

Athena Units: Editing a Unit: Unit Types 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 used for editing the Unit Types tab in the Units app in Athena.

1. Select the appropriate **Unit Type(s)**.

The screenshot shows the 'Editing Unit: Admissions' interface. At the top, there is a yellow header bar with the text 'Editing Unit: Admissions'. Below this is a navigation bar with five tabs: 'Info', 'About', 'Social', 'Co-Curricular Assessment', and 'Addresses'. Below the navigation bar is another row of three tabs: 'Unit Types', 'Permissions', and 'Admin'. The 'Unit Types' tab is currently selected and highlighted in dark grey. Below the tabs is a search bar with a magnifying glass icon and the text 'Search..'. To the right of the search bar is a 'Selected Items' list. The search results are displayed in a list of yellow boxes, and the 'Non-Academic: Admissions' item is highlighted in green. Below the search results and selected items are two buttons: 'Back to Units' (grey) and 'Save' (green).

Editing Unit: Admissions				
Info	About	Social	Co-Curricular Assessment	Addresses
Unit Types		Permissions	Admin	

Unit Types

Search..

- Academic: College
- Academic: Department/Program/Center
- Non-Academic: Services
- Non-Academic: Human Resources
- Academic: Administrative
- Non-Academic: Administrative
- Academic: Services
- Training

Selected Items

- Non-Academic: Admissions

Back to Units Save

2. Click **Save**.
3. Proceed to the [Permissions](#) 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.

