

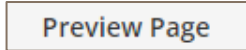


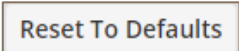

Unite Education Program v9
Job Aid: ASO2

Configure Unite Applicant Status Online (ASO) Sections

You can control the display of sections in ASO. You can remove sections you do not want to show and change the order of the sections you want to display.

To manage the ASO sections

1. Open a browser and log on to Unite.
2. Click **UTILITIES**.
3. Click the *Form Design* tab.
4. Click *Applicant Status Online*.
5. Go to the Command bar at bottom of window.
6. Click .
7. From the Available Sections area, select the section you wish to display and drag it to the desired spot in the Selected Sections area.
8. If you wish to remove a section from the Selected Sections area, select the field and drag it back to the Available Sections area.
9. To reorder sections in the Selected Sections area, simply drag the section and drop it into place.
10. Click .
11. Click  to see an example of the Unite ASO page.
12. Click X to close.

13. If you wish to return to the original configuration set by LSAC for all law schools, click .
14. Click  to confirm the reset. Click No to cancel the reset.
15. Click Home.