

# Athena: Universal Activate and Deactivate



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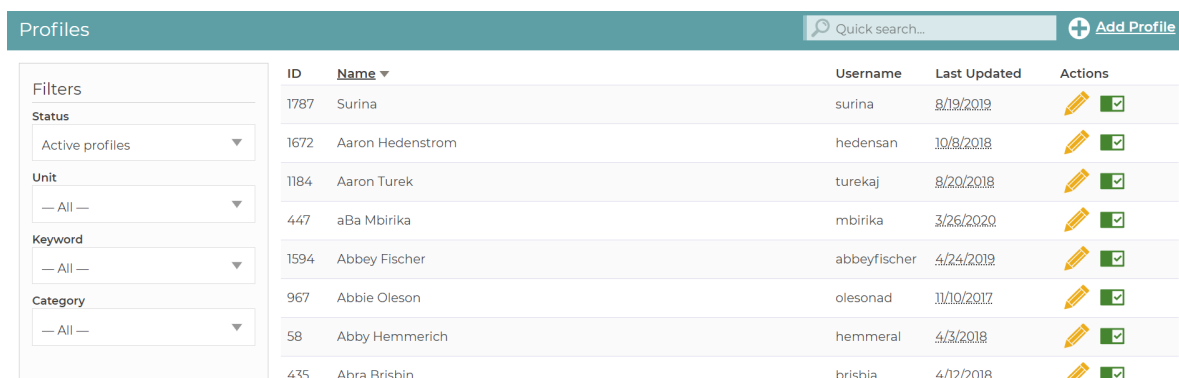
Changing the activation status in Athena is similar across almost all items. The example shown below is for profiles, however if you are working with a different app the steps should still be the same.

















## To deactivate an active item in Athena

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.*

2. Click (  ) on the name you wish to deactivate to change it to the inactive status (  ). Seen under the Actions column.









Profiles		Quick search...	Add Profile	
ID	Name	Username	Last Updated	Actions
1787	Surina	surina	8/19/2019	 
1672	Aaron Hedenstrom	hedensan	10/8/2018	 
1184	Aaron Turek	turekaj	8/20/2018	 
447	aBa Mbirika	mbirika	3/26/2020	 
1594	Abbey Fischer	abbeyfischer	4/24/2019	 
967	Abbie Oleson	olesonad	11/10/2017	 
58	Abby Hemmerich	hemmeral	4/3/2018	 
435	Abra Brisbin	brisbia	4/12/2018	 



## To reactivate an inactive item in Athena

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.*

2. Under the "Filters" section, change the status to **inactive**. *hint: for pages you need to change this status to unpublished.*

Profiles		Quick search...	+ Add Profile	
ID	Name ▼	Username	Last Updated	Actions
26			12/4/2017	 
1382	Aaron Mayo	mayoad	10/25/2018	 
1428	Aaron Rouse	rousear	11/10/2017	 
1164	Abby Nygaard	nygaaral	2/13/2019	 
401	Abigail Drapalik	nonesa	7/25/2019	 
285	Aimee Pernsteiner	pernstaj	6/12/2018	 
1638	AJ Kannal	kannalaj5583	3/2/2020	 
958	AJ Moen	moenaj	9/25/2018	 

3. Click (  ) on the name you wish to reactivate. This will change it to the active status of (  ). This is found in the Actions column.

### 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](mailto:helpdesk@uwec.edu).