Abelardo Legros	Author	5
<input type="checkbox"/>	 courtney.stark	Hardy Mills	Author	6
<input type="checkbox"/>	 destini40	Antwon Mayer	Author	9
<input type="checkbox"/>	 gerhold.ursula	Audrey Mueller	Author	8
<input type="checkbox"/>	 hailee.hill	Marjorie Harris	Editor	6
<input type="checkbox"/>	 hankunding	Destany Weissnat	Editor	5

All selected user roles are now changed.

Search & Filter Users

If you have many registered users on your site, you can use search and filter features to find users quickly.

Search Users

Use the ‘Search Users’ feature to search for users based on their details.

Enter your search term into the field and click the ‘Search Users’ button.

Editor (3) | Author (6) | Contributor (2) | Subscriber (1)

Search Users

Change role to... ▾ Change 15 items

Name	Role	Posts
Bob Writer	Administrator	6
Abelardo Legros	Author	5

Use the Search users feature to do a keyword search for users on your site.

All results containing the search term will be returned.

Users [Add New](#) Search results for: **paul** Screen Options ▾ Help ▾

All (15) | Administrator (3) | Editor (3) | Author (6) | Contributor (2) | Subscriber (1) **Search Users**

Bulk actions ▾ Apply Change role to... ▾ Change 2 items

<input type="checkbox"/>	Username	Name	Role	Posts
<input type="checkbox"/>	Oathkeeper	Paul ine Gwynne	Subscriber	0
<input type="checkbox"/>	Pauly	Paul Sales	Editor	0
<input type="checkbox"/>	Username	Name	Role	Posts

Search Users results.

Filter Users

As mentioned earlier, you can also filter users by role.








To view a list of all users assigned to a specific role, just click on the link above the Table of Users for that role.

Users [Add New](#)

Filter Users by Role

All (15) | Administrator (3) | Editor (3) | **Author (6)** | Contributor (2) | Subscriber (1)

Bulk actions ▾ Apply Change role to... ▾ Change Grant Roles Add role... ▾

<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	 ali54	Bob Writer
<input type="checkbox"/>	 aliyah.schmidt	Abelardo Legros
<input type="checkbox"/>	 courtney.stark	Hardy Mills
<input type="checkbox"/>	 destini40	Antwon Mayer
<input type="checkbox"/>	 gerhold.ursula	Audrey Mueller
<input type="checkbox"/>	 hailee.hill	Marjorie Harris
<input type="checkbox"/>	 hankunding	Destany Weissnat

Click on a user role to bring up a list of users assigned to that role.

This will return a list of all the users assigned to the selected role.

Users [Add New](#) Screen Options Help

All (15) | Administrator (3) | Editor (3) | **Author (6)** | Contributor (2) | Subscriber (1)

Bulk actions Change role to... Grant Roles Add role... Revoke role... 6 items

<input type="checkbox"/>	Username	Name	Role	Posts
<input type="checkbox"/>	aliyah.schmidt	Abelardo Legros	Author	5
<input type="checkbox"/>	courtney.stark	Hardy Mills	Author	6
<input type="checkbox"/>	destini40	Antwon Mayer	Author	9
<input type="checkbox"/>	gerhold.ursula	Audrey Mueller	Author	8
<input type="checkbox"/>	kali.rowe	Karson Lubowitz	Author	5
<input type="checkbox"/>	whuel	Efren Kiehn-Paulsson	Author	6

Bulk actions Change role to... Grant Roles Add role... Revoke role... 6 items

Users filtered by role.

User Sorting Features

In addition to the search and filtering functions, the Table of Users in the Users screen lets you:

Sort users by **Username** in alphabetical or reverse alphabetical order...

Users [Add New](#) Sort Users by Username

All (15) | Administrator (3) | Editor (3) | Author (6) | Contributor (2) | Subscriber (1)

Bulk actions Change role to...

<input type="checkbox"/>	Username ▲	Name	Email
<input type="checkbox"/>	ali54	Bob Writer	bob.writ

Click on the little black triangle in the Username column heading to sort users by username.

Sort users by their email address in alphabetical or reverse alphabetical order...

