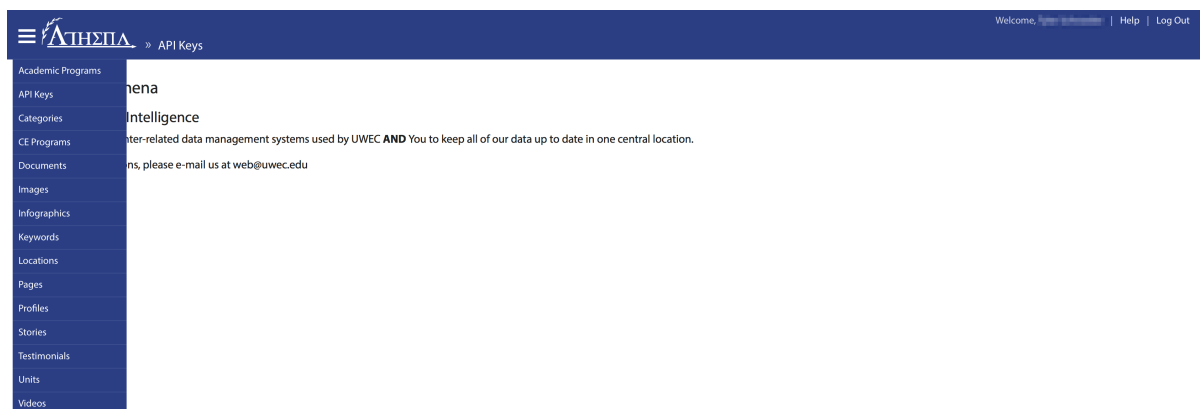


# Athena CE Programs: Adding a Program

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1. [Log in to Athena](#)
2. Select **CE Programs** 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.*



3. Click **Add Program** at the top.



4. Add a title for the program.

A screenshot of the 'Adding New Program' form. The form has a yellow header with the text 'Adding New Program'. Below the header are three input fields: 'Title' (with a cursor), 'Program Type' (with 'Non-Credit' selected), and 'Program Manager' (with 'N/A' selected).

*NOTES: If applicable, prepend the series name to the program title, using a colon to separate the two (e.g. "Supervisory Management: Leading Intentional Customer Service"). Use "and" instead of "&" (e.g. "Ethics and Boundaries" instead of "Ethics & Boundaries").*

*If you copy the title from another document, make sure to remove any copy formatting that might exist or retype the title directly into Athena.*

5. Select a program type.

*NOTE: This selection will determine specific fields in following steps.*

6. Select a program manager.
7. Click **Create Program**.

Cancel

Create Program

8. Proceed to the [Content tab](#).

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**For in-depth instructions on each section of a program:**

- [Adding a Program](#)
- [Content](#)
- [Info](#)
- [Registration](#)
- [Organize](#)
- [Instructors](#)
- [Series](#)
- [Discounts](#)
- [Dates](#)
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- [Videos](#)
- [Resources](#)
- [Sponsors and Partners](#)
- [Deactivating and Activating a Program](#)

**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).