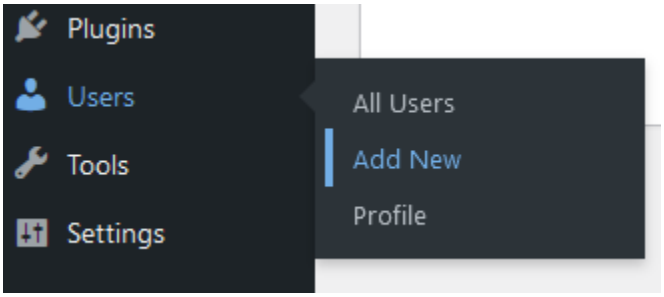
Adding Users to a Site

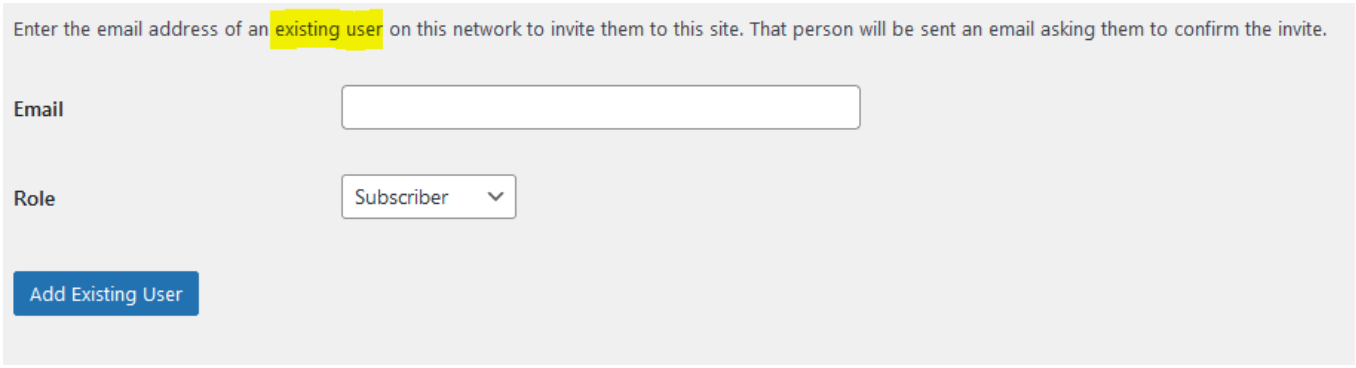
Site Administration · https://umw.domains/guides/adding-users-to-a-site/

Steps to Add Users

If you need to add other users to a site follow these steps:

1. Make sure the user you want to add has created an account on the Sites@UMW platform.
   - If they need an account direct them to the sign-up page and have them select the "Just a User Account" button if the user only wants to be added to your site.

2. On the dashboard of the site you want to add the user go to **Users** > **Add New**.
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3. Fill in the e-mail address of the user (note: students will use the @mail.umw.edu form of their e-mail) and select what role they should have on your site. Click "Add Existing User" button when done.
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4. The user will be e-mailed an invitation to your site that they'll need to accept, though it may be sent to the spam folder.

What are roles?

Each role has a different purpose and different privileges. To learn more, read the WordPress guide on roles and their capabilities.

- Administrator (*slug: 'administrator'*) – somebody who has access to all the administration features within a single site.
- Editor (*slug: 'editor'*) – somebody who can publish and manage posts including the posts of other users.
- Author (*slug: 'author'*) – somebody who can publish and manage their own posts.
- Contributor (*slug: 'contributor'*) – somebody who can write and manage their own posts but cannot publish them.
- Subscriber (*slug: 'subscriber'*) – somebody who can only manage their profile.

How can users login?

Once users are added to your site they can go to the web building landing page and click the Sites@UMW Sign-In button at the top of the page. On the dashboard they should be able to find the link to access the dashboard of the site you've added them to.

Reviewed by Abby Firestone 06/25/26