



Ethnicity Options in Unite

Scenario 1 - Our school does not want to collect or see any ethnicity information.

Permissions	Flex App	Unite Grids	Unite Summary Screens	Data Flow Settings: CRS, Eapp, and CAS
Uncheck the Person Details – Ethnicity Permission	Do not check the Include Ethnicity checkbox in the Demographics section	Remove the Ethnicity and Hispanic/Latino fields from all grids in Global Settings...Grid Settings	Remove the Ethnicity and Hispanic/Latino field from all summaries in Global Settings...Fields...Summaries	Set the Global Settings...Eapp Data Flow Settings to “Do Not Overwrite”
Uncheck the Reviewer-Candidate Analysis Summary – Ethnicity Permission	Check the “Suppress display applicant ethnicity on CAS Report” in the Data Suppression section of the Settings tab			Set the Global Settings... CAS Data Flow Settings to “Do Not Overwrite”
Keep the Reports – ‘Exports – Execute Ethnicity Reports’ setting unchecked.				Set the Global Settings... CRS Data Flow Settings to “Do Not Overwrite”

Notes:

- Using the options above will mean that ethnicity information is never collected and therefor is not available in Unite, including in Reports.
- Making these changes requires certain permissions and is usually done by someone with a *SuperUser* role.
- Flex App settings are school specific to each Flex App and go into effect when the particular application begins and associated CAS reports generate.
- All other settings go into effect immediately.

Scenario 1 - Permissions

The screenshot shows the 'Edit Role' interface for the 'Reviewer Only' role. The interface is divided into two main sections: 'Person Details' and 'Reviews'. The 'Person Details' section lists various information categories with checkboxes for 'View' and 'Edit' permissions. The 'Reviews' section lists various review-related actions with checkboxes for 'View' and 'Edit' permissions. Red boxes highlight the 'Ethnicity' row in the 'Person Details' section and the 'Candidate Analysis Summary - Ethnicity' row in the 'Reviews' section, indicating the specific permissions to be modified.

Section	Description	View	Edit
▶ LSAC Unite Setup			
▶ People			
▼ Person Details			
Academic Summary	Modify and Add Academic Summary Information	<input type="checkbox"/>	<input type="checkbox"/>
Bar Admissions	Modify and Add Bar Admissions Information	<input type="checkbox"/>	<input type="checkbox"/>
Biographical	Modify and Add Biographical Information	<input type="checkbox"/>	<input type="checkbox"/>
Character and Fitness	Modify and Add Character and Fitness information	<input type="checkbox"/>	<input type="checkbox"/>
Contact Information	Modify and Add Contact Information	<input type="checkbox"/>	<input type="checkbox"/>
Demographics	Modify and Add Demographics Information	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Contacts	Modify and Add Emergency Contacts Information	<input type="checkbox"/>	<input type="checkbox"/>
English Proficiency	Modify and Add English Proficiency Information	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	Modify and Add Ethnicity Information	<input type="checkbox"/>	<input type="checkbox"/>
Fee Waivers	Modify and Add Fee Waivers Information	<input type="checkbox"/>	<input type="checkbox"/>
Institutions Attended	Modify and Add Institutions Information	<input type="checkbox"/>	<input type="checkbox"/>
Interests	Modify and Add Interests Information	<input type="checkbox"/>	<input type="checkbox"/>
▼ Reviews			
Reviewer	Access to My Pending Reviews and My Completed Reviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Review Administrator	Access to All Reviews, My Pending Actions and All Decisions	<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Documents Grid	Access to Reviewer Documents Grid	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review Older Documents	Access to Older Documents on Reviewer Documents Grid	<input type="checkbox"/>	<input type="checkbox"/>
Actions-Assemble Documents	Create Sets of Documents for Printing	<input type="checkbox"/>	<input type="checkbox"/>
Actions-Assign	Assign Selected Applications for Review	<input type="checkbox"/>	<input type="checkbox"/>
Actions-Edit	Edit Selected Data in Groups (Formerly Batch Edit)	<input type="checkbox"/>	<input type="checkbox"/>
Actions-Send Communication	Send Email to Selected Applications	<input type="checkbox"/>	<input type="checkbox"/>
Manage Review Groups	Access to Review Group	<input type="checkbox"/>	<input type="checkbox"/>
Other Reviews	Access to Other Reviews	<input type="checkbox"/>	<input type="checkbox"/>
Review Notes Admin	Allow editing or deleting other users' notes	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Analysis Summary - Ethnicity	Allow viewing of Ethnicity in the Candidate Analysis Summary section	<input type="checkbox"/>	<input type="checkbox"/>

To prevent Reviewers from seeing Ethnicity information in Unite:

1. From the LSAC Admin menu, go to Users & Roles.
2. Select the 'Reviewer Only' role.
3. Under Person Details, uncheck the 'Ethnicity' view and edit boxes.
4. Under Reviews, uncheck the 'Candidate Analysis Summary' view and edit boxes.

