Unite Education Program v10.0
Job Aid: ASO15

Override an Individual Checklist

The Requirements Checklist appears automatically for applicants based on certain conditions. You can choose to display a different checklist or even no checklist at all for individual applications.

To override an individual checklist

1. Open a browser and log on to Unite.

2. Search for and open the person whose application checklist you wish to modify

3. Click **Edit** to unlock the person's record.

4. From the Applications area, be sure you are on the appropriate application tab.

5. Expand the *Program* section.

6. Select the desired checklist from the ASO Checklist field.

7. Click **Save** .

8. Click X to close.

9. Click **Home**.

Related Resources

- 5441 – Edit an Application Record