Updating the Role of an Existing Blog User

1. Log in to your account at https://blogs.millersville.edu.
2. Go to My Sites -> Site name you want to remove the user from -> Dashboard.

3. Go to Users -> All Users.

4. Check the box next to the username you want to change the role of.

   - Username
   - testuser

5. Select the new role you would like to give the user - in this example the role is being changed to Author.
6. Click the **Change** button to change the role.