

# Athena Stories: Adding a Story

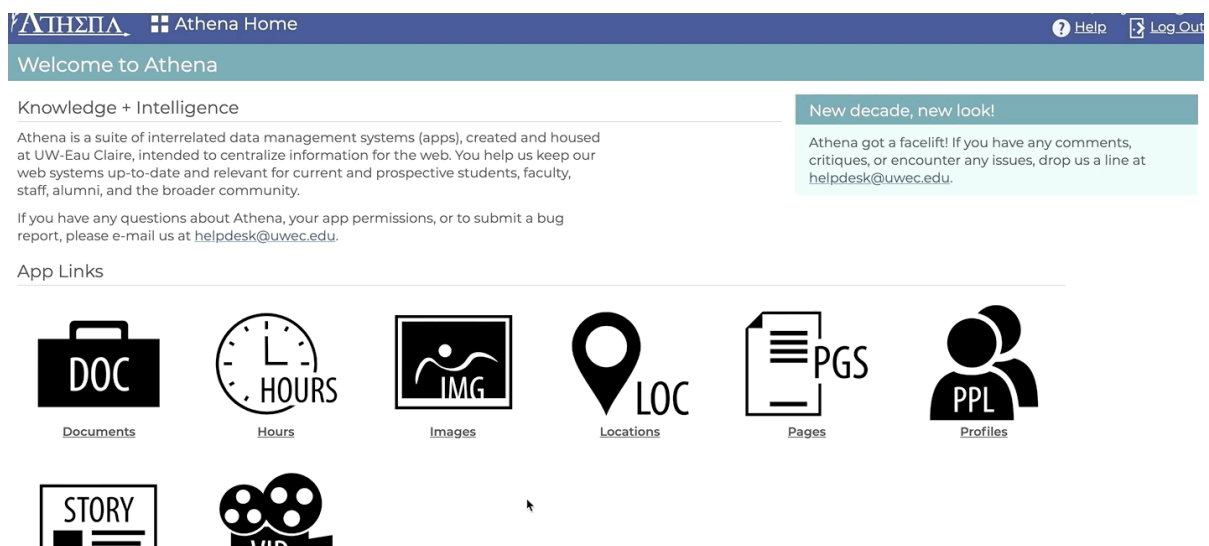
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*NOTE: If you are looking to activate or deactivate an already created item [click here](#).*

This article is for adding a new Story in the Story app in Athena.

1. [Log in to Athena](#)
2. Select **Stories** from the navigation menu.

*NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.*



The screenshot shows the Athena Home page. At the top, there is a navigation bar with the Athena logo and 'Athena Home' text. Below this is a 'Welcome to Athena' banner. The main content area is titled 'Knowledge + Intelligence' and contains a paragraph about Athena's purpose. To the right, there is a 'New decade, new look!' announcement. Below the main content is the 'App Links' section, which features a grid of icons for various services: Documents (DOC), Hours, Images (IMG), Locations (LOC), Pages (PGS), Profiles (PPL), and a 'STORY' icon. The 'STORY' icon is highlighted with a mouse cursor.

3. Click **Add Story**.



The screenshot shows the Athena Stories page. At the top, there is a navigation bar with the Athena logo and 'Athena Home' text. Below this is a 'Welcome, [username]' banner. The main content area is titled 'Stories' and contains a search bar and an 'Add Story' button. Below the search bar is a table with columns for ID, Title, Author, Published, Drafts, and Actions.

4. Enter a title for the story.

*NOTE: The title will be used for searching within the Athena apps.*

ATHENA Stories Help Log Out

New Story

Title

← CANCEL SAVE

5. Click **Save**.
6. Proceed to the **Content** tab.

### Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).