Unite Education Program v10.0
Job Aid: ASO14

Delay the Appearance of the Admitted Applicant Requirements Checklist Section

The initial Requirements Checklist section for applicants can remain shown for as long as you wish even when applicants have an export decision of Admitted. If you create an admitted student checklist, you can set how many days to wait until the initial checklist is replaced with the Admitted checklist.

You may want to inform your applicants of their admitted status via phone, email or postal mail before the applicant can see the admitted student checklist.

In addition, if your school does not wish to set up an Admitted Student checklist, you can keep the initial checklist continually shown regardless of the Export Decision.

To specify the number of days when the Admitted checklist appears

1. Open a browser and log on to Unite.

2. Click and expand your username to display the system configuration menu.

3. Click **Global Settings**.

4. Click the *General Settings* tab.

5. Click the *Admitted Checklist Days.*

6. Set a value for the Admitted Checklist Days. When the value is entered, the Admitted Checklist appears this number of days after an applicant's export decision is updated to Admitted. The default is 0. This means the Admitted checklist appears immediately.

7. Click **Save** .

8. If you don't want to display the Admitted checklist and want to retain the initial checklist, you can enter enough days to get you through the application cycle.

9. Click X to close Global Settings.

Related Resources

- 5163 – Configure General Settings for Unite