WordPress
Invite Users Plugin

Introduction

The Invite Users plugin is an additional feature in WordPress that allows website administrators to invite multiple users to view or edit their webpage. This plugin would be used to coordinate classrooms to all log in to WordPress and create their site, as well as send mass invitations to students to be contributors in a site.

Logging In

1. Open up your favorite browser and navigate to: **wp.towson.edu.**

2. Click the **LOGIN OR CREATE YOUR SITE** button.

Figure 1

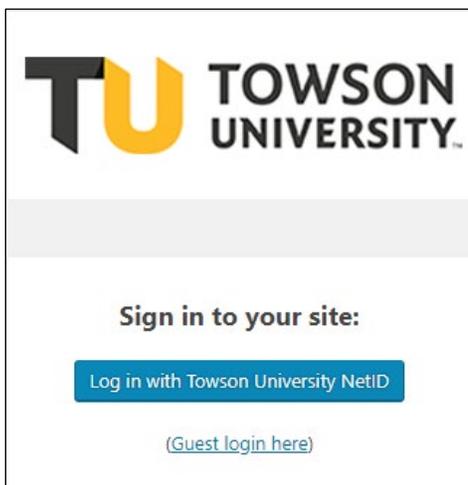3. Click the blue **Log in with Towson University NetID** button.

Figure 2

4. Input your Towson **NetID** and **password**.

5. Click **Login**.

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Activating the Invite Users Plugin

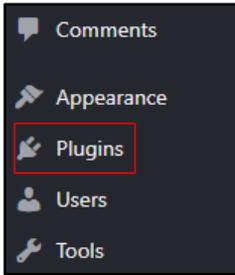1. On your Dashboard menu, click **Plugins**.

Figure 3

2. In the **Plugins** screen, scroll down to the **Invite Users** plugin.

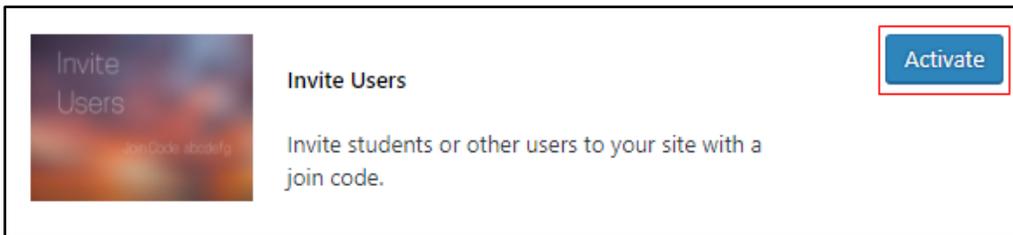3. Beside the **Invite Users** plugin, click the **Activate** button.

Figure 4

4. Now that the **Invite Users** plugin is activated, you'll have a new setting in your Dashboard menu under **Users**.

Creating an Invite Code

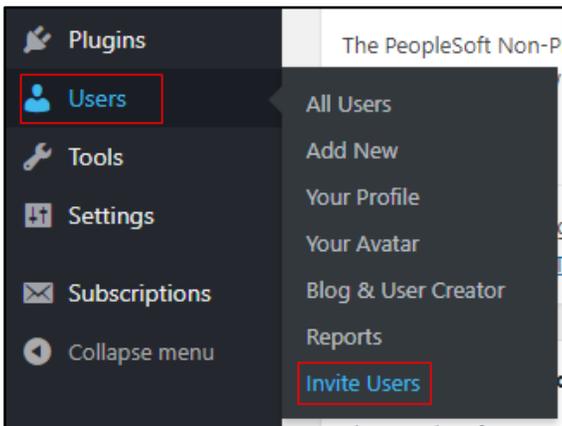1. Hover your mouse over **Users** and click **Invite Users**.

Figure 5

2. By default, there are no invite codes for your website. To create one, fill in the **Invite Code** text box beneath **Add New Invite Code**.

Note: Your invite code can be any combination of letter and numbers. Any other characters will not be accepted.

3. Once you've filled in an **Invite Code**, choose a **Default Role**.

Note: Subscriber has the least amount of privileges and **Administrator** has the highest.

4. Make sure your **Invite Code** and **Default Role** fields are filled out appropriately and click the **Add New Invite Code** button.
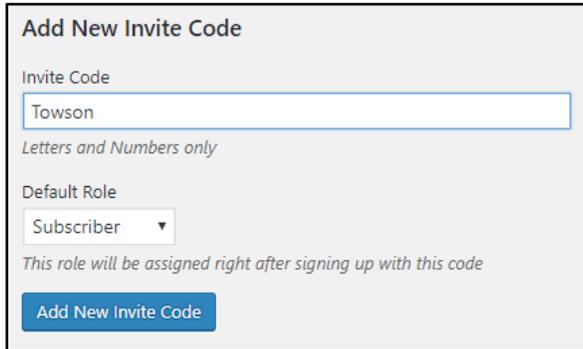

Figure 6

5. Your **Invite Link** will be generated. Copy the link and paste it into an email. Send the **Invite Link** to any amount of people that you'd like to have that link's assigned role in your site.

Figure 7

Receiving an Invite Code

1. Invite Codes can be emailed in bulk to encourage users to participate in your WordPress site.

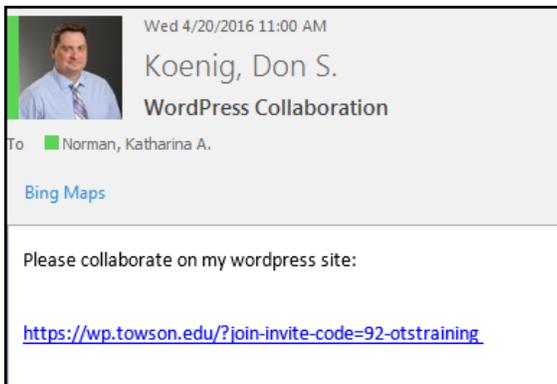2. If you receive an email with a code, simply click the **Invite Link** located in the email.

Figure 8

3. You will be prompted to login to WordPress. Login using the steps above.

Note: If you haven't created a WordPress site, WordPress will go through the creation process before you can access another site.

4. Upon logging in, you'll be assigned the role predetermined in the **Invite Link**.