Sort Users by Email

Users [Add New](#)

All (15) | Administrator (3) | Editor (3) | Author (6) | Contributor (2) | Subscriber (1)

Bulk actions ▾ [Apply](#) Change role to... ▾ [Change](#)

<input type="checkbox"/>	Username	Name	Email 
<input type="checkbox"/>	 ali54	Bob Writer	bob.writer@example.net

Click on the little black triangle in the Email column heading to sort users by their email address.

View all posts attributed to that user. To do this, click on the hyperlinked number of posts displayed for that user in the Posts column...

View User Posts

Editor (3) | Author (6) | Contributor (2) | Subscriber (1) [Search Users](#)

[Change role to... ▾](#) [Change](#) 15 items

Name	Email	Role	Posts
Bob Writer	bob.writer@example.net	Administrator	6

[View](#)

Click on the hyperlinked number of posts in the Post column.

A list of all the posts associated with that user will display in a filtered Posts table. This includes all their draft posts, scheduled posts, posts awaiting review, etc.

Posts [Add New](#)

All (111) | Published (86) | Scheduled (1) | Drafts (23) | Private (1)

Bulk actions Apply All dates All Categories Filter 7 items

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Quo qui soluta sed nam ut — Draft	Bob Writer	Training	—		Last Modified 2020/09/22 at 1:51 am
<input type="checkbox"/>	Voluptatum dignissimos earum nulla officia temporibus quia	Bob Writer	Shipping	—	—	Published 2020/08/03 at 1:16 am
<input type="checkbox"/>	Quam molestiae deserunt minus distinctio illum	Bob Writer	—	Magnam et	—	Published 2020/07/15 at 10:39 pm
<input type="checkbox"/>	Dolorem dolor et asperiores	Bob Writer	—	Id expedita, Illum	—	Published 2020/07/03 at 8:37 pm
<input type="checkbox"/>	Ipsa ea optio omnis non	Bob Writer	Sales	—	—	Published 2020/06/09 at 6:21 pm
<input type="checkbox"/>	Nostrum vel et et	Bob Writer	Clients, Shipping	—	—	Published 2020/06/06 at

All posts associated with the user will display in a filtered Posts screen.


WordPress User Management Plugins

This section describes some useful WordPress plugins to help improve how you manage users on your site.

Customizing User Roles And Capabilities


Depending on what you plan to do on your site, you may need to go beyond the default capabilities of WordPress and create custom roles for specific users or enhance the default capabilities of your site's existing roles. If this is something you need to do on your site, then check out the plugin below.

User Role Editor



The banner features a red curtain background with two golden theater masks on the right. The text 'administrator', 'contributor', and 'subscriber' is displayed in a bold, yellow, sans-serif font, stacked vertically on the left side.

