How to Become a WordPress Admin

Submit an IT Helpdesk Ticket

- First you must submit an IT Helpdesk Ticket with IT and give them the following information:
  - What website you want to become a WordPress Admin for
  - What your goal or plan is for the website
  - Your availability for a WordPress Training Session

Attend a WordPress Training Session

- IT will be holding WordPress training sessions that go into detail how to use WordPress effectively and responsibly
- **All who would like to become a WordPress admin must attend a training session**

How to Login

- To login to your website use the following URL - input your website's name where it says "yoursite":
  - mlml.sjsu.edu/yoursite/admin
  - Use your MLML username and password when the login pop-ups
- You may also login using intranet
  - Navigate to intranet > login with your MLML username and password
  - Now navigate to your site using your site's URL
    - e.g., https://mlml.sjsu.edu/yoursite/

Now visit our Getting Started with WordPress page for information on how to start creating an awesome website!

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