



LSAC Unite
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Awarding Person-Specific LSAC Coupons

In addition to generating multiple generic coupons to cover the cost of an LSAC service at one time, Unite allows you to assign a coupon to an individual or to a specific group of people. This feature associates the specific code to the person, so you are no longer required to provide the code to the prospect, and the person is no longer required to enter the code at checkout. You can award LSAC Coupons from the **PEOPLE** area, in the Search Results tab Actions menu, as well as from the **APPLICATIONS** area, in the **Unsubmitted** tab Actions menu.

Coupons are available to cover the costs of LSAC services, including the JD CAS report fee, the LLM CAS report fee, the JD CAS subscription fee, the LSAT registration fee, the LLM DAS subscription fee, and the LLM ITAES subscription fee. For each coupon that you add, Unite generates a unique code that can be used only by the specified person.

Important: Note that by awarding a person a coupon for an LSAC service, you are agreeing to pay the cost of that service. If the person uses the coupon, your school will be billed by LSAC for that service.

Since awarding these coupons may result in costs for your school, there are new permission settings associated with these features. People with the **Super User Role** will automatically have permission to add LSAC coupons, and you may need to adjust other roles or users who need access to LSAC Coupons.

Award LSAC Coupons from an Actions menu on a Grid

1. Open a browser and log on to Unite.

2. From the **PEOPLE** area, conduct a person search, and filter, sort, or otherwise organize the grid to identify the individuals you'd like to provide coupons.
 - a. Select the checkbox beside one or more person's names.
 - b. At the top of the grid, select the Actions button.
 - c. From the Actions menu, select, "Add LSAC Coupon." The Add LSAC Coupons window will appear.
 - d. Assign an Expiration Date from the calendar and select the type of LSAC Coupon you would like to assign. The Expiration Date automatically defaults to one year from today's date, but you may set it to be any date you like.
 - e. Click the Submit button.
 - f. You will automatically return to the grid where you started, and the coupon has been assigned to the person or specific people.

3. From the **APPLICATIONS** area, select the **Unsubmitted** tab, and filter, sort, or otherwise organize the grid to identify the prospects you'd like to provide coupons. Note that you may need to make person records for anyone who has started an application and is not already in your database.
 - a. Select the checkbox beside one or more person's names.
 - b. At the top of the grid, select the Actions button.
 - c. From the Actions menu, select, "Add LSAC Coupon." The Add LSAC Coupons window will appear.
 - d. Assign an Expiration Date from the calendar and select the type of LSAC Coupon you would like to assign. The Expiration Date automatically defaults to one year from today's date, but you may set it to be any date you like.
 - e. Click the Submit button.
 - f. You will automatically return to the grid where you started, and the coupon has been assigned to the person or specific people.

Add an LSAC Coupon to an Individual from within their Person Record

1. Open a browser and log on to Unite.
2. From the **PEOPLE** area, conduct a person search to locate the person to whom you wish to give an LSAC Coupon.
3. Click on the person's name to open their Person Record.
4. On the left side of the Person Record, scroll down the page to locate the LSAC Coupons panel section. Click to expand the panel.
5. On the Command Bar at the bottom of the screen, select Edit.
6. A button appears in the LSAC Coupons panel that is labeled +Add LSAC Coupon

The screenshot shows a software interface for adding LSAC coupons. At the top, there is a header bar with a hamburger menu icon, the text "LSAC Coupons (0)", and an upward-pointing arrow. Below this is a form titled "COUPON TYPE". The form contains four fields: "Coupon Type *" (a dropdown menu), "Coupon Code" (a text field containing "-"), "Creation Date" (a text field containing "-"), and "Expiration Date" (a date picker field showing "04/19/2025"). Below the form is a blue button with a white plus sign and the text "+ Add LSAC Coupon".

7. Select that button.
8. Select the Coupon Type and the Expiration Date. The Expiration Date automatically defaults to one year from today's date, but you may set it to be any date you like.
9. On the Command Bar at the bottom of the screen, click Save.
10. View the Coupon Code in the LSAC Coupons panel on your screen.
11. Click X to close the Person Record.

View LSAC Coupon codes in a Grid

1. Open a browser and log on to Unite.
2. Decide which workflow grid you want to work in to see coupon codes in a grid. You may want to see the codes in the People Search Results grid in the **PEOPLE** area, the All Applications or Unsubmitted grid in the **APPLICATIONS** area, or elsewhere.
3. Add the column titled, LSAC Coupon Type to the grid. If you do not see it, you can add it in Global Settings. You can add that column, and these other related columns, to your grid:
 - a. LSAC Coupon Code
 - b. LSAC Coupon Creation Date
 - c. LSAC Coupon Expiration Date
 - d. LSAC Coupon Type
4. When you have the grid set up to view the coupon code information, you can filter and sort as needed. Save to a View if desired.