

Athena Units: Adding a Unit

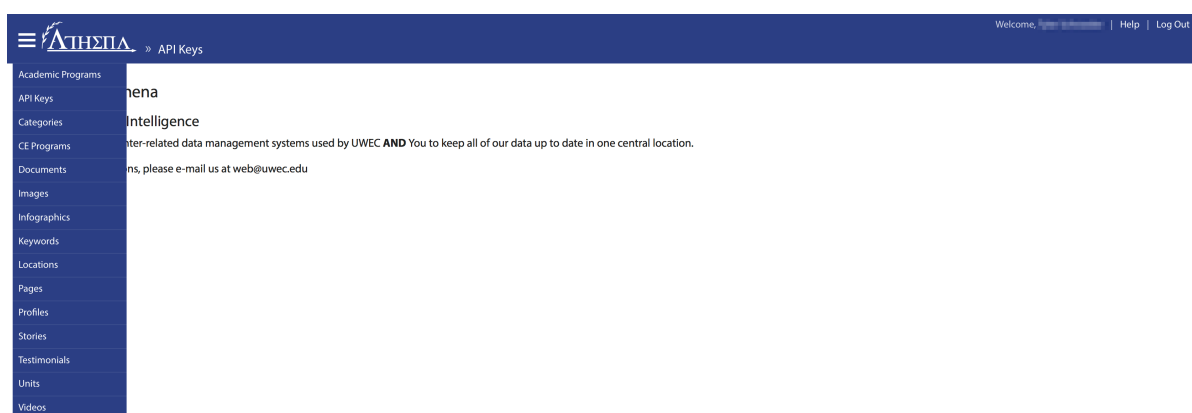
Last Modified on 04/27/2022 2:27 pm CDT

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

This article is for adding a new Unit within the Unit app in Athena.

1. [Log in to Athena](#)
2. Select **Units** 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 Unit**.

A screenshot of the 'Units' table in the Athena application. The table has a teal header with the title 'Units', a search bar, and an 'Add Unit' button. The table contains 11 rows of data, each representing a unit with its ID, Name, Email, Updated date, and Actions (edit and delete icons).

ID	Name	Email	Updated	Actions
42	Academic Affairs/Provost	acadaff@uwec.edu	3/12/2018	
45	Academic Skills Center	asc@uwec.edu	3/12/2018	
46	Academic Testing	academictesting@uwec.edu	3/12/2018	
2	Academics	CampusInfo@uwec.edu	3/12/2018	
9	Accounting + Finance	acctfin@uwec.edu	2/27/2018	
48	Activities, Involvement and Leadership	activities@uwec.edu	2/27/2018	
55	Administration and Finance	budfin@uwec.edu	2/27/2018	
194	Administrative Support + Knowledge Center	askcenter@uwec.edu	2/27/2018	
27	Admissions	admissions@uwec.edu	2/27/2018	
66	Advising, Retention + Career Center	arcc@uwec.edu	3/2/2018	
110	Affirmative Action	affirm@uwec.edu	2/27/2018	

4. Add a name for the unit.

A screenshot of the 'Adding New Unit' form. The form has a yellow header with the title 'Adding New Unit'. Below the header is a large, empty text input field with a light blue border. The label 'Name' is positioned to the left of the input field.

5. Click **Create Unit**.
6. 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.
