

LSAC Unite Updated June 5, 2024

About Unite Applicant Status Online (ASO)

The Applicant Status Online (Unite ASO) is the screen that your applicants see when they check the status of their application to your school. This includes the applicant's contact information, fees, email communications sent by your school, scholarship awards, transcripts, letters of recommendation, and a requirements checklist. The Unite ASO displays application status and application substatus(es). In addition, targeted messages are based on the applicants' status and substatus combinations.

There are options for applicants to edit some information or upload certain documents that you may choose to enable. It is not required to allow this, and you are always in control of what applicants can and cannot do. One option is to allow applicants to edit profile fields, like name or address; another option is to allow applicants to upload documents of certain types (that you control).

Accessing Unite ASO

The Unite ASO link is different from the link you may have used in ACES2. It is found in Unite under Utilities/Form Design/Applicant Status Online. It is at the bottom of the page. Place the link wherever you wish to share this with your applicants, for example, on your school's website or through an email communication.

Applicants log into your school's Unite ASO portal using their LSAC logon credentials. This is different from how they previously logged in when you were using ACES2 and allows the applicants to self-manage their account. There is no need for you to provide the applicants an ASO username or password. Moreover, there is no need for you to unlock user accounts and reset passwords. The applicants handle this themselves. If the applicants do not have an LSAC account, they can create one at no cost.

Previewing Unite ASO in a Person's Record

You can preview an individual's Unite ASO page directly from the person's record. Click on the ASO Preview link found in the Applications area.

Launching Unite ASO

When you are ready to launch Unite ASO, replace the ACES2 ASO link with the Unite ASO link wherever you have this posted. Edit all existing emails containing ACES2 ASO login information with information how to access the Unite ASO portal. Create a new Unite ASO email communication, if needed.

Monitoring Unite ASO Usage

You can monitor the applicant's usage of Unite ASO to see how many times the applicant logged into the page and the date when last logged into the page. This information is found in the Applications area of person's record in the Program section.

Allowing Applicants to Edit their Profile Information

It is completely optional to allow applicants to edit their profile information. You can choose the editable fields in the Profile section of the ASO Designer by navigating to Utilities, selecting Form Design, and then selecting Applicant Status Online. In the Profile section you can choose any fields that you'd like the applicants to be able to edit. It is possible to set up an Alert in the Utilities area of Unite to identify users at your school who will receive a notice when an applicant has edited their profile information.

Allowing Applicants to Upload Documents

It is completely optional to allow applicants to upload documents. You can choose the types of documents applicants can upload in the Documents section of the ASO Designer by navigating to Utilities, selecting Form Design, and then selecting Applicant Status Online. It is possible to set up an Alert in the Utilities area, on the Notifications tab to identify users at your school who will receive a notice when an applicant has uploaded a document.

ASO Status History

Any changes an applicant makes will be logged in a new ASO Status History Section on the Application side. This information will include the before and after information of the change. Access to this information is controlled by the User Role and Permissions.