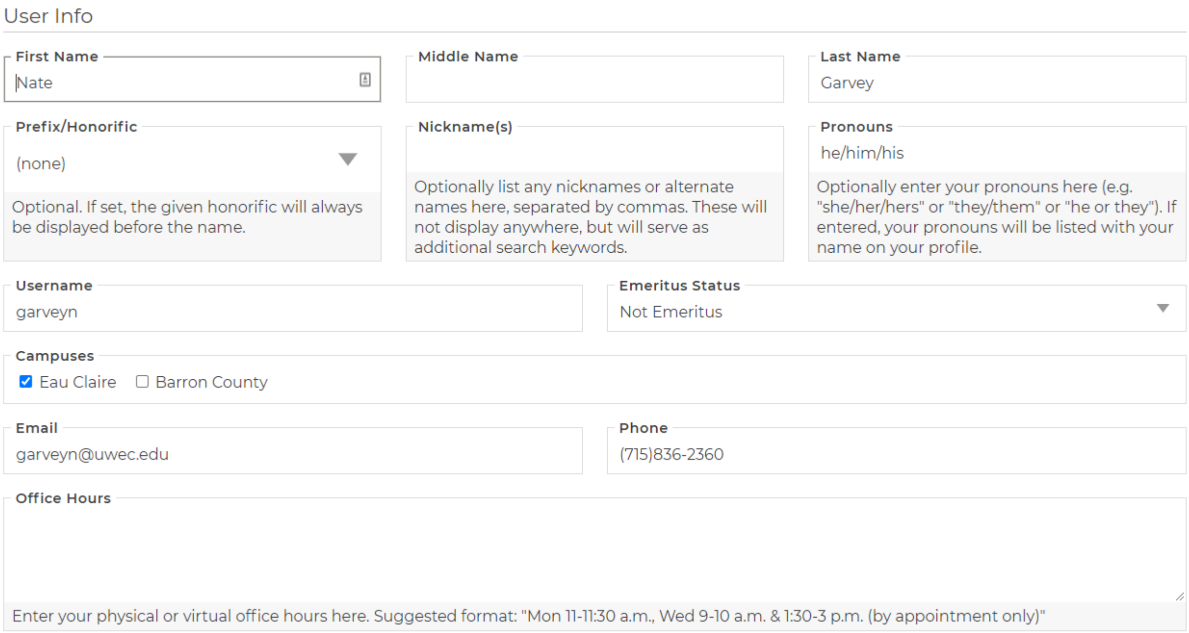
Athena Profiles: Editing a Profile: Basic Info Tab

Last Modified on 04/22/2022 10:40 am CDT

NOTE: If you are looking to activate or deactivate an already created item click here.

This article is for editing the Basic Info Tab of the Profiles app in Athena.

1. Edit the *First Name* as desired.



User Info

First Name: Nate

Middle Name:

Last Name: Garvey

Prefix/Honorific: (none)

Optional. If set, the given honorific will always be displayed before the name.

Nickname(s):

Optionally list any nicknames or alternate names here, separated by commas. These will not display anywhere, but will serve as additional search keywords.

Pronouns: he/him/his

Optionally enter your pronouns here (e.g. "she/her/hers" or "they/them" or "he or they"). If entered, your pronouns will be listed with your name on your profile.

Username: garveyn

Emeritus Status: Not Emeritus

Campuses: ☑ Eau Claire ☐ Barron County

Email: garveyn@uwec.edu

Phone: (715)836-2360

Office Hours:

Enter your physical or virtual office hours here. Suggested format: "Mon 11-11:30 a.m., Wed 9-10 a.m. & 1:30-3 p.m. (by appointment only)"

2. Edit the *Middle Name* as desired.

   NOTE: Only use a middle name if you are called by that name and/or want people to know your middle name.

3. Edit the *Last Name* as desired.
4. Edit the *Prefix/Honorific* drop down.
5. Edit the *Nickname(s)* as desired.

   NOTE: Optionally list any nicknames or alternate names here, separated by commas. These will not display anywhere, but will serve as additional search keywords.

