Steps Needed for an Employee to Become an Administrator of a Facebook Page

Have your employee do the following:

1. Login to his/her personal Facebook profile.
2. In the upper right-hand corner is a gear icon, click on it.
3. Click and select “Privacy Settings” from the dropdown.
4. In the section, Who can look me up?, choose “Everyone” for “email.”
Have your employee do the following:

1. Login to his/her personal Facebook profile.
2. In the upper right-hand corner click on YOUR NAME to show your profile.
3. Look for the “More” dropdown under your cover photo, click on it, and click on “likes.”
4. Click on the “pencil icon” next to Add Likes and select “Edit Privacy” from the dropdown.
5. Change “Other” (easiest selection) to public.
6. Once the change is made, you should be able to be added as an administrator of a Facebook page.