

Dashboard >Users >Add New

Enter required information and save.

The screenshot shows the 'Add New User' form in a WordPress dashboard. The left sidebar has 'Users' and 'Add New' circled in red. The form fields are filled with: Username (apogeeweb), E-mail (info@apogeemedia.net), First Name (Anthony), Last Name (Rago), Website (http://apogeemedia.net), Password (masked), and Repeat Password (masked). The password strength is 'Strong'. The 'Send Password?' checkbox is checked. The 'Role' dropdown is set to 'Administrator'. A blue 'Add New User' button is at the bottom left. Red arrows point to the 'Add New User' button with the text 'Save' and to the 'Role' dropdown with the text 'Select role of new User'.

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Add New User

Please configure your [Google Analytics settings!](#)

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

Username (required)

E-mail (required)

First Name

Last Name

Website

Password (required)

Repeat Password (required)

Strong *Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).*

Send Password? Send this password to the new user by email.

Role

Add New User *Save*

Select role of new User