6. Edit the *Pronoun(s) as* desired.
7. **ADMIN ONLY**: Edit the *Username* only if necessary.

   NOTE: This is only an option for Admins. Generally, the username should never be changed once a profile has been created. Changing the username will result in broken links and other potentially unexpected issues. If you need this changed, please reach out to the help desk.

8. Select an option under the **Emeritus Status** box.
   - Select **Not Emeritus** if the person does not have emeritus status.
   - Select **Emeritus - Teaching** if the person has emeritus status and is still actively teaching at the university.

    - Select **Emeritus - Active Non-teaching** if the person has emeritus status, has retained use of their UWEC email account, and is not actively teaching at the university.
    - Select **Emeritus - Inactive Non-teaching** if the person has emeritus status, has not retained use of their UWEC email account, and is not actively teaching at the university.

9. Edit the *Campuses* selection. Pick which campus the person will be working at.
10. Edit the *Email* as desired.

    NOTE: Enter only your UWEC email address.

11. Edit the *Phone* as desired.

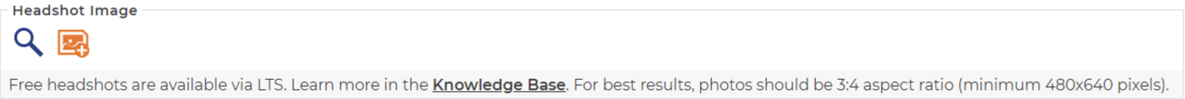
    NOTE: Enter only your UWEC office phone number.

12. Edit the *Office Hours* as desired

    NOTE: Enter your physical or virtual office hours here. Suggested format: "Mon 11-11:30 a.m., Wed 9-10 a.m. & 1:30-3 p.m. (By appointment only).

13. Add a *Headshot Image*.

    NOTE: Click Add Image to add a new headshot instead of selecting a pre-existing image. For help adding new images, see Adding an Image, Editing Image Properties, and Cropping an Image. It is recommended that headshot photos be an official UWEC headshot. If you need a headshot scheduled, please email photo@uwec.edu to make an appointment.

    Headshot Image

    Free headshots are available via LTS. Learn more in the **Knowledge Base**. For best results, photos should be 3:4 aspect ratio (minimum 480x640 pixels).

14. Edit the *Website URL* as desired.

    NOTE: This field is optional. URLs must begin with `http://` *or* `https://`*. Please use this for any professional websites that you own.*

15. Edit the *People Page URL* as desired.

    NOTE: This field is optional. URLs must begin with `http://` *or* `https://`*. Only valid UWEC People Page URLs allowed.*

16. Edit the *Google Scholar URL* as desired.

    NOTE: This field is optional. URLs must begin with `http://` *or* `https://`*. Only valid Google Scholar URLs allowed.*

