

# Athena Units: Editing a Unit: Admin Tab

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**IMPORTANT!** The *Admin* tab contains special functionality intended only for use by highly trained system administrators. If you're not sure how something in this tab works, consult another system administrator.

*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 to edit the Admin tab in the Units app in Athena.

1. (Optional) Edit the *Name* as desired.

*NOTE: Changing the name of a unit may have unanticipated consequences. Be sure to thoroughly test in a non-production environment first!*

The screenshot shows the 'Edit Unit: Academic Affairs/Provost' interface. At the top, there is a teal header with the title. Below it is a navigation bar with tabs: Info, About, Social, Co-Curricular Assessment, Unit Types, Permissions, and Admin (which is highlighted in dark grey). Under the Admin tab, the 'Unit Admin' section is visible. It contains a 'Name' field with the text 'Academic Affairs/Provost'. At the bottom of the form, there are two buttons: a dark grey 'BACK' button with a left-pointing arrow, and a large green 'SAVE' button.

2. Click **Save**.

## 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).