

Athena Categories: Adding a Category

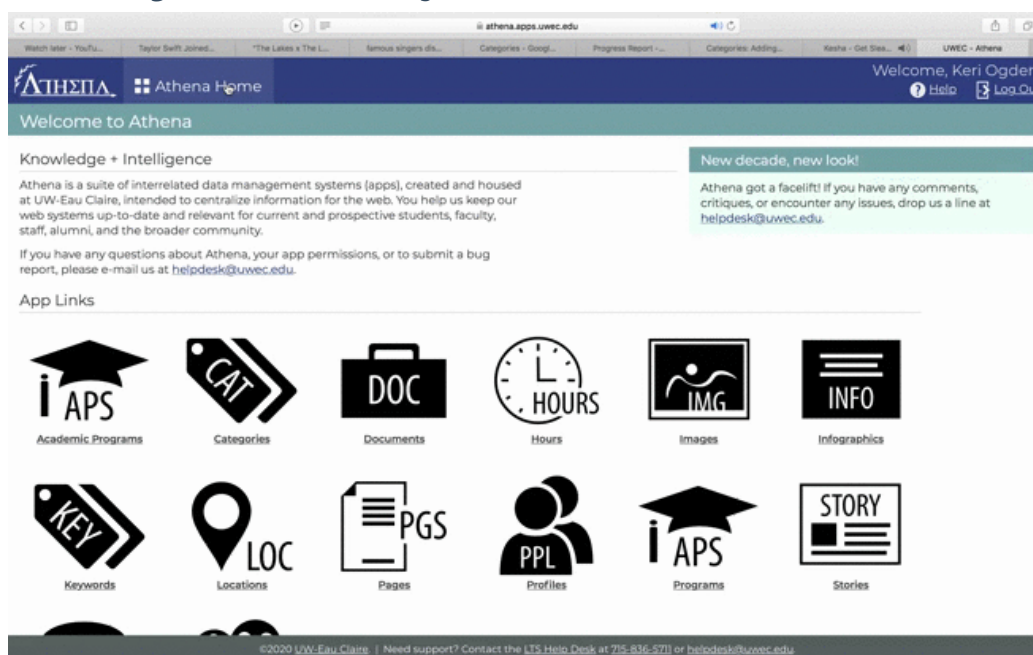
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1. Log in to Athena

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](#)

2. Select **Categories** from the navigation menu.



3. Click **Add Category** in the upper right.



4. Enter the *Name* of the category.

NOTE: The name will be used for searching within the Athena apps and may also be displayed to end users in some situations.

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. Enter a description for the category

New Category

Basic Info

Name

Slug

Description

6. Choose the appropriate / available organization tag(s) as desired.

Organize Tags

Units

Search...

Activities, Involvement and Leadership	^
Administration and Finance	
Administrative Support + Knowledge Center	
Admissions	
Advising, Retention + Career Center	
Affirmative Action	
American Indian Studies	
Army ROTC	
Art + Design	
Asian American + Asian Studies	v

Selected Items

Sustainability

Keywords and Categories

Selected

Search Keywords and Categories...

Categories	Keywords
Academic Advising	Academic Department Associate
Academics	academic skills center
Achievements	addiction
Athletics	advising
Barron County	alumni
Blugold Success	alumni profiles
Budget	Alumni Room Events
Business	announcement
Campus Life	application process
Certificate Programs	arabic

7. Click **Create 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.