

Athena Pages: Adding a Page

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

This article is for Adding a new page using the Pages app in Athena.

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

The screenshot shows the Athena Home page navigation menu. At the top, there is a header with the Athena logo, "Athena Home", and links for "Help" and "Log Out". Below the header, there is a "Welcome to Athena" message. The main content area is titled "Knowledge + Intelligence" and contains a description of Athena as a suite of interrelated data management systems. There is also a "New decade, new look!" announcement. Below the main content, there is an "App Links" section with icons for various applications: Documents (DOC), Hours (HOURS), Images (IMG), Locations (LOC), Pages (PGS), Profiles (PPL), Story (STORY), and Video (VID).

3. Click **Add Page**.

NOTE: If you don't see this option in the table, you don't have permissions to add a new page. Contact the [Help Desk](#) if you think you should have access.

The screenshot shows the Athena Pages table. The table has columns for ID, Title, Unit, Drafts, Last Updated, and Actions. The table contains 14 rows of data. The "Drafts" column shows a count of 1 for the row with ID 84. The "Actions" column contains icons for edit, delete, and refresh.

ID	Title	Unit	Drafts	Last Updated	Actions
865	Past Performances	Music + Theatre Arts		2/21/2018	
84	Recreation + Intramurals	Campus Life	1	2/21/2018	
1364	Festivals	Music + Theatre Arts		2/21/2018	
9	The Chancellor's Office	Chancellors Office		2/21/2018	
886	Eau Claire Jazz Festival	Music + Theatre Arts		2/21/2018	
867	Music and Theatre Careers + Alumni	Music + Theatre Arts		2/21/2018	
874	Research in Music + Theatre	Music + Theatre Arts		2/21/2018	
857	Opera	Music + Theatre Arts		2/21/2018	
854	Chamber	Music + Theatre Arts		2/21/2018	
862	Music Performance	Music + Theatre Arts		2/21/2018	
1372	Honors Program	Training-05		2/20/2018	
1371	Graduate Programs	Training-05		2/20/2018	
1370	Contact Us	Training-05		2/20/2018	

4. Add a *Title* for the page.

The screenshot shows the 'New Page' form in the Athena system. The form has a dark blue header with the Athena logo and 'Pages' text. Below the header is a teal bar with 'New Page'. The form contains several input fields: a 'Title' field, a 'Site / System' dropdown menu (set to 'Drupal/WWW'), a 'Unit' dropdown menu (set to '— Choose One —'), a 'Parent page' field with a note 'Select a Unit to get parent page options', and a 'Page Slug' field. A note below the 'Page Slug' field states: 'Note: Page slugs are used in setting up the URL, so only lowercase letters or numbers are allowed, and multiple words must be separated with dashes.' At the bottom of the form are two buttons: a 'CANCEL' button with a left arrow and a 'SAVE' button.

5. Select a **Site/System**.

- *Drupal/WWW: Production site at `www.uwec.edu` ; staging site at `staging.www.uwec.edu` ; dev site at `dev.www.uwec.edu` .*
- *Training: For training purposes only; not a production site.*
- *Continuing Education: Production site at `ce.uwec.edu` ; staging site at `staging.ce.uwec.edu` ; dev site at `dev.ce.uwec.edu` .*
- *Foundation: Production site at `foundation.uwec.edu` ; staging site at `staging.foundation.uwec.edu` ; dev site at `dev.foundation.uwec.edu` .*
- *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.*

6. Select a **Unit**.

NOTE: Units are used in a similar capacity as permissions in Athena. Once an item is assigned to a specific unit. It can only be changed by a user who is operating within that unit in Athena.

7. Select a **Parent page**.

8. Edit the **Page Slug** as needed:

NOTE: This is often done automatically. In most cases, you will not change the automatically created page slug.

- Remove stop words (a, an, and, but, for, of, or, etc.);
- Remove/control for unwieldy punctuation/special characters (see [encoding chart](#) for more info);
- Use hyphens to separate words (do not use spaces, underscores, etc.);
- Ensure all lowercase text.

9. Click **Save**.

10. Proceed to the [Properties 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.
