Unite Education Program v10.0
Job Aid: 5433

Perform a Person Search

In Unite, you can perform a search to find a person or to find a group of people who match specific criteria. You can find people with more specific criteria by sorting and filtering records in the *Search Results* list. Before you perform a new search, be sure to check your saved views. You may be able to open a view instead of performing a new search.

To perform a person search

1. Open a browser and log on to Unite.

2. On the main menu, click PEOPLE.

3. On the *Search Criteria* tab, click Clear to clear the previous search.

   > **Note**
   >
   > If you recently opened a person record, you may be able to find the person on the *Recents* tab.

4. Specify search criteria to find the person.

   > **Note**
   >
   > If you want to search by LSAC account number or by email, you can upload the account numbers or addresses from a separate .TXT file. Click Select files… and follow the prompts. The format of the numbers in the .TXT file can be either each number appears on a separate line, or all numbers appear on a single line separated by commas and without spaces. Including the "L" with each LSAC account number is optional. Unite strips the "L" from each account number when you upload the file. You can also drag and drop the text file from your computer to the **Drop files here to upload** section.

5. Click **Search** .

6. On the *Search Results* grid, click the name of the person.

    > **Note**
    >
    > You may need to sort, filter, or increase the items per page to find the person.

    > **Note**
    >
    > If the person record is archived, ▤ displays to the left of the **Last Name, First** column. If the person record is archived, the background color on the record is gray. If the person record is active, the background color is white.

7. Click **Search** .

8. Sort and filter the *Search Results* grid to find and focus on people with additional criteria.

    > **Note**
    >
    > You may need to sort, filter, or increase the items per page to see all the records in the grid.

9. Optionally, save the view so you do not have to repeat the search the next time you want to find people who match the criteria you specified.

Related resources

- 5510 – About People Searches

- 5743 – Open a Person Record

- 5167 – Export Person Search Results