

Unite Education Program v6.0

Job Aid: 5591

Resolve a CAS Report Request Match Exception

When a new application is added to Unite, the system automatically requests a CAS report from LSAC. If the data in Unite does not match the data at LSAC, a match exception occurs. A match exception may stem from a name change, a hyphenated name, or a missing LSAC account number. For a CAS report to be generated, you must resolve the match exception.

To resolve a match exception

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Exceptions* tab.
4. On the navigation pane, verify **Report Request Match Exceptions** is selected.
5. If you are working in a combined instance of Unite, select the **School Type**. Otherwise, skip this step.

Note

School Type only appears if your school is working in a combined instance of Unite. Before you can resolve a match exception, you must first select either JD or LLM, depending upon which data set with which you want to work.

6. In the grid, click the name of a person for whom you want to resolve a match exception.
7. On the *Possible Matches* window, look for a person in the LSAC database that could be match.

Note

On the *Possible Matches* window, application data for the person in Unite displays immediately under the window name. The list of possible people in the LSAC database displays in the grid.

8. If there is a match, click the name of the person, and then click **Match Record** . Otherwise, click **X** to close the *Possible Matches* window.

Note

If you made a match, a green confirmation message displays indicating Unite established an exact match for the person. Wait for the data exchange process to generate the completed CAS report.

Note

You may not be able to find a match, which could mean the person did not sign up with LSAC. If you are uncertain, contact your school account manager for assistance.