administrator
contributor
subscriber

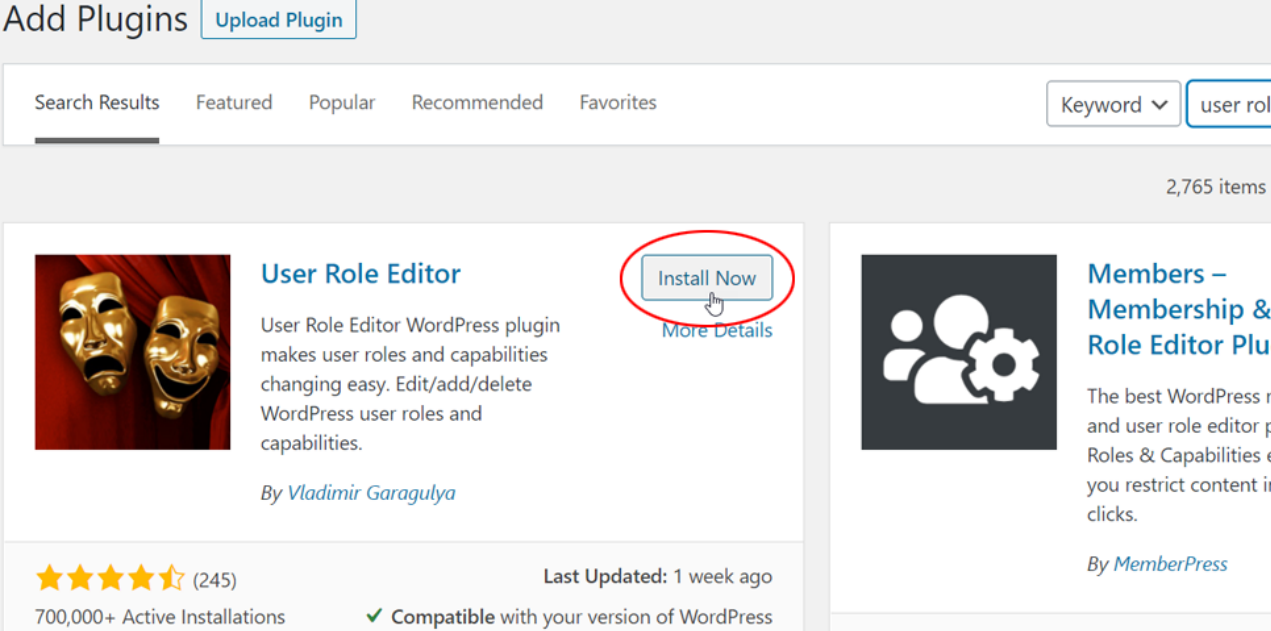
 **User Role Editor**
By Vladimir Garagulya

Download

WordPress Plugin – User Role Editor.

User Role Editor provides advanced user role management tools for WordPress.

The free version of the plugin can be downloaded and installed from the WordPress plugin repository or from your WordPress dashboard.




The screenshot shows the 'Add Plugins' section of a WordPress admin dashboard. The search results are filtered by 'keyword' with the search term 'user role'. The 'User Role Editor' plugin is highlighted, with its 'Install Now' button circled in red. The plugin's description, author name, star rating, and installation statistics are visible.

Add Plugins [Upload Plugin](#)


Search Results Featured Popular Recommended Favorites Keyword

2,765 items

 **User Role Editor**
User Role Editor WordPress plugin makes user roles and capabilities changing easy. Edit/add/delete WordPress user roles and capabilities.
By Vladimir Garagulya

Install Now
[More Details](#)

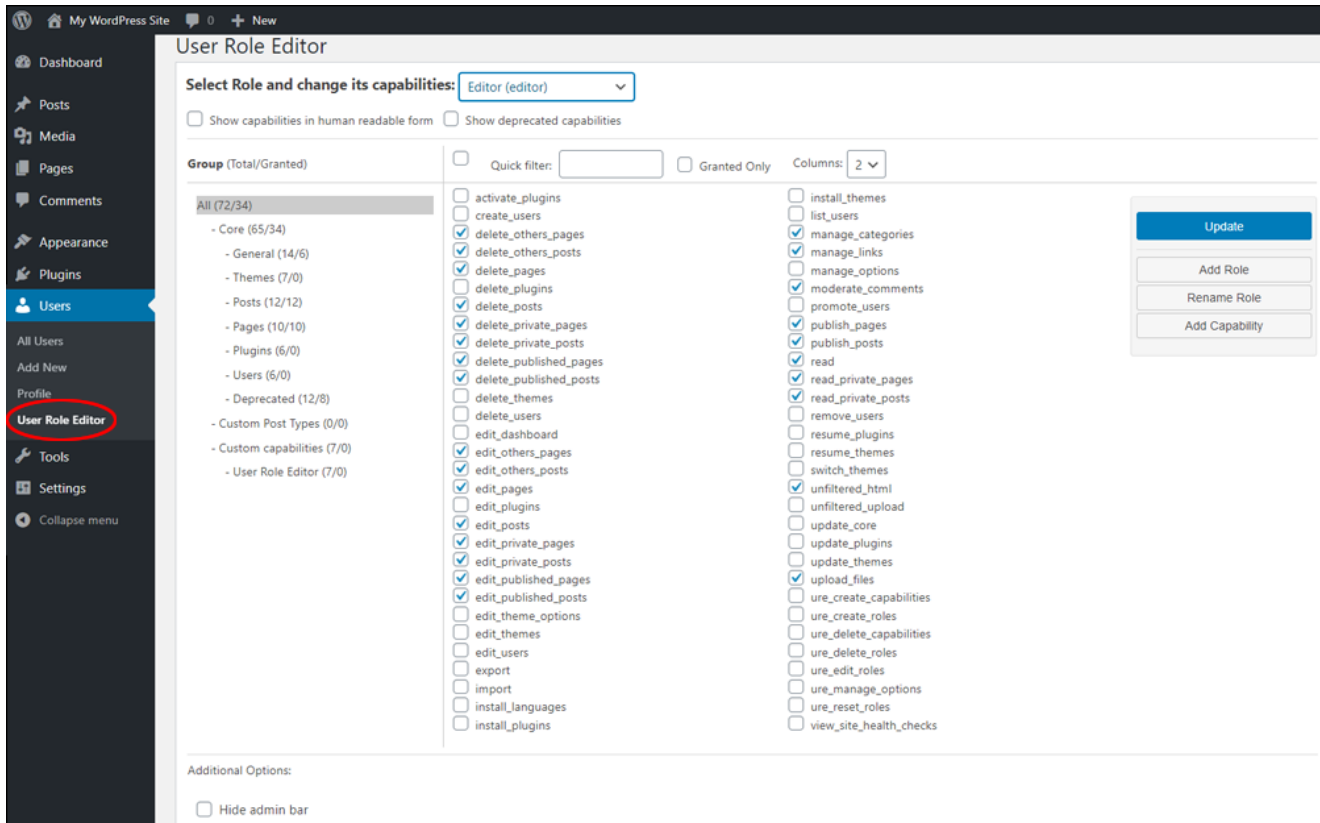
★★★★☆ (245) Last Updated: 1 week ago
700,000+ Active Installations Compatible with your version of WordPress

