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.

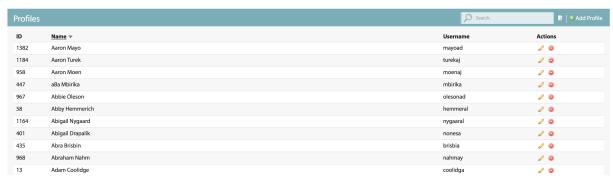
- 1. Log in to Athena
- 2. Select **Profiles** from the navigation menu.

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 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.



4. Enter a First Name.



- 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 or helpdesk@uwec.edu.