Scenario 1 - Flex App

Demographics

QUESTIONS

- Citizenship
- Country of citizenship
- Visa type
- Permanent resident number
- Visa/SEVIS number
- Permanent city
- Permanent country
- Permanent state/province
- What is your native language?
- Are you Hispanic or Latino?
- Hispanic Ethnicities
- What is your race? Select one or more races to indicate what you consider yourself to be.
- Consent

QUESTION OPTIONS

- Include Citizenship
 - Include Visa Type
 - Include Native Language
 - Suppress Printing Citizenship
- Include Ethnicity
 - Include Decline To Answer
 - Require Answer to Ethnicity
 - Suppress Printing Ethnicity
- Include Tribal Affli/Enroll Number
 - Require Answer if American Indian/Alaskan Native
 - Suppress Printing Tribal Affli/Enrl Number

To suppress Ethnicity information from applications:

1. From the Utilities menu, select the Form Design tab and then the Flex App menu.
2. Select the application that you wish to edit.
3. Open the application and select the Application tab.
4. Double click to open the standard Demographic section.
5. Make sure that the 'Include Ethnicity' box is unchecked.

Add Data Suppression

SSN Masked: No Electronic: No

Start Date: 07/12/2023

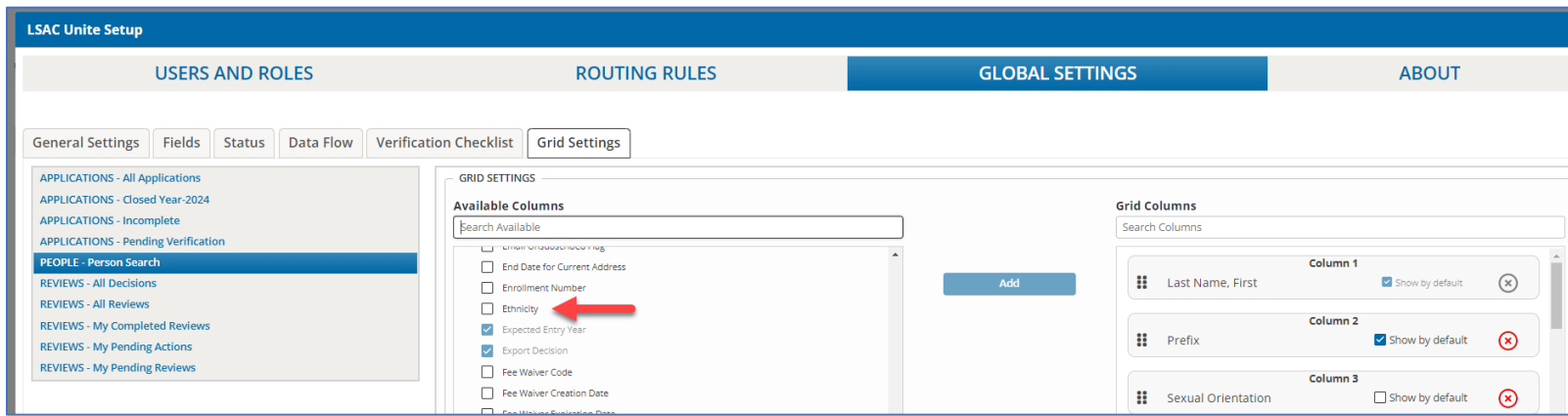
- Suppress display applicant ethnicity on CAS Report
- Suppress display of applicant SSN on Eapp Summary page

Cancel Save

To suppress Ethnicity information from CAS reports:

1. From the Utilities menu, select the Form Design tab and then the Flex App menu.
2. Select the application that you wish to edit.
3. Open the application and select the Settings / Main panel.
4. Open the 'Data Suppression' panel.
5. Check the 'Suppress display applicant ethnicity on CAS Report' box.