 **Members – Membership & User Role Editor Plugin**
The best WordPress membership and user role editor plugin. Roles & Capabilities editor you restrict content in just a few clicks.
By MemberPress

Install User Role Editor from your WordPress admin area.

After installing and activating the plugin, you can easily create and edit new roles, and manage permissions for all users with just a few clicks.

You can also set specific capabilities for each role separately at an advanced and detailed level by simply ticking or unticking checkboxes.



Change role capabilities by enabling or disabling checkboxes.

The plugin also makes it easier to understand what the capabilities do in plain and simple language.

User Role Editor

Select Role and change its capabilities:

Show capabilities in human readable form Show deprecated capabilities

Quick filter: Granted Only Columns

Group (Total/Granted)	Capabilities	
All (72/2)	<input type="checkbox"/> Activate plugins	<input type="checkbox"/> Install themes
- Core (65/2)	<input type="checkbox"/> Create users	<input type="checkbox"/> List users
- General (14/1)	<input type="checkbox"/> Delete others pages	<input type="checkbox"/> Manage categories
- Themes (7/0)	<input type="checkbox"/> Delete others posts	<input type="checkbox"/> Manage links
- Posts (12/0)	<input type="checkbox"/> Delete pages	<input type="checkbox"/> Manage options
- Pages (10/0)	<input type="checkbox"/> Delete plugins	<input type="checkbox"/> Moderate comments
- Plugins (6/0)	<input type="checkbox"/> Delete posts	<input type="checkbox"/> Promote users
- Users (6/0)	<input type="checkbox"/> Delete private pages	<input type="checkbox"/> Publish pages
- Deprecated (12/1)	<input type="checkbox"/> Delete private posts	<input type="checkbox"/> Publish posts
- Custom Post Types (0/0)	<input type="checkbox"/> Delete published pages	<input checked="" type="checkbox"/> Read
- Custom capabilities (7/0)	<input type="checkbox"/> Delete published posts	<input type="checkbox"/> Read private pages
- User Role Editor (7/0)	<input type="checkbox"/> Delete themes	<input type="checkbox"/> Read private posts
	<input type="checkbox"/> Delete users	<input type="checkbox"/> Remove users
	<input type="checkbox"/> Edit dashboard	<input type="checkbox"/> Resume plugins
	<input type="checkbox"/> Edit others pages	<input type="checkbox"/> Resume themes
	<input type="checkbox"/> Edit others posts	<input type="checkbox"/> Switch themes

Tick the Show capabilities in human-readable form checkbox to view capabilities in an easy-to-understand format.

