1. Log in to Athena

2. Select CE Programs from the navigation menu.

3. Select Instructors from the sub-navigation menu.

4. Click Add Instructor at the top.
5. Add the instructor's name.

**NOTE:** Use the instructor's first and last name (e.g. Harvey Schofield). If prefixes or suffixes are needed, use appropriate abbreviations (e.g. Dr. Harvey Schofield). For more information, see **UW-Eau Claire's Editorial Style Guide**.

6. (Optional) Add a bio. This should be concise and cannot include URLs.

7. (Optional) Select or upload a new image.

   **NOTE:** Be sure to check the “CE Programs” crop tab. For help adding a new image, see **Adding an Image**, **Editing Image Properties**, and **Cropping an Image**.

8. Click **Create Instructor**.

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**Still need help?**

If you have questions related to this article, please contact the LTS Help Desk at **715-836-5711** or **helpdesk@uwec.edu**.