Scenario 1 - Unite Grids



To suppress Ethnicity information from the Unite grids:

1. From the LSAC Admin menu, go to Global Settings.
2. Select the 'Grid Settings' tab.
3. Select any one of the ten grids. Type 'Ethnicity' in the Available Columns box. If 'Ethnicity' is unchecked, then it is not being used in this grid. If 'Ethnicity' is checked, then go to the 'Grid Columns' area and click on the 'X' to remove it from the grid.
 - a. Follow the same process for the '**Hispanic/Latino**' Flag.
4. Repeat step 3 for each of the ten grids.

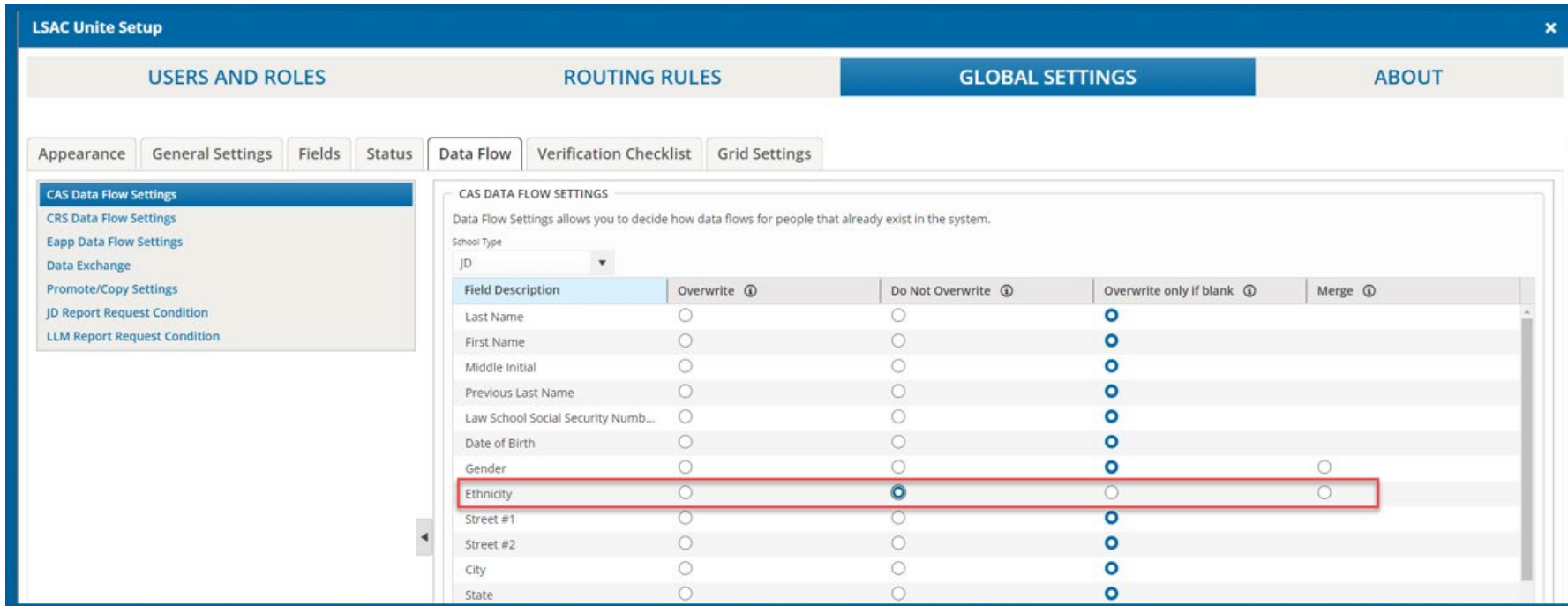
Scenario 1 - Unite Summaries

The screenshot shows the 'LSAC Unite Setup' interface. At the top, there are four tabs: 'USERS AND ROLES', 'ROUTING RULES', 'GLOBAL SETTINGS' (which is active), and 'ABOUT'. Below these tabs, there are five sub-tabs: 'General Settings', 'Fields' (which is active), 'Status', 'Data Flow', 'Verification Checklist', and 'Grid Settings'. In the 'Fields' sub-tab, there is a list of summary types on the left: 'Person Record / Person Summary', 'Person Record / Application Summary', 'Application Verification Summary', and 'Reviewer Evaluation Summary'. The 'Reviewer Evaluation Summary' is selected. In the center, there is a search bar and a list of 'Available Fields'. A red arrow points to the 'Ethnicity' field in this list. To the right, there is a 'Column One' list showing various fields that are currently included in the summary, such as 'Application Status', 'Graduate School', 'Graduate Deg. Date(MM/YYYY)', 'LSAT High Score', 'Special Interests-Relation', 'Special Interests-By Whom', and 'Special Interests-Category'.