There are many useful things you can do with the User Role Editor plugin.

For example, you can allow or disallow a registered user to upload files to your site or disallow certain types of users to delete posts they have already published.

You can also customize roles by doing things like remove the ability of authors to publish posts on your site. This will force posts to be submitted for review by an administrator before being approved for publishing.

The plugin also adds additional functions to the Users screen, such as the ability to Grant Roles to users and Revoke roles assigned to existing users.

Users [Add New](#)

All (15) | Administrator (3) | Editor (3) | Author (6) | Contributor (2) | Subscriber (1)

Bulk actions

<input type="checkbox"/> Username	Name	Role
-----------------------------------	------	------

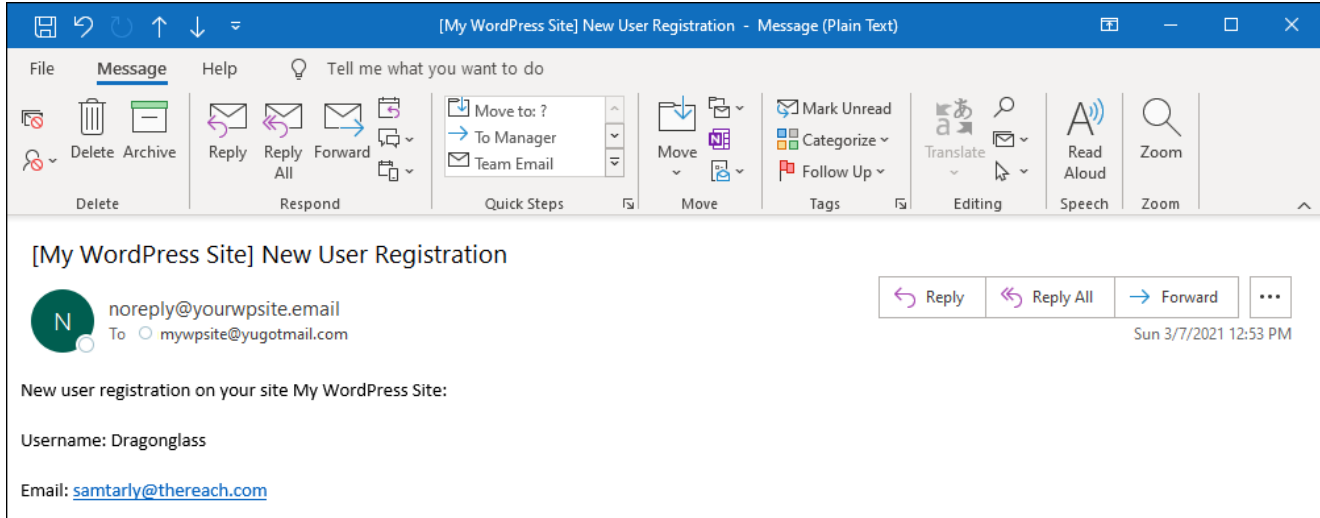
The plugin also adds additional functions to the Users screen.

For more advanced capabilities, check out the plugin's premium edition.

To learn more about this plugin, go here: [User Role Editor](#)

How To Change The Default User Registration Email In WordPress

As discussed earlier, when a new user registers on your WordPress site, they are sent a registration email containing their username and login details.



Email notification sent to a new user after registration.

Normally, the default registration email is fine to send. It's not an attractive email, but it "does the job". If your business requires a more "welcoming" registration email, then use the plugin below:

Better Notifications for WordPress

An advertisement for the "Better Notifications for WordPress" plugin. The main text reads: "Edit or disable all the default email notifications in WordPress and add new ones using a WYSIWYG editor and some shortcodes. It's so easy!". Below this is a product card for the plugin, featuring an icon of an envelope with a play button, the title "Customize WordPress Emails and Alerts – Better Notifications for WP", the author "By Made with Fuel", a heart icon, and a "Download" button.

