

Unite Education Program v6.0

Job Aid: 5521

About Starter User Roles

To help you get started with role-based security, LSAC created five “starter” user roles. The starter user roles are configured with permissions that represent different job functions within a law school admissions office. You cannot delete the starter user roles. However, you can edit the roles to better align with your needs. This includes changing the role name and configuring different permissions. The following table provides a description of the five starter roles.

Starter Role	Description
Operations	This role generally is assigned to a permanent employee in your admissions office who could be responsible for performing day-to-day functions in Unite.
Primary User	This role generally is assigned to a permanent employee in your admissions office who could be responsible for supervising other Unite users.
Reviewer	This role generally is assigned to someone who may not work in your admissions office but could be responsible for evaluating applications and submitting recommendations in Unite.
Student Worker	This role generally is assigned to a temporary or seasonal worker who could be responsible for performing data entry functions in Unite.
Super User	This role is assigned to a user who understands how Unite interfaces with other school systems and could be responsible for setting up, configuring, and troubleshooting the system.

There are over 110 permissions in Unite. Permissions are grouped into nine expandable and collapsible sections. The following tables show permission configurations for each starter user role by section.

LSAC Unite Setup Section

The following table shows starter user role configurations for the permissions in the *LSAC Unite Setup* section. These permissions control access to advanced system setup and administration features.

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Global Settings–Appearance	-	-	-	-	Full Access
Global Settings–Data Exchange	Full Access	Full Access	-	-	Full Access
Global Settings–Fields	-	Full Access	-	-	Full Access
Global Settings–General Settings	-	Full Access	-	-	Full Access
Global Settings–Status	-	Full Access	-	-	Full Access
Users & Roles–Roles	-	-	-	-	Full Access
Users & Roles–Users	-	Full Access	-	-	Full Access

People Section

The following table shows starter user role configurations for the permissions in the *People* section. These permissions control access to features and functionality in the PEOPLE area of Unite.

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Actions–Add Fee Waiver	Full Access	Full Access	-	-	Full Access
Actions–Archive	-	Full Access	-	-	Full Access
Actions–Delete	-	-	-	-	Full Access
Actions–Edit	Full Access	Full Access	-	-	Full Access
Actions–Promote Deferral	-	Full Access	-	-	Full Access
Actions–Send Communication	Full Access	Full Access	-	-	Full Access
Add Record	Full Access	Full Access	-	-	Full Access
Search	Full Access	Full Access	-	Full Access	Full Access

Person Details Section

The following table shows starter user role configurations for the permissions in the *Person Details* section. These permissions control access to features and functionality on the person record in Unite.

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Academic Summary	Full Access	Full Access	-	-	Full Access
Add Contact Note	Full Access	Full Access	-	Full Access	Full Access
Add Event	Full Access	Full Access	-	-	Full Access
Bar Admissions	Full Access	Full Access	-	-	Full Access
Biographical	Full Access	Full Access	-	Full Access	Full Access
Character and Fitness	Full Access	Full Access	-	-	Full Access
Contact Information	Full Access	Full Access	-	Full Access	Full Access
Demographics	Full Access	Full Access	-	Full Access	Full Access
Emergency Contact	Full Access	Full Access	-	Full Access	Full Access
English Proficiency	Full Access	Full Access	-	-	Full Access

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Ethnicity	Full Access	Full Access	-	-	Full Access
Fee Waivers	Full Access	Full Access	-	-	Full Access
Institutions Attended	Full Access	Full Access	-	-	Full Access
Interests	Full Access	Full Access	-	Full Access	Full Access
Law School Matriculations	Full Access	Full Access	-	-	Full Access
LLM/JD International Institutions	Full Access	Full Access	-	-	Full Access
LSAT Information	Full Access	Full Access	-	-	Full Access
Person Status	Full Access	Full Access	-	-	Full Access
Person/ Application Exceptions	Full Access	Full Access	-	-	Full Access
Person-Archive	-	Full Access	-	-	Full Access
Person-Delete	-	-	-	-	Full Access
Profile Documents	Full Access	Full Access	-	Full Access	Full Access

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Prospect Level Information	Full Access	Full Access	-	-	Full Access
Send Communication	Full Access	Full Access	-	-	Full Access
Source of Data	Full Access	Full Access	-	-	Full Access
Special Interests	Full Access	Full Access	-	-	Full Access
Standardized Tests	Full Access	Full Access	-	-	Full Access

Person Application Details Section

The following table shows starter user role configurations for the permissions in the *Person Application Details* section. These permissions control access to features and functionality on a person record.

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Application Documents	Full Access	Full Access	-	-	Full Access
Application Status	Full Access	Full Access	-	-	Full Access
Application-Add Application	Full Access	Full Access	-	-	Full Access

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Application-Close	Full Access	Full Access	-	-	Full Access
Application-Copy	Full Access	Full Access	-	-	Full Access
Application-Delete	Full Access	Full Access	-	-	Full Access
Completion Status	Full Access	Full Access	-	-	Full Access
Employment	Full Access	Full Access	-	-	Full Access
Fees	Full Access	Full Access	-	-	Full Access
Financial Aid	Full Access	Full Access	-	-	Full Access
Program	Full Access	Full Access	-	-	Full Access
Recommendations	Full Access	Full Access	-	-	Full Access
Scholarships	Full Access	Full Access	-	-	Full Access
Transfer/Visitor	Full Access	Full Access	-	-	Full Access

Applications Section

The following table shows starter user role configurations for the permissions in the *Applications* section. These permissions control access to application features and functionality on the grids in the APPLICATIONS area of Unite.

