

LSAC Unite Updated June 5, 2024

Enabling Unite Interactive Applicant Status Online (ASO) Features

There are new options in the Unite Applicant Status Online (ASO) that you may choose to enable. One option is to allow applicants to edit information in their profile, like name or address; another option is to allow applicants to upload documents of certain types (that you control). You can set up alerts to receive a notice when an applicant has edited information or uploaded a document. A new ASO Status History section in the Person record on the Application side will log any time an applicant makes a change.

To allow applicants to edit their profile information

- 1. Open a browser and log on to Unite.
- 2. Click UTILITIES.
- 3. Click the Form.Design tab.
- 4. Click Applicant.Status.Online.
- 5. In the Profile section click/select
- 6. Select the check box next to any information field(s) you'd like applicants to be able to edit. Note that the LSAC Account Number and LS Tracking Number fields are not editable.
- 7. Click/select Save

Documents				
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To allow applicants to upload documents

- 1. In the Document section of the Applicant.Status.Online click Edit
- 2. Select the document types you want applicants to be able to upload and drag them to the Applicant Can Upload area.

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Documents		•	Ť
DOCUMENT TYPES			
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- 3. Click Save .
- 4. To ensure that the Document section is in the ASO, click Order Sections

- 5. From the Available Sections area, select Documents and drag it to the desired spot in the Applicant Can Upload area.
- 6. To reorder sections in the Selected Sections area, drag a section and drop it into the desired place.
- 7. Click Save .
 8. Click Preview Page to see an example of the Unite ASO page.

To set up alerts for changes applicants make

- 1. Click UTILITIES.
- 2. Click the Notifications tab.
- 3. Click Alerts.
- 4. Select ASO.Profile.and.Document.changes;
- 5. Select the user from the System Users field. You can select multiple users by using CTRL and select multiple names.

HOME	PEOPLE	APPLICATIC	NS	REVIEWS	REPORTS	UTILIT	IES
File Processing Data	Submission Docume	nts CRS Exception	Notification	Form Design	Waivers/Coupons	Email Sent	
Setup Notifications Alerts							
		Task	1	Email	:	SMS (Text)	
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6. Select what type of alert the users will receive.

- a. Email will send an email with the changed information.
- b. SMS Text will send a text message (based on the cell phone number in their user account)
- c. Unite Message will add an alert to the bell on the top of the Unite screen.

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HOME	PEOPI	LE	APPLICATIONS	F	REVIEWS	REPORTS	UTILI	TIES	EVE	ITS	Stephen Campbell, L43105377 has modified the following information through the Applicant Portal - Address Line 2.
Recents Search	Criteria Cordered by Last Actions	cessed desc									Campbell Stephen, L43105377 has uploaded an Immunization Form document to Fall 2024 Full Time Day JD Application.
Drag a column header and d	rop it here to group by that o	olumn									Maximus De Back, L43028394 has 🙁
Last Name, First	Contact Card	: Special Interes	t : LSAC Acct. No.	: Stage Type	: Status Type	: Sub-Status	: Last Acces ↓ :	Last Action	: Archived	:	through the Applicant Portal -
Campbell, Stephen	A1	No	L43105377	Applicant	Review In Progress	5	01/16/2024		No		Address Line 1, Address Line 2.
Boeriu, Alexandra	*=	No	L41043028	Applicant	Review In Progress	5	01/11/2024		No	i	1
Blair, Anjelica	22	No	L40093845	Applicant	Ready for Review		01/11/2024	01/11/2024	No		Dismiss All Close
Abraha, Absolom	AE.	No	L40063296	Applicant	Pending Decision		01/11/2024	12/21/2023	No		

To use the ASO Status History

- 1. Select an applicant's person record.
- 2. In the Application area, navigate to the Application Status Online History panel.

Applications ASO Preview Add Application 2018 Fall A1 - closed 2024 Fall L1 View Reviews Copy Close Delete Applicant Type Scholarship Type Application Status Reapplicant Public Interest Admitted Туре LSAC Final Transcript Application Sub-Status Regular 1st Deposit | 2nd Deposit | Committed . Program v . Application Documents (1) \sim . Application Notes (0) ~ . **Completion Status** v . **Application Status** \sim . LSAT Statistics ~ . Employment (0) ~ LOR Counts \sim . Recommenders (0) \sim . Transfer/Visitor ~ Fees v . Financial Aid (0) v Scholarships (1) . \sim . Application Status Online History \sim

3. Expand the panel to access the log of all changes an applicant made in the Applicant Status Online (ASO). The log will include the filed that was changed, the information before the change was made, and the new information changed or added by the applicant.

Application Status Onli	ine Histo	pry			^
				No. of	records: 7
Drag a column header and dr	op it her	e to group by that column			
Field Name	:	New Value	:	Previous Value	
Documents		Resume/CCF0718202200000.pdf		, 	*
Middle Name		Allen		А	
Documents		Immunization Form/immunizationCamp	ob		
Address Line 2 (Address)		Apt. B-12		Apt. B-5	
Middle Name		A		Alex	
Address Line 1 (Address)		1403 Summit Road		1403 Summit Drive	
Documents		ASOChangesHistory.pdf			-
4					۱.