To suppress Ethnicity information from the Unite summaries:

1. From the LSAC Admin menu, go to Global Settings.
2. Select the 'Fields' tab.
3. Select any one of the four summaries.
4. If 'Ethnicity' is included in one of the summary columns, then drag it from the column to the 'Available Fields' area.
 - a. If the 'Hispanic/Latino Flag' is included in one of the summary columns, then drag it from the column to the 'Available Fields' area.
5. Repeat steps 3 and 4 for each of the four summaries.

Scenario 1 – CAS, Eapp and CRS Data Flow Settings



The screenshot shows the LSAC Unite Setup interface. The 'GLOBAL SETTINGS' tab is selected. Under the 'Data Flow' sub-tab, the 'CAS DATA FLOW SETTINGS' table is visible. The table has columns for 'Field Description', 'Overwrite', 'Do Not Overwrite', 'Overwrite only if blank', and 'Merge'. The 'Ethnicity' row is highlighted with a red box, and the 'Do Not Overwrite' radio button is selected.

Field Description	Overwrite	Do Not Overwrite	Overwrite only if blank	Merge
Last Name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
First Name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Middle Initial	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Previous Last Name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Law School Social Security Numb...	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Date of Birth	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Gender	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ethnicity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street #1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Street #2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
City	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
State	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

To prevent Ethnicity information from flowing into Unite:

1. From the LSAC Admin menu, go to Global Settings.
2. Select the 'Data Flow' tab.
3. Select the first menu item: 'CAS Data Flow Settings'.
4. Set Ethnicity to 'Do Not Overwrite'.
5. Select the fourth menu item: 'Eapp Data Flow Settings'.
6. Set Ethnicity to 'Do Not Overwrite'.

Scenario 2 - Our school wants to collect ethnicity, but not have it available during the Review Process

Permissions	Flex App	Unite Grids	Unite Summary Screens	Data Flow Settings: CRS, Eapp, and CAS
Reviewer Only role, by default, doesn't have access to the Person Details – Ethnicity section, but if that has been adjusted it can be unchecked.	<p>Check the Include Ethnicity checkbox in the Demographics section</p> <p>Check the “Suppress Printing Ethnicity” checkbox so it doesn't show on the Eapp for Reviewers to see, but it will flow into Unite.</p>	Remove the Ethnicity and Hispanic/Latino fields from <u>Reviewer</u> grids in Global Settings...Grid Settings	Remove the Ethnicity and Hispanic/Latino fields from the <u>Evaluation Summary</u> in Global Settings... Fields...Summaries	Set the Global Settings... Eapp Data Flow Settings as needed. (Data can still flow since the other choices will prohibit reviewers from seeing ethnicity.)
Uncheck the Reviewer-Candidate Analysis Summary – Ethnicity Permission	Check the “Suppress display applicant ethnicity on CAS Report” in the Data Suppression section of the Settings tab			Set the Global Settings... CAS Data Flow Settings as needed. (Data can still flow since the other choices will prohibit reviewers from seeing ethnicity.)
Keep the Reports – ‘Exports – Execute Ethnicity Reports’ setting unchecked.				Set the Global Settings... CRS Data Flow Settings as needed. (Data can still flow since the other choices will prohibit reviewers from seeing ethnicity.)

Notes:

- Ethnicity information is collected but will not show during the Review process.
- Ethnicity will show in the Person Record, Grids and Summaries and Reports for users who have permissions.
- Users with the “Reviewer Only” role will not have access to the Ethnicity section in the person record, but you could choose to enable it for other roles, such as Super Users.
- **Because Ethnicity is collected, it will be available for Reports.**
- Flex App settings are school specific to each Flex App and go into effect when the particular application begins and associated CAS reports generate.
- All other settings go into effect immediately.
- Making these changes requires certain permissions and is usually done by someone with a *SuperUser* role.

Screen images are on the following pages.

