

Athena Profiles: Adding a Profile

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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.

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

This article is for adding a new profile in Athena.

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

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The screenshot shows the Athena Home dashboard. At the top, there is a navigation bar with the Athena logo, "Athena Home", and links for "Help" and "Log Out". Below the navigation bar, there is a "Welcome to Athena" message. The main content area is divided into two columns. The left column contains a "Knowledge + Intelligence" section with a description of Athena as a suite of data management systems, and an "App Links" section with icons for Documents (DOC), Hours, Images (IMG), Locations (LOC), Pages (PGS), Profiles (PPL), Story, and Video (VID). The right column contains a "New decade, new look!" announcement with a link to helpdesk@uwec.edu.

3. Click **Add Profile**.

NOTE: Profiles should only be created for faculty/staff. Student employees do not qualify for a profile. If you do not have permissions to add a new profile, contact the Help Desk to request a new profile be created.

The screenshot shows the Athena Profiles table. The table has columns for ID, Name, Username, and Actions. The table contains 13 rows of data, each representing a profile. The Actions column contains edit and delete icons for each profile.

ID	Name	Username	Actions
1382	Aaron Mayo	mayoad	
1184	Aaron Turek	turekaj	
958	Aaron Moen	moenaj	
447	aBa Mbirika	mbirika	
967	Abbie Oleson	olesonad	
58	Abby Hemmerich	hemmeral	
1164	Abigail Nygaard	nygaaral	
401	Abigail Drapaalik	nonesa	
435	Abra Brisbin	brisbia	
968	Abraham Nahm	nahmay	
13	Adam Coolidge	coolidga	

4. Enter a First Name.

ΛΤΗΣΠΛ Profiles Help Log Out

New Profile

First Name Last Name

Username

Please enter just the user name, without "@uwec.edu"

← CANCEL CREATE PROFILE

5. Enter a Last Name.
6. Enter a valid UWEC username.
NOTE: Do not include @uwec.edu . The user will automatically be granted permissions to edit their profile once created.
7. Click **Create Profile**.
8. Proceed to the [Info 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.