How to set up another admin user

When people ask me to work with them, that's one of the first things I'm going to ask for. And it's much easier if you know how to set that up than it is just to give me your admin user and password. Because then if you do that with lots of people and you're not changing your password in between, that's actually a security issue that you're giving away your password. It would be like giving away the keys to your house every time somebody comes to visit.

This time, this way, if you like, what you're doing is you're giving me my own set of keys that will self-destruct after I use them. Okay? They don't actually self-destruct, but you can delete them afterwards. So you could delete me from your WordPress website once we've finished our certain project together. So I'm gonna show you how to set me up as an admin user on your website.

I'm using my trusted demo website as usual.

So you'd come into the backend of your website and you'd scroll down until you see one called users. Now you can just click on add user.

There we are. We can call Wonder Karen as the username. The email is whatever email I'm using at the time, and I'm putting in techy stuff for my one.

Now you don't have to enter the website or anything like that. It's already generated an email, a password for me. If you don't like the look of that one, you can always try and generate another one. But, you know, these are pretty good. It's what they're suggesting.

Send the new user an email about their account. Now why that is good, Is because it will send me an email that forces me to reset the password. So you don't have to try and remember this or copy and paste it into an email. You don't want to be copying and pasting passwords into any emails.

So yes, send the new user, but this is an important bit as well. Administrator.

Okay, so you click on add user, the email will be sending its way.

And would you know it, it says the password is too weak.

And yet it's the password that they generated.

Okay, it liked that one.

It was a glitch in the matrix because I didn't change anything. What you want to do when you set somebody up with their new admin is go back into the user and just check. See here, it says nickname required. That was what I put in before. And then it will say display name publicly as.

Now, You want that maybe just to be Karen. You don't wanna give away too much information for the display name publicly.

But it's always either the username or one of the first names, or you can even put something in the nickname required, and then you'll see that the— you can display name publicly as that.

So just check that your display name is not showing either— is not showing your username. And do not have the email addresses as your username either. Have something completely different. Then I can save that.

Update user. And then I can go into my email that you've just sent me from here.

I can go into the email. I can reset the password without you having to send me any passwords. And I can get in to do a website health check or whatever it is you've— whatever else it is you've hired me to look at for your website.

It's not complicated once you know how, like everything. Until next time, you know the drill. Keep smiling, keep shining even, but keep smiling as well.