

# 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 page. 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 is a teal banner that says "Welcome to Athena". The main content area is divided into two columns. The left column is titled "Knowledge + Intelligence" and contains a paragraph about Athena's purpose at UW-Eau Claire, followed by a link to the helpdesk. The right column is titled "New decade, new look!" and contains a message about a facelift and a link to the helpdesk. Below these columns is a section titled "App Links" which features a grid of icons for various services: Documents (DOC), Hours (HOURS), Images (IMG), Locations (LOC), Pages (PGS), and Profiles (PPL). There are also icons for Story and Video (VID).

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.*

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 Drapalik	nonesa	
435	Abra Brisbin	brisbia	
968	Abraham Nahm	nahmay	
13	Adam Coolidge	coolidga	

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](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).