WordPress - Edit Users (Profile)

Topics : Wordpress
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Editing user details in WordPress is a straightforward process. Here's a step-by-step guide on how to edit users:

Edit Users:

1. **Login to your WordPress Dashboard:**

   - Open your web browser and navigate to the login page of your WordPress site.
   - Enter your username and password to log in.

2. **Access the Users Section:**

   - In the left sidebar, find and click on "Users."

3. **View All Users:**

   - Click on "All Users" to see a list of all users on your site.

4. **Select the User to Edit:**

   - Hover over the user you want to edit, and you'll see options like "Edit," "Delete," etc.
   - Click on "Edit" below the user's username.

5. **Edit User Details:**

   - On the Edit User screen, you can modify various details, including:
     - **Username:** The user's login name.
     - **Email:** The user's email address.
     - **First Name:** The user's first name.
     - **Last Name:** The user's last name.
     - **Role:** The user's role (Administrator, Editor, Author, Contributor, Subscriber).

6. **Change Password:**

   - If you want to change the user's password, you can do so on this screen. You can enter a new password manually or use the "Generate Password" button to create a strong, random password.

7. **Send User Notification:**

- Check the box to send the user an email about the changes.

8. **Update User:**

   - Click the "Update User" button to save the changes.

Dashboard
Posts
Media
Pages
Comments
Appearance
Plugins
Users
All Users
Add New User
Profile
Tools
Settings
Collapse menu

Profile

Help ▾

Personal Options

Visual Editor	☐ Disable the visual editor when writing
Syntax Highlighting	☐ Disable syntax highlighting when editing code

Admin Color Scheme

- ● Default
- ○ Light
- ○ Modern
- ○ Blue
- ○ Coffee
- ○ Ectoplasm
- ○ Midnight
- ○ Ocean
- ○ Sunrise

Keyboard Shortcuts   ☐ Enable keyboard shortcuts for comment moderation. Documentation on Keyboard Shortcuts

Toolbar   ☑ Show Toolbar when viewing site

Language 🌐   Site Default

Name

Username   aryatechno   Usernames cannot be changed.

First Name

Last Name

Nickname (required)   aryatechno

Display name publicly as   aryatechno

Contact Info

Email (required)   info.aryatechno@gmail.com

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

Website   http://localhost:88/wordpress

About Yourself

Biographical Info

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

Profile Picture

You can change your profile picture on Gravatar.

Account Management

New Password   Set New Password

Sessions   Log Out Everywhere Else

You are only logged in at this location.

Application Passwords

Application passwords allow authentication via non-interactive systems, such as XML-RPC or the REST API, without providing your actual password. Application passwords can be easily revoked. They cannot be used for traditional logins to your website.

The application password feature requires HTTPS, which is not enabled on this site.

If this is a development website you can set the environment type accordingly to enable application passwords.

Update Profile

Thank you for creating with WordPress.   Version 6.4.2