

# Athena Profiles: Editing a Profile: Titles Tab

Last Modified on 03/04/2021 3:36 pm CST

*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.*

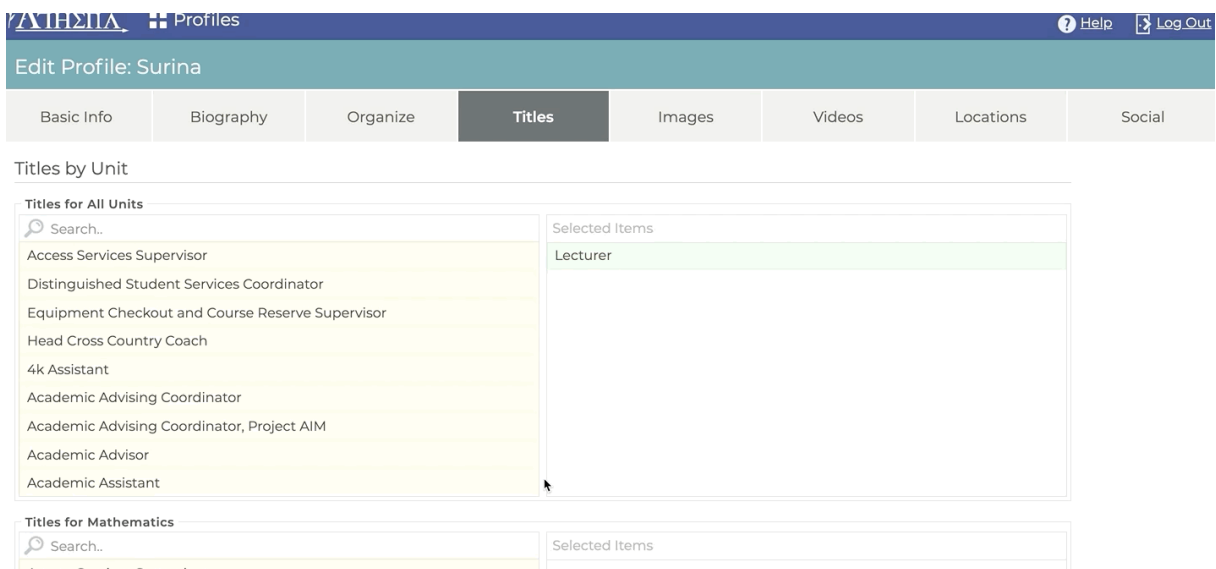
*NOTE: If you are looking to activate or deactivate an already created item [click here](#).*

This article is for editing the Title tab in Athena Profiles.

1. Select the appropriate title(s).

*NOTE: To associate a title with a specific unit (e.g. Director of Learning and Technology Services or Professor of English), select the appropriate title for each respective unit. When in doubt, select the title in the Titles for All Units section instead of a specific unit. If the desired title does not yet exist, contact the Help Desk to request it be added.*

*Do not use a title to indicate emeritus status (e.g. Professor Emeritus, Emeriti Faculty, etc.); instead, use the **Emeritus Status?** options in the [Basic Info tab](#). If the person has emeritus status, leave the last title(s) the person held in combination with the Emeritus Status options (i.e. **Emeritus - Teaching** status option and "Senior Lecturer" title).*



The screenshot shows the 'Edit Profile: Surina' page in Athena Profiles. The 'Titles' tab is selected. Below the navigation tabs, there is a section titled 'Titles by Unit'. Under 'Titles for All Units', there is a search bar and a list of titles. The 'Selected Items' column shows 'Lecturer' selected. Below this, there is a section for 'Titles for Mathematics' with a search bar and a list of titles.

2. Click **Save**.
3. Proceed to the [Images 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](mailto:helpdesk@uwec.edu).

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