Better Notifications For WordPress plugin.

Better Notifications For WordPress lets you customize the email notifications that WordPress sends to users.

You can customize the default WordPress email notifications and create new ones using a visual editor and shortcodes.

Newly registered users will then receive a more welcoming email when they register on your site.

You can also send notifications to individual users, multiple users, all users in a user role, multiple roles, and more.

The screenshot shows the 'Add New Notification' interface. At the top is a text input for 'Add title'. Below is the 'Notification Settings' section with several fields: 'Notification For' (a dropdown menu currently showing 'New User Registration - For Admin'), 'Email Formatting' (radio buttons for 'HTML Formatting' and 'Plain Text', with 'HTML Formatting' selected), 'Additional Email Fields' (checkboxes for 'Set "From" Name & Email, Reply To, CC, BCC' and 'Do not send this Notification to the User that triggered it'), 'Send To' and 'Except For' (both dropdown menus showing 'Select User Roles / Users'), 'Subject' (a text input), and 'Message Body' (a visual editor with a toolbar and a large text area). On the left side, there are three buttons: 'Insert Default Content', 'Read Documentation', and 'Find Shortcodes'. At the bottom, there is a checkbox labeled 'Stop additional paragraph and line break HTML from being inserted into my notifications'.

Customize WordPress default emails to users.

The plugin allows you to build up a library of customized notification messages sent to users.

The screenshot shows the 'Notifications' section of the WordPress dashboard. The interface includes a sidebar with navigation options like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Notifications. The main content area displays a table of notification messages with columns for Title, Date, Notification Type, Enabled?, Subject, and User Roles / Users. The table lists various notifications such as 'User Email Changed - For User', 'New Private 'Movie'', 'WordPress Core Automatic Background Updates', 'Comment Reply', 'New User - Post-registration Email', 'Password Changed - For User', 'Password Changed - For Admin', 'User Lost Password - For Admin', 'User Lost Password - For User', 'New Comment / Awaiting Moderation', 'New User Registration - For User', 'New User Registration - For Admin', and ''Movie' Comment Reply'. Each notification has a checkbox in the 'Enabled?' column, which is checked for all items shown.

