

# Athena Profiles: Editing a Profile: Organize Tab

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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 editing the Organize Tab in Athena Profiles.

1. Edit the applicable *Units* as desired.

*NOTE: Select the primary unit you work in on campus and then other units you are associated with can be selected as well. Drag-and-drop to reorder the units so your primary unit appears first. Profiles are pulled into department staff directory pages by these selected units, so please do not skip this step. This also helps your profile be found by those that edit profiles within your unit(s).*

The screenshot shows the 'Edit Profile' interface for the 'Organize' tab. At the top, there is a navigation bar with the following tabs: Basic Info, Biography, Organize (selected), Titles, Images, Videos, Locations, and Social. Below the navigation bar, the 'Organize Tags' section is visible. It contains a search box labeled 'Search..' and a list of units. The units listed are: Academic Affairs/Provost, Academic Skills Center, Academic Testing, Academics, Accounting + Finance, Accounts Payable, Activities, Involvement and Leadership, Administration and Finance, and Administrative Support + Knowledge Center. To the right of the units list is a 'Selected Items' box. Below the units list is a 'Keywords and Categories' section with a 'Selected' box.

2. Add/remove *Categories* and *Keywords* as desired.

*NOTE: Keywords and Categories are used for search functions both in and out of Athena. If possible, select as many keywords and categories that describe your profile the best.*

3. Click **Save**.



4. Proceed to the [Titles](#) 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).

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