



Athena

Athena for Partners Frequently Asked Questions

Q: What is the process after I request my Athena for Partners account?

A: After submitting your account request form, please allow 48-72 hours for processing. Once an account has been granted, you will receive an email with your login information and instructions. If needed, an Athena onboarding session will be scheduled for you and other members of your company.

Q: How do I log into Athena for the first time?

A: To use Athena, log in to Teams using the login information provided to you. Athena Beta 3.1 should be immediately visible in the application column on the left hand of the window. If you do not see Athena, select the Apps button and search for Athena Beta 3.1. Once selected, pin the app to your Teams for it remain visible.

Q: Once I'm logged in, how do I personalize Athena?

A: The "User Settings" tab in Athena allows you to change your personal information and customized selections. This includes preferences that you select for "News" tab, queries in "Discovery" and charts in "Insights." All of these are saved automatically when you are using those tabs. Your daily briefing is also customized based on the keywords/key areas that you select in the "User Settings."

For an overview of how to use Athena, please refer to the videos in the "Help" lightbox in the Athena app by clicking the ellipses (...) icon in the upper right corner of the Athena screen.

Q: What are the main features to explore once logged in?

A: Athena offers several key features, including:

Insights: Visual perspectives on research addressing senior leadership needs.

News: Access to news articles from key news sources applicable to national security.

Collections: The ability to organize and curate content for your personal use or share with others.

Collaboration: Any resource you add to Athena can be viewed by others based on the Access Group assigned to it. You can share your collections and others can share their collections with you. Any resource in Athena can also have a 'conversation' about that resource between any Athena users. For example, a news article or a project proposal can have discussions in Athena specific to that resource.

Research: The ability to find and access relevant research materials including books, videos, presentations, data sets, development tools and much more. Check out the resource list in the Discovery tab to see them all.

User Settings: Personalization options for your Athena experience.

Q. Once in Athena, how can I provide feedback or get help?

A: Click on the ellipses (...) icon in the top right corner of the Athena app to access help and provide feedback. There are resources and support available to assist you.

Q: How do I suspend or reactivate my account?

A: If you need to suspend your account due to a deployment or other long-term access and want to make sure all your user settings and history is saved, you can submit a [Suspend Account Request Form](#). The same form can be used to request your account be reinstated.

Q: How do I delete a user account for myself or someone else from my company?

A: If you need to delete your account or notify us of another member of your company no longer requiring access to Athena (e.g., that individual moved to another position or left the company, etc.), please email athena@npsfoundation.org. Note that we may require additional information to deactivate any Athena accounts.

Q: Who do I contact if I have any issues with my account or with using Athena?

A: Please send questions to athena@npsfoundation.org.

Q: How does Athena for Partners ensure my company's uploaded content stays protected?

A: Our Athena Project Manager will work with your company to establish a Non-Disclosure Agreement (NDA) with the NPS Foundation and develop access guidelines. The goal is to provide your company's uploaded resources to appropriate (Access Group Protected) Athena users. There are multiple pathways for finding resources in Athena and those will be discussed prior to any content uploads.

General information about a resource will be visible to all Athena users. When a user requests access to a resource, it goes to an Athena Administrator to approve and add the individual to your 'Company' Access Group. The individual is notified of this change through the Athena Home Page notifications. Then, when they return to the resource's details panel, the link will automatically log them in and provide access to the resource.

Q. What are the privacy and security measures?

A: The NPS Foundation is committed to protecting data from loss or compromise, to restricting access to sensitive data to only those users with a legitimate need, and to ensuring that users can access data as required for them to work effectively. The Data Security Policy applies to all user data, digital documents, metrics and metadata, application code, and other data whether created within the Athena system, solicited from users, or imported from other data stores. This policy does not extend to data stored or transmitted over networks outside of the NPS Foundation's control. To read the full policy, click the ellipses (...) icon in the top right corner of the Athena app and select "About."

Q: What is the origin of Athena for Partners and what developments are ongoing?

A: Athena originated out of the Naval Postgraduate School as a student project and early prototype. In early 2021, the NPS Foundation began working with a team of developers to build a scalable platform that could enable innovators in the national security ecosystem, and to support the expansion of innovation at the Naval Postgraduate School and enhance internal and external collaboration. In fall 2022, the NPS Foundation delivered via gift authorities Athena as a beta application to the Naval Postgraduate School. As NPS continues to roll out the use of Athena internally, the NPS Foundation's Athena Development Team has simultaneously continued developing new features for the application and initiated expansion to external audiences with Athena for Partners.