1. Log in to Athena

2. Select **Categories** 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 Category**.

4. Enter the **Name** of the category.

   **NOTE:** *The Slug will be automatically generated; generally, it should not be altered. If you think it needs to be altered, contact the Help Desk for guidance.*
5. Select the applicable *Units*.

6. Click **Create Category**.

**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.