




Unite Education Program v6.4

Job Aid: 5604

Add a User-defined Field to Unite

A user-defined field (UDF) is a custom field that you add to Unite to track information specific to your school. You can add user-defined fields to three areas in Unite. On the person record, you can add up to ten UDFs in each customizable section. The sections for *Profile Documents*, *Source of Data/Groupings*, and *Person/Application Data Exceptions* are not customizable. On the application record, you can add up to ten UDFs in each customizable section. The sections for *Application Documents* and *LOR Counts* are not customizable. On the reviewer *Evaluation* page, you can add up to ten UDFs on the *Active Review* tab. All user-defined fields that you add appear at the end of the section after all system fields and in the order you add them to Unite.

To add a user-defined field

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 *Fields* tab.
5. Click .
6. Specify details for the user-defined field.
7. Click .
8. Click  to close the *LSAC Unite Setup* window.