



LSAC Unite

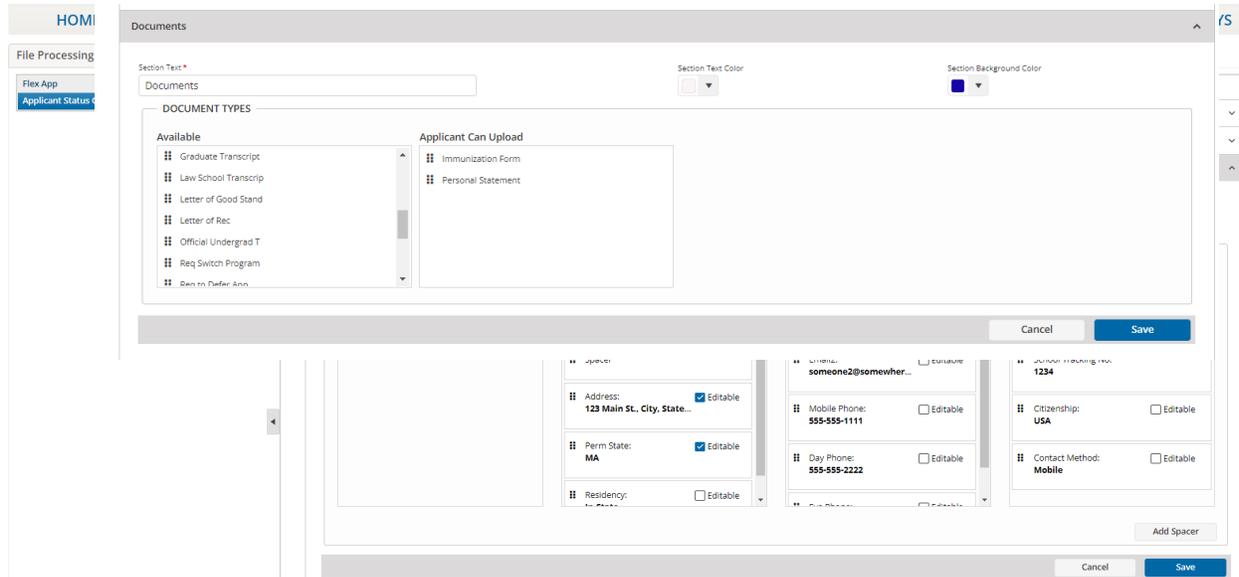
Updated June 5, 2024

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.

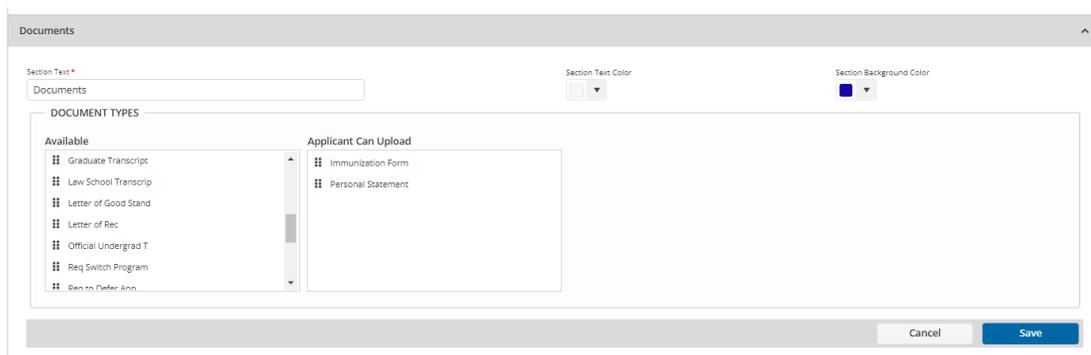
To allow applicants to edit their profile information

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 .



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.

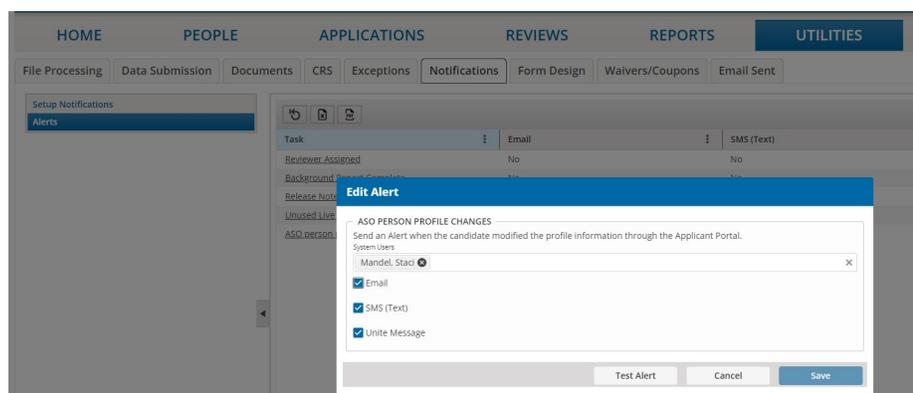


3. Click [Save](#).
4. To ensure that the Document section is in the ASO, click [Order Sections](#).

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.



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.

The screenshot shows the LSAC Unite interface for Newtown University. A notification popup is visible for user Mandel, Staci, containing the following messages:

- Stephen Campbell, L43105377 has modified the following information through the Applicant Portal - Address Line 2.
- Campbell Stephen, L43105377 has uploaded an Immunization Form document to Fall 2024 Full Time Day ID Application.
- Maximus De Back, L43028394 has modified the following information through the Applicant Portal - Address Line 1, Address Line 2.

Below the notification is a table of applicants:

	Last Name, First	Contact Card	Special Interest	LSAC Acct. No.	Stage Type	Status Type	Sub-Status	Last Acces...	Last Action	Archived
<input type="checkbox"/>	Campbell, Stephen	[E]	No	L43105377	Applicant	Review in Progress		01/16/2024		No
<input type="checkbox"/>	Boerjy, Alexandra	[E]	No	L41043028	Applicant	Review in Progress		01/11/2024		No
<input type="checkbox"/>	Blair, Anjelica	[E]	No	L40093845	Applicant	Ready for Review		01/11/2024	01/11/2024	No
<input type="checkbox"/>	Abraha, Absolom	[E]	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

[Add Application](#) [ASO Preview](#)

2024 Fall L1

2018 Fall A1 - closed

[View Reviews](#)[Copy](#) [Close](#) [Delete](#)

Applicant Type

Reapplicant

Type

Regular

Scholarship Type

Public Interest

LSAC Final Transcript

-

Application Status

Admitted

Application Sub-Status

**1st Deposit | 2nd Deposit |
Committed**

☰	Program	▼
☰	Application Documents (1)	▼
☰	Application Notes (0)	▼
☰	Completion Status	▼
☰	Application Status	▼
☰	LSAT Statistics	▼
☰	Employment (0)	▼
☰	LOR Counts	▼
☰	Recommenders (0)	▼
☰	Transfer/Visitor	▼
☰	Fees	▼
☰	Financial Aid (0)	▼
☰	Scholarships (1)	▼
☰	Application Status Online History	▼

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

Application Status Online History ^		
  		No. of records: 7
Drag a column header and drop it here to group by that column		
Field Name	New Value	Previous Value
Documents	Resume/CCF0718202200000.pdf	
Middle Name	Allen	A
Documents	Immunization Form/immunizationCampb...	
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	