Unite Education Program v6.3
Job Aid: 5608

Add or Update a Person Record from an Unsubmitted Application

In Unite, you can add or update one or more person records directly from an unsubmitted application in the current admissions cycle. Once a person record is added to Unite, you are able to actively start engaging with the person. There are two main steps to add or update a person record from an unsubmitted application.

Step 1: Select the person or group of people

1. Open a browser and log on to Unite.

2. On the main menu, click APPLICATIONS.

3. Click the *Unsubmitted* tab.

   > **Note**
   >
   > Only people who have started an online application and who have agreed to share and receive information from your school when registering to take the LSAT test appear in the *Unsubmitted* grid.

4. If prompted to agree to the legal notice, review the agreement and then click **OK** .

5. Select the check box next to each unsubmitted application for which you want to add or update a person record.

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

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> **Note**
>
> You can determine if a person has an existing record in Unite by checking the person name to see if there is a hyperlink to open the record. You can also look at the **Person Created/Updated** column for a timestamp that indicates when a person record was either added or last updated in Unite.

Step 2: Add or update selected person records

1. Click **Actions** .

2. Click **Create/Update Person** .

3. When prompted to continue, click **OK** .

> **Note**
>
> If a person already has a record, Unite overwrites person profile information on the existing record with information from the online application based on how the **Eapp Data Flow Settings** are configured for your school.