Unite Education Program v10.0
Job Aid: 5192

Edit a Scholarship for an Open Application

After you add a scholarship to an application, you may need to make updates while the application is open. The steps for editing a scholarship differ depending on whether you want to edit scholarship information on an application record or edit scholarship information while looking at a reviewer evaluation.

To edit a scholarship from 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 that has the scholarship you want to edit.

5. Click and expand the *Scholarships* section.

6. If there are multiple scholarship records, go to the record you want to edit. Otherwise, skip this step.

    > **Note**
    >
    > There are two ways scholarships can display on an application record – a tab for each scholarship record or a section for each scholarship record.

7. Click **Edit** .

8. Specify scholarship details.

9. Click **Save** .

10. Click **X** to close the person record.

To edit a scholarship from 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. On the *Decision* tab, click and expand the *Scholarships* section.

4. If there are multiple scholarship records, go to the record you want to edit.

   > **Note**
   >
   > There are two ways scholarships can display on an application evaluation – a tab for each scholarship record or a section for each scholarship record.

5. Specify scholarship details.

6. Click **Confirm** .

7. Verify scholarship details.

8. Click **Submit** .

Related resources

- 5433 – Perform a Person Search

- 5743 – Open a Person Record

- 5191 – Add a Scholarship to an Open Application