

Unite Education Program v10.0

Job Aid: 5191

Add a Scholarship to an Open Application

At any time while an application is open, you can award a scholarship by adding the scholarship to the application record. The steps for adding a scholarship to an application record differ depending on whether you want to add the scholarship directly to an application record or add the scholarship while looking at a reviewer evaluation.

To add a scholarship directly to an application record

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Find and open the person record.



Note



You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

4. Click the tab for the application to which you want to award a scholarship.

Note

Applications in the current admissions cycle are open and have a clear, white tab. Closed applications have a gray tab.

5. Click  .
6. Click and expand the *Scholarships* section.
7. Click  .

8. Specify scholarship details.
9. Click  .
10. Click  to close the person record.

To add a scholarship while looking at a reviewer evaluation

1. Open a browser and log on to Unite.
2. Navigate to the grid from which you want to open the evaluation.



Note

You can open a reviewer evaluation in the REVIEWS area of Unite on the *All Decisions* and *All Reviews* grids.

3. Organize the grid to find the application to which you want to add a scholarship.


Note

You may need to sort, filter, or increase the items per page to see all records in the grid. To see only the applications that have been admitted, filter the **Status** column to show **Admitted**.

4. In the **Last Name, First** column, click the person name.
5. On the *Decision* tab, click and expand the *Scholarships* section.
6. Click  .
7. Specify scholarship details.
8. Click  .
9. Verify scholarship details.

10. Click  .

Note

If you decide to not act at this time, you can click  to close the *Evaluation* window without making changes to the application record.

Related resources

- 5433 – Perform a Person Search
- 5743 – Open a Person Record
- 5192 – Edit a Scholarship for an Open Application