1. Log in to Athena

2. Select **CE Programs** from the navigation menu.

3. Select **CEU Info** from the sub-navigation menu.

4. Click **Add CEU Info** at the top.
5. Add a name for this CEU Info. This is not publicly visible.

6. (Optional) Add a URL. This is used to link to other policies regarding credits and CEU info elsewhere on the site.

7. Add a statement. This should include variables to calculate the Continuing Education Units (CEUs). Use `<#CHxNNN#>` to calculate the CEUs based on the number of Contact Hours a given program has been assigned (e.g. `<#CHx.10#>`). Use `<#CH#>` to insert the Contact Hours from a given program.

   **NOTE:** Be sure to check the “CE Programs” crop tab. See Adding Editing a Program: Content Tab for instructions on adding Contact Hours to a program.

8. (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. Affiliation or accreditation logos should be included in the specific program’s content area.

9. Click **Create CEU Info**.

**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.