

Unite Education Program v6.5

Job Aid: 5579

Edit a Status

Statuses help you manage people and applications as you move through different stages of relationships, starting with a prospect, moving to an applicant, and advancing to a matriculant. You cannot add or delete statuses. However, you can configure existing statuses based on how you want each status to work in Unite. You can assign Report and LS codes to statuses. Certain statuses can be displayed on the Applicant Status Online (ASO) page. You must assign an online description to the status if the status is displayed on the ASO page.

To edit a status

1. Open a browser and log on to Unite.
2. Click and expand your username to display the system configuration menu.
3. Click **Global Settings**.
4. Click the *Status* tab.
5. Verify you are on the *Status / Sub-Status* tab.
6. On the STATUS grid, click the status you want to edit.
7. Configure status options as desired.


Note

The options that are available depend on the stage associated with the status. If the status is associated with the **Prospect** stage, only the **LS Code** and **Report** fields are available. If the status is associated with the **Applicant** or **Matriculant** stage, additional options are available to configure.

8. Click **Update** .

Note

If the change you made is not correct, click  to undo the change.

9. After you verify your changes, click **Submit** .
10. When prompted to confirm the update, click **Confirm** .
11. Click  to close the *LSAC Unite Setup* page.

Related resources

- 3011 - About Stages, Statuses, and Substatuses
- 5428 - Update the Status for a Group of Applications
- 5580 - Add a Substatus to a Status
- 5734 - About Status History