

# Athena Pages: Editing a Page: Faculty/Staff Profile List Row

Last Modified on 04/19/2022 5:24 pm CDT

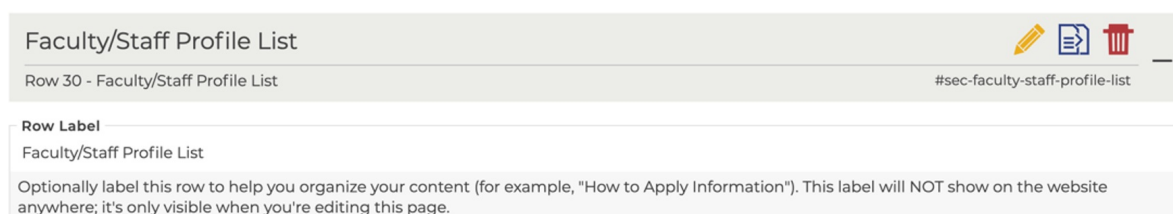
*NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.*

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

This article is for editing the Faculty/Staff Profile List row on a Page in the Pages app in Athena.

1. Edit the **Row Label** as desired.

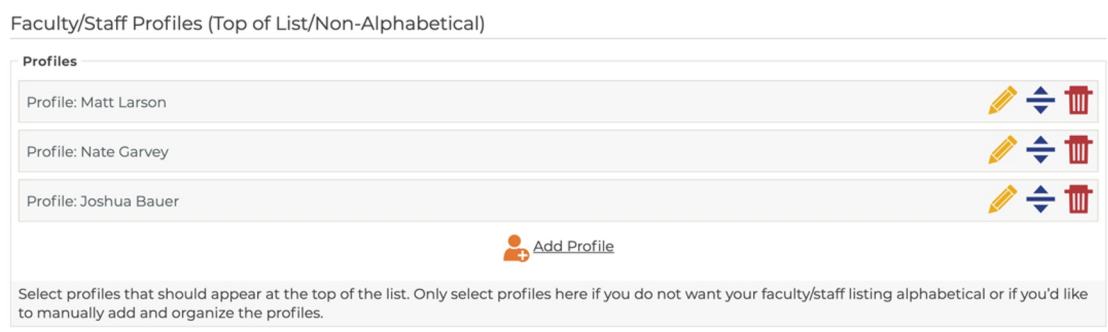
*NOTE: This label is for internal use only and will not display on the public website.*



2. **Add profiles manually**

There are two ways to curate your faculty/staff listing.







1. **Faculty/Staff Profiles (Top of the List/Non-Alphabetical)** This section allows you to customize your profile listing and add individual profiles in the order that you would like.




You can also use this option to feature certain employees at the top of the list (such as department leadership, employees from other units, etc.), and then use the "Faculty/Staff Profiles (Alphabetical)" option for the rest of your team.

#### Faculty/Staff Profiles (Top of List/Non-Alphabetical)

**Profiles**

|                                  |   |
|----------------------------------|---|
| New Profile                      |    |
| <b>Profile</b><br>Kent Gerberich |    |

 **Add Profile**

Select profiles that should appear at the top of the list. Only select profiles here if you do not want your faculty/staff listing alphabetical or if you'd like to manually add and organize the profiles.

#### Faculty/Staff Profiles (Alphabetical)

**Unit**  
Learning and Technology Services

Select a unit to display an alphabetical list of profiles belonging to that unit. Any profiles selected manually above will be listed first, preceding the alphabetical list. If you need to select individual members from multiple units, use the above non-alphabetical option to manually add the profiles.

**Campus**  
Eau Claire

Optionally specify a campus to display only profiles associated with that campus within the alphabetized list.

**DELETE ROW** **SAVE ROW**

2. **Faculty/Staff Profiles (Alphabetical)** This section allows you to display your profiles alphabetically. This list will automatically update every time an employee is added or removed from your unit. This is the preferred way to display your faculty/staff listing.

1. To begin, select the "Unit" you would like to display from the list. If individuals from a certain campus should be displayed, you may optionally select a campus.

#### Faculty/Staff Profiles (Alphabetical)

**Unit**  
Learning and Technology Services

Select a unit to display an alphabetical list of profiles belonging to that unit. Any profiles selected manually above will be listed first, preceding the alphabetical list. If you need to select individual members from multiple units, use the above non-alphabetical option to manually add the profiles.

**Campus**  
(All)

Optionally specify a campus to display only profiles associated with that campus within the alphabetized list.

**DELETE ROW** **SAVE ROW**

*NOTE: If you have previewed your changes and noticed that there are profiles missing from the list, it is possible that faculty/staff member does not have a profile created or their unit selected. Please reach out to Help Desk at [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu) for profile creation and/or for help adding units to profiles.*

*If you would like to add individual profiles that are not a part of the selected unit or for adding a specific profile to the top of the list, please use the "Top of the List/Non-Alphabetical" option above.*

3. Click **Save Row**.

*NOTE: At this step, your changes are saved to an unpublished draft of the page. Proceed to the next step to publish the reordered rows.*

**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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