Scenario 2 - Permissions

Edit Role x

Back to Roles

Reviewer Only

Permissions [Permissions Help](#)

Section	Description	View	Edit
▶ LSAC Unite Setup			
▶ People			
▼ Person Details			
Academic Summary	Modify and Add Academic Summary Information	<input type="checkbox"/>	<input type="checkbox"/>
Bar Admissions	Modify and Add Bar Admissions Information	<input type="checkbox"/>	<input type="checkbox"/>
Biographical	Modify and Add Biographical Information	<input type="checkbox"/>	<input type="checkbox"/>
Character and Fitness	Modify and Add Character and Fitness information	<input type="checkbox"/>	<input type="checkbox"/>
Contact Information	Modify and Add Contact Information	<input type="checkbox"/>	<input type="checkbox"/>
Demographics	Modify and Add Demographics Information	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Contacts	Modify and Add Emergency Contacts Information	<input type="checkbox"/>	<input type="checkbox"/>
English Proficiency	Modify and Add English Proficiency Information	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	Modify and Add Ethnicity Information	<input type="checkbox"/>	<input type="checkbox"/>
Fee Waivers	Modify and Add Fee Waivers Information	<input type="checkbox"/>	<input type="checkbox"/>
Institutions Attended	Modify and Add Institutions Information	<input type="checkbox"/>	<input type="checkbox"/>
Interests	Modify and Add Interests Information	<input type="checkbox"/>	<input type="checkbox"/>
▼ Reviews			
Reviewer	Access to My Pending Reviews and My Completed Reviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review Administrator	Access to All Reviews, My Pending Actions and All Decisions	<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Documents Grid	Access to Reviewer Documents Grid	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review Older Documents	Access to Older Documents on Reviewer Documents Grid	<input type="checkbox"/>	<input type="checkbox"/>
Actions-Assemble Documents	Create Sets of Documents for Printing	<input type="checkbox"/>	<input type="checkbox"/>
Actions-Assign	Assign Selected Applications for Review	<input type="checkbox"/>	<input type="checkbox"/>
Actions-Edit	Edit Selected Data in Groups (Formerly Batch Edit)	<input type="checkbox"/>	<input type="checkbox"/>
Actions-Send Communication	Send Email to Selected Applications	<input type="checkbox"/>	<input type="checkbox"/>
Manage Review Groups	Access to Review Group	<input type="checkbox"/>	<input type="checkbox"/>
Other Reviews	Access to Other Reviews	<input type="checkbox"/>	<input type="checkbox"/>
Review Notes Admin	Allow editing or deleting other users' notes	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Analysis Summary - Ethnicity	Allow viewing of Ethnicity in the Candidate Analysis Summary section	<input type="checkbox"/>	<input type="checkbox"/>

To prevent Reviewers from seeing Ethnicity information in Unite:

1. From the LSAC Admin menu, go to Users & Roles.
2. Select the 'Reviewer Only' role.
3. Under Person Details, verify that the 'Ethnicity' view and edit boxes are unchecked.
4. Under Reviews, uncheck the 'Candidate Analysis Summary' view and edit boxes.

Scenario 2 - Flex App

Demographics

QUESTIONS

- Citizenship
- Country of citizenship
- Visa type
- Permanent resident number
- Visa/SEVIS number
- Permanent city
- Permanent country
- Permanent state/province
- What is your native language?
- Are you Hispanic or Latino?
- Hispanic Ethnicities
- What is your race? Select one or more races to indicate what you consider yourself to be.
- Consent

QUESTION OPTIONS

- Include Citizenship
 - Include Visa Type
 - Include Native Language
 - Suppress Printing Citizenship
- Include Ethnicity
 - Include Decline To Answer
 - Require Answer to Ethnicity
 - Suppress Printing Ethnicity
- Include Tribal Aff/Enroll Number
 - Require Answer If American Indian/Alaskan Native
 - Suppress Printing Tribal Affli/Enrl Number

Cancel Save

To suppress Ethnicity data from the application document, while allowing it to flow into Unite:

1. From the Utilities menu, select the Form Design tab and then the Flex App menu.
2. Select the application that you wish to edit.
3. Open the application and select the Application tab.
4. Double click to open the standard Demographic section.
5. Check the 'Suppress Printing Ethnicity' box. The 'Include Ethnicity' box will be automatically checked. Ethnicity data will flow into Unite but it will not be included on the application document.

