



Unite Education Program v10.0

Job Aid: ASO4

## Configure Unite Applicant Status Online (ASO) Settings for the Header

You can include your school's logo and a page title in the header section of ASO. Place the logo in the left, center or right of the page. Add, edit or remove header text and change the color of the text and the image background.

### To configure the header

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 Header section.
6. Click . The button is a blue rectangle with the word "Edit" in white text.
7. In the Logo Upload area, select an image file that is no larger than 300 x 1000 in pixel dimensions. The file must be either a GIF, JPG or PNG file.
8. In the Logo Alignment area, specify the image justification: Left, Center, Right
9. Enter Header text. This is the title of the Unite ASO page. Example: Application Status Checker.
10. Choose the colors for the Header Text Color and the Logo Background Color. You can select the color from the paint swatch. You can also enter in either the RGB or the Hexadecimal code to set your desired color. Use  to toggle the RGB and Hex codes. The icon is a small blue diamond with a white triangle pointing up and down.

11. Click  .

12. Click  to collapse the Header section.