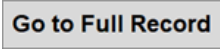Unite Education Program v6.0
Job Aid: 5171

Add a Person Record to Unite

You can manually add a person record to Unite. The person's first name, last name and status are necessary to add a record. Over time, you can complete additional details.

To add a person record

1. Open a browser and log on to Unite.

2. On the main menu, click PEOPLE.

3. Click **Add Record** .

4. In the **First Name** field, enter the person first name.

5. In the **Last Name** field, enter the person last name.

6. In the **LSAC Acct. No.** field, enter the person account number, if available.

7. From the **Status** list box, select the status for the person.

8. Enter additional contact information, if available.

9. Click **Save** .

10. Click **X** to close the window or click **Go to Full Record** to see the rest of the person information.