

Unite Education Program v9.0

Job Aid: 5771



Update General Instructions for a FlexApp




For each FlexApp in Unite, you can add general instructions to guide candidates through the process of successfully completing the application. General instructions are different from the instructions you can add for letters of recommendation, forms, and attachments. Candidates can view general instructions in the application header. Other instructions are visible within their respective sections. You can edit general instructions for a FlexApp at any time.

To update general instructions

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Form Design* tab.
4. Verify you are on the *FlexApp* grid.
5. In the **Name** column, click the FlexApp you want to configure.
6. Click the *Application* tab.
7. Click and expand the *Instructions* section.
8. Update general instructions and use the text-editing toolbar to format the content as needed.

Note

If you want to add a hyperlink, click  on the text-editing toolbar. If you want to edit the content with the HTML editor, click  on the text-editing toolbar. There is no character limit for general instructions.

9. Click  .
10. Preview the FlexApp and verify your changes.
11. Click  .
12. Click  to close the *Edit FlexApp* window.

Related resources

- 5790 - Configure LOR Settings for a FlexApp
- 5794 - Configure Forms for a FlexApp
- 5773 - Configure Attachments for a FlexApp