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.