17. Edit the *CV/Resume URL* as desired to link to an externally hosted file.

    NOTE: This field is optional. URLs must begin with `http://` *or* `https://`*.*

18. Upload a Resume as desired.

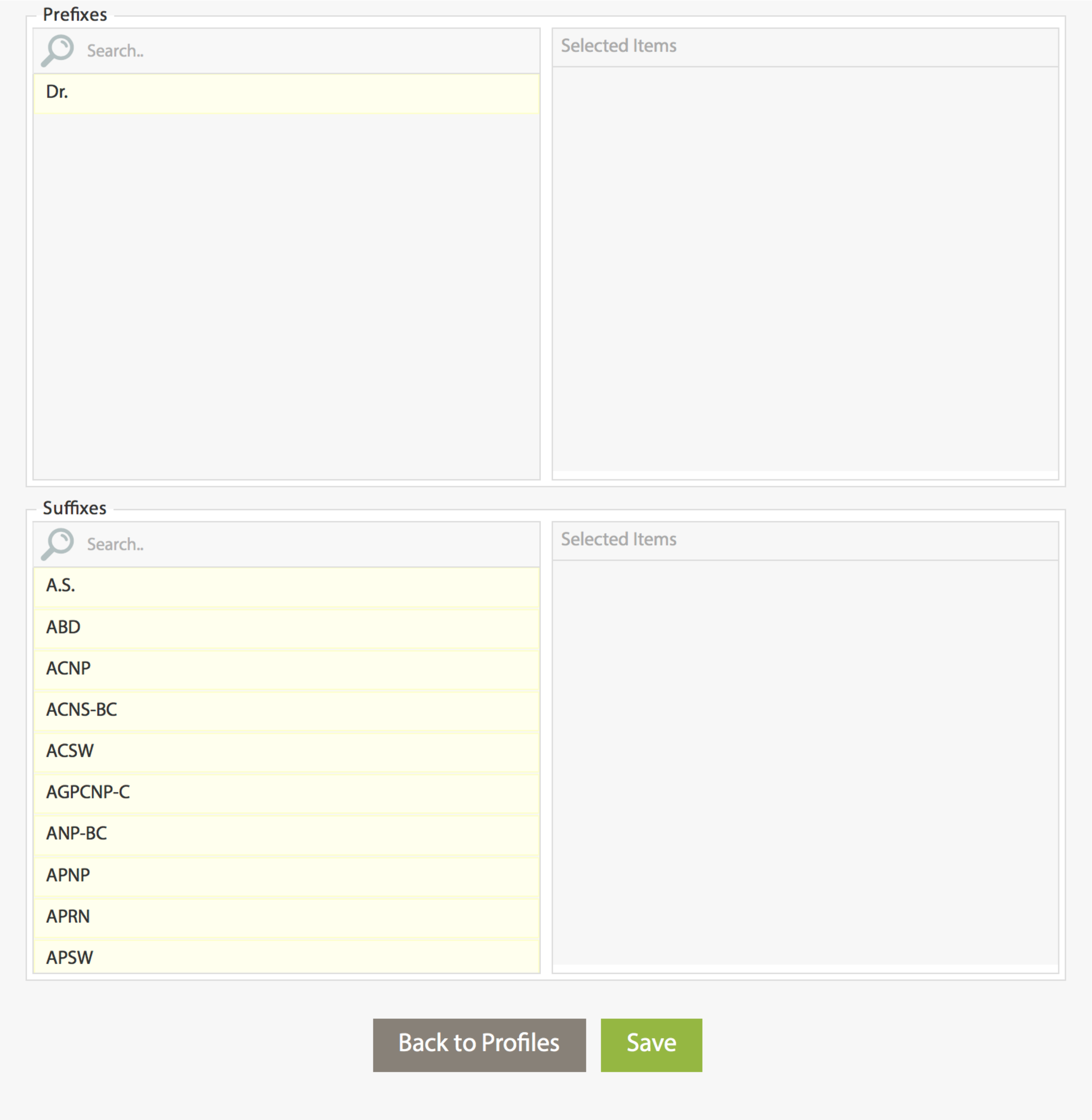
    NOTE: Only PDFs are allowed.

19. Upload a CV as desired.

    NOTE: Only PDFs are allowed.

20. Drag and drop relevant prefixes into the selected items box.

    NOTE: Prefixes like Dr. can be used, but not together with a suffix that's the same. Example: Dr. Jane Smith OR Jane Smith, PhD, but not both. If the desired prefix does not yet exist, contact the Help Desk to request it be added.


Prefixes
Search..
Dr.
Selected Items
Suffixes
Search..
A.S.
ABD
ACNP
ACNS-BC
ACSW
AGPCNP-C
ANP-BC
APNP
APRN
APSW
Selected Items
Back to Profiles
Save

21. Drag and drop relevant suffixes into the selected items box.
    NOTE: This is a picker that you can search and drag over the appropriate suffix. If the desired suffix does not yet exist, contact the Help Desk to request it be added.
    ** Generational Jr., Sr., II, III, IV, V*
    ** Professional doctorate: J.D., M.D., D.O., Pharm.D., Psy.D.*
    ** Academic doctorate: Ph.D., Ed.D., D.Phil., D.B.A., LL.D, Eng.D.*
    ** Honorary: K.B.E., LL.D., D.D., Esq.*
    ** Professional designations: CPA, CFA, P.E., P.G., CPL, PMP, CISA, CISSP, CISM, RN, LPN, CEO, CFO, CTO, CBO, etc.*
22. Click **Save.**
23. Proceed to the About 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.