

Unite Education Program v10.0



Job Aid: ASO12

Configure Unite Applicant Status Online (ASO) Scholarship Section

The Scholarship Award section allows you to display information about the scholarships awarded to the applicant. You can choose to show the Scholarship type, the amount, the status, dates related to the award, the term, year, status and even the Scholar UDF.

You can modify the Scholarship Award section name as well as change its text and background colors. The information displays in a grid. Choose the columns you wish to display on ASO and set their display order.

To edit the Scholarship Award 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 Scholarship Award 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 vertical line through it.
9. From the Available Columns area, select the column you wish to display and drag it to the desired 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 the selected columns, simply drag a column and drop it into place.

12. Click  .

13. Click  to collapse the Scholarship Award section.

Related resources

- 5191 - Add a Scholarship to an Open Application
- 5688 - Add a Scholarship to a Group of Open Applications