Fees and Signature

Add Data Suppression

Data Suppression

SSN Masked: No

Electronic: No

Start Date: 07/12/2023

Suppress display applicant ethnicity on CAS Report

Suppress display of applicant SSN on Eapp Summary page

Cancel Save

To suppress ethnicity information from CAS Reports:

1. From the Utilities menu, select the Form Design tab and then the Flex App menu.
2. Select the application that you wish to edit.
3. Open the application and select the Settings / Main panel.
4. Open the 'Data Suppression' panel.
5. Check the 'Suppress display applicant ethnicity on CAS Report' box.

Scenario 2 - Unite Grids

The screenshot shows the LSAC Unite Setup interface. The top navigation bar includes 'USERS AND ROLES', 'ROUTING RULES', 'GLOBAL SETTINGS', and 'ABOUT'. The 'GLOBAL SETTINGS' tab is active. Below the navigation bar, there are several tabs: 'General Settings', 'Fields', 'Status', 'Data Flow', 'Verification Checklist', and 'Grid Settings'. The 'Grid Settings' tab is selected. On the left, there is a list of applications and reviews. The 'Grid Settings' section is divided into 'Available Columns' and 'Grid Columns'. The 'Available Columns' section has a search box and a list of checkboxes for various fields. The 'Grid Columns' section has a search box and a list of columns with checkboxes for 'Show by default' and 'X' icons. Red arrows point to the 'Ethnicity' checkbox in the 'Available Columns' list and the 'X' icon in the 'Grid Columns' section.

To suppress Ethnicity information from the Unite grids:

1. From the LSAC Admin menu, go to Global Settings.
2. Select the 'Grid Settings' tab.
3. Select any one of the ten grids. Type 'Ethnicity' in the Available Columns box. If 'Ethnicity' is unchecked, then it is not being used in this grid. If 'Ethnicity' is checked, then go to the 'Grid Columns' area and click on the 'X' to remove it from the grid.
 - a. Follow the same process for the '**Hispanic/Latino**' Flag.
4. Repeat step 3 for each of the ten grids.

Scenario 2 - Unite Summary Screens

The screenshot shows the 'LSAC Unite Setup' interface. At the top, there are four tabs: 'USERS AND ROLES', 'ROUTING RULES', 'GLOBAL SETTINGS' (which is active), and 'ABOUT'. Below these are sub-tabs: 'General Settings', 'Fields', 'Status', 'Data Flow', 'Verification Checklist', and 'Grid Settings'. The 'Fields' sub-tab is selected, and within it, 'Reviewer Evaluation Summary' is chosen. A red arrow points to this selection. The main area is divided into 'Available Fields' and 'Column One'. The 'Available Fields' list includes 'Ethnicity', which is highlighted with a red arrow. The 'Column One' list includes various fields like 'Application Status', 'Graduate School', and 'Date of Birth'.

To suppress Ethnicity information from the Unite summaries:

1. From the LSAC Admin menu, go to Global Settings.
2. Select the 'Fields' tab.
3. Select any one of the four summaries.
4. If 'Ethnicity' is included in one of the summary columns, then drag it from the column to the 'Available Fields' area.
 - a. If the 'Hispanic/Latino Flag' is included in one of the summary columns, then drag it from the column to the 'Available Fields' area.
5. Repeat steps 3 & 4 for each of the four summaries.

Scenario 2 - CAS, Eapp and CRS Data Flow Settings

The screenshot shows the 'LSAC Unite Setup' application window. The 'GLOBAL SETTINGS' tab is selected. Underneath, the 'Data Flow' sub-tab is active. A sidebar on the left lists various settings, with 'CAS Data Flow Settings' highlighted. The main content area displays a table titled 'CAS DATA FLOW SETTINGS' with the following data:

Field Description	Overwrite	Do Not Overwrite	Overwrite only if blank	Merge
Average 3-digit LSAT Score	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Candidate Email	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
City	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Cumulative GPA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Cumulative Semester Hours	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Date of Birth	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Degree School GPA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Degree School Semester Hours	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ethnicity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First Name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Foreign Address (City, Country, Zip)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

To specify how Ethnicity data will flow into Unite:

1. From the LSAC Admin menu, go to Global Settings.
2. Select the 'Data Flow' tab.
3. Select the first menu item: 'CAS Data Flow Settings'.
4. Choose your school's desired data flow setting for Ethnicity.
5. Select the fourth menu item: 'Eapp Data Flow Settings'.
6. Choose your school's desired data flow setting for Ethnicity.

Note: Ethnicity data can flow into Unite because the other choices will prevent reviewers seeing it.