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Actions–Add Fee Waiver	Full Access	Full Access	-	-	Full Access
Actions–Assign	Full Access	Full Access	-	-	Full Access
Actions–Close	-	Full Access	-	-	Full Access
Actions–Create/Update Person	Full Access	Full Access	-	-	Full Access
Actions–Edit	Full Access	Full Access	-	-	Full Access
Actions–Send Communication	Full Access	Full Access	-	-	Full Access
Application Verification	Full Access	Full Access	-	Full Access	Full Access
Application Verification–Send Communication	Full Access	Full Access	-	-	Full Access
Applications–All Applications	Full Access	Full Access	-	-	Full Access
Applications–Incomplete	Full Access	Full Access	-	-	Full Access

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Applications–Pending Verification	Full Access	Full Access	-	Full Access	Full Access
Applications–Unsubmitted	Full Access	Full Access	-	-	Full Access

Reviews Section

The following table shows starter user role configurations for the permissions in the *Reviews* section. These permissions control access to application features and functionality on the grids in the REVIEWS area of Unite.

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Actions–Assemble Documents	-	Full Access	-	-	Full Access
Actions–Assign	-	Full Access	-	-	Full Access
Actions–Edit	Full Access	Full Access	-	-	Full Access
Actions–Send Communication	Full Access	Full Access	-	-	Full Access
Manage Review Groups	-	Full Access	-	-	Full Access
Other Reviews	Full Access	Full Access	-	-	Full Access

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Review Administrator	Full Access	Full Access	-	-	Full Access
Reviewer	-	-	Full Access	-	Full Access
Reviewer Documents Grid	Full Access	Full Access	Full Access	-	Full Access

Reports

The following table shows starter user role configurations for the permissions in the *Reports* section. These permissions control access to features and functionality associated with reports and dashboards in Unite.

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Custom-Run	Full Access	Full Access	-	-	Full Access
Exports-Copy	-	Full Access	-	-	Full Access
Exports-Delete	-	-	-	-	Full Access
Exports-Edit	Full Access	Full Access	-	-	Full Access
Exports-Run	Full Access	Full Access	-	-	Full Access

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
National-Run	-	Full Access	-	-	Full Access
PowerBI Custom-Copy	-	Full Access	-	-	Full Access
PowerBI Custom-Delete	-	-	-	-	Full Access
PowerBI Custom-Edit	Full Access	Full Access	-	-	Full Access
PowerBI Custom-Run	Full Access	Full Access	-	Full Access	Full Access
PowerBI Templates-Copy	-	Full Access	-	-	Full Access
View Home Dashboard	Full Access	Full Access	-	-	Full Access
Word-Copy	-	Full Access	-	-	Full Access
Word-Delete	-	-	-	-	Full Access
Word-Edit	Full Access	Full Access	-	-	Full Access
Word-Run	Full Access	Full Access	-	-	Full Access

Utilities Section

The following table shows starter user role configurations for the permissions in the *Utilities* section. These permissions control access to features and functionality in the UTILITIES area of Unite.

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
CRS	Full Access	Full Access	-	-	Full Access
Data Submission-Commitment Release	-	-	-	-	Full Access
Data Submission-Correlation Studies	-	Full Access	-	-	Full Access
Data Submission-Index Formula Selection	-	-	-	-	Full Access
Data Submission-LLM Applicant Overlap	-	-	-	-	Full Access
Data Submission-LLM Transcript Request	-	-	-	-	Full Access
Data Submission-Matriculant Certification	-	-	-	-	Full Access
Document Search-Download	-	Full Access	-	-	Full Access
Document Search-Upload	-	Full Access	-	-	Full Access
Documents-Search/ Assemble	-	Full Access	-	-	Full Access

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Exceptions–Person/ Application Data Exceptions	Full Access	Full Access	-	-	Full Access
Exceptions–Report Request Match Exceptions	Full Access	Full Access	-	-	Full Access
File Processing–Data Import Templates	-	Full Access	-	-	Full Access
File Processing– Download	-	Full Access	-	-	Full Access
File Processing–Imports	Full Access	Full Access	-	-	Full Access
Form Design–Flex App	-	Full Access	-	-	Full Access
Notifications–Setup Notifications	-	Full Access	-	-	Full Access
Waivers/Coupons– Application Fee Waivers	Full Access	Full Access	-	-	Full Access
Waivers/Coupons–LSAC Fee Coupons	Full Access	Full Access	-	-	Full Access

Marketing

The following table shows starter user role configurations for the permissions in the *Marketing* section. These permissions control access to features and functionality in the JOURNEYS and EVENTS area of Unite.

Permission	Operations	Primary User	Reviewer	Student Worker	Super User
Marketing	-	Full Access	-	-	Full Access