

Unite Education Program v9.0

Job Aid: 5788

Configure Dates for a FlexApp

Each FlexApp has application and reports dates that control when the application is active for candidates and when CAS report requests are active. All times are Eastern Standard Time. The following table provides a description of FlexApp data and time settings you can configure.

Setting	Description
Application Cycle Start Date and Time	The Application Cycle Start Date and Time determines when the application is available for candidates to complete. Candidates can submit applications once the application start date and time passes. This date must be a minimum of six weeks before the application transmission start date so that LSAC has enough time to test the application. Start times are 12:00 AM, 1:00 AM, 2:00 AM, or 3:00 AM. All times are Eastern Standard Time.
Application Transmission Start Date and Time	The Application Transmission Start Date and Time determines when candidates can start submitting their applications online.
Published Deadline Date	The Published Deadline Date indicates the last date for candidates to submit applications. This date is a display date and is included for information purposes. This date does not impact the ability for candidates to submit applications.
Application Transmission End Date and Time	The Application Transmission End Date and Time determines when your school wants to stop receiving the application. On the date and time configured, candidates can no longer submit the application online. This date must be before or the same as the application cycle end date.

Setting	Description
Application Cycle End Date and Time	The Application Cycle End Date and Time determines when LSAC no longer makes the application available for candidates who have not already started the application.
Report Generation End Date and Time	The Report Generation End Date and Time determines when your school wants to stop receiving new and updated CAS reports for the application. For JD applications this date must be on or after October fifth of the current academic year.

To configure dates

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. Verify you are on the *Settings* tab.
7. Click and expand the *Application and Report Dates* section.
8. Click .
9. Specify the application and report dates and times.
10. Click .
11. Preview the FlexApp and verify your changes.

12. Click  .

13. Click  to close the *Edit FlexApp* window.

Related resources

- 5790 - Configure LOR Settings for a FlexApp
- 5791 - Configure Fees and Signature for a FlexApp
- 5792 - Configure Data Suppression Settings for a FlexApp