

Unite Education Program v9
Job Aid: ASO11

Configure Unite Applicant Status Online (ASO) Transcripts Section

The Transcripts section allows you to display the Final Transcript Received by LSAC check box, the Transcripts Received block (which contains all schools the applicant attended), and/or the Degree Transcripts Received block (which contains only schools in which the applicant earned a degree).

You can modify the Transcripts section name as well as change its text and background colors. Configure the transcript information to appear in either one, two or three columns. You can add a spacer if desired.

To edit the Transcripts section

1. Open a browser and log on to Unite.
2. Click **UTILITIES**.
3. Click the *Form Design* tab.
4. Click *Applicant Status Online*.
5. Expand the Transcripts section.
6. Click . The button is a blue rectangle with the word "Edit" in white text.
7. Enter a name in the Section Text field if you wish to change the name of this section.
8. Choose the colors for the Section Text Color and the Section Background Color. You can select the color from the color panel. In addition, you can enter in either the RGB or the Hexadecimal (Hex) code to set your desired color. Use  to toggle the RGB and Hex codes. The icon is a small blue diamond with a white triangle pointing up and down.

9. From the Available Columns area, select the column you wish to display and drag it to the desired column location.
10. If you wish to remove a field from the columns, select the field and drag it back to the Available Columns area.
11. To reorder fields within a column, simply drag the field and drop it into place.
12. Click  .
13. Click  to collapse the Transcripts section.