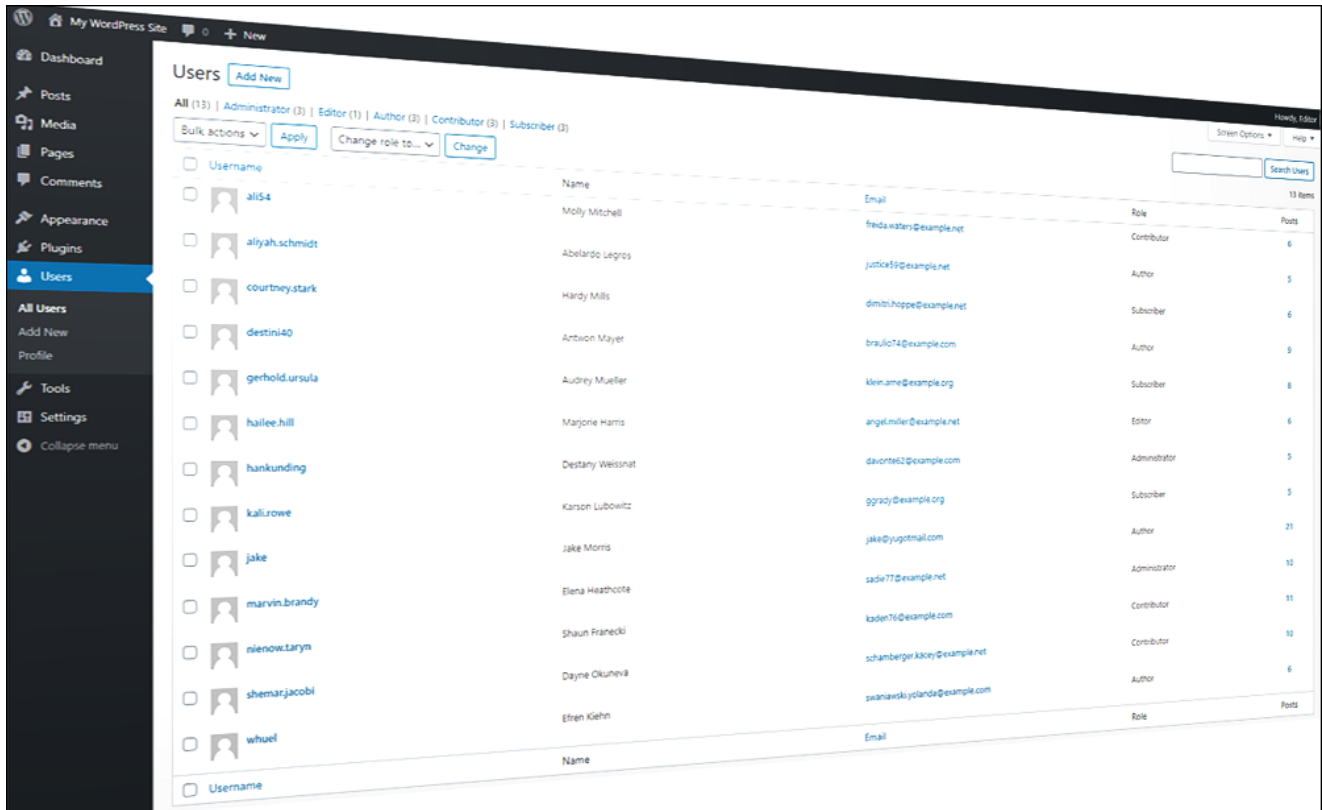
Title	Date	Notification Type	Enabled?	Subject	User Roles / Users
<input type="checkbox"/> User Email Changed – For User	Published 2018/03/05	User Email Changed - For User	✓	User Email Changed - For User	
<input type="checkbox"/> New Private 'Movie'	Published 2018/02/26	New Private movie	✓	New Private 'Movie'	Administrator
<input type="checkbox"/> WordPress Core Automatic Background Updates	Published 2017/11/24	WordPress Core Automatic Background Updates	✓	WordPress Core Automatic Background Updates	Administrator
<input type="checkbox"/> Comment Reply	Published 2017/11/13	Comment Reply	✓	Comment Reply	
<input type="checkbox"/> New User – Post-registration Email	Published 2017/10/11	New User - Post-registration Email	✓	New User - Post-registration Email	
<input type="checkbox"/> Password Changed – For User	Published 2017/10/11	Password Changed - For User	✓	Password Changed - For User	
<input type="checkbox"/> Password Changed – For Admin	Published 2017/10/11	Password Changed - For Admin	✓	Password Changed - For Admin	Administrator
<input type="checkbox"/> User Lost Password – For Admin	Published 2017/10/11	User Lost Password - For Admin	✓	User Lost Password - For Admin	Administrator
<input type="checkbox"/> User Lost Password – For User	Published 2017/10/11	User Lost Password - For User	✓	User Lost Password - For User	
<input type="checkbox"/> New Comment / Awaiting Moderation	Published 2017/06/29	New Comment	✓	New Comment / Awaiting Moderation	Administrator
<input type="checkbox"/> New User Registration – For User	Published 2017/06/26	New User Registration - For User	✓	New User Registration - For User	
<input type="checkbox"/> New User Registration – For Admin	Published 2017/06/23	New User Registration - For Admin	✓	New User Registration - For Admin	Administrator
<input type="checkbox"/> 'Movie' Comment Reply	Published 2017/06/23	movie Comment Reply	✓	'Movie' Comment Reply	

Build up a library of customized notification messages for users with the Better Notifications For WordPress plugin.

This plugin is useful if you run a community site, membership site, or directory, or allow guest authoring or collaboration and want to customize the messages and notifications sent to users.

To learn more about this plugin, go here: [Better Notifications For WordPress](#)

Congratulations! Now you know how to manage users on your WordPress site. We hope that you have found the above information useful.



Roles define the permissions and capabilities of all users within your site.

Here are some additional WordPress tutorials you may find useful to help you manage users on your site:

Updated: April 9th, 2023