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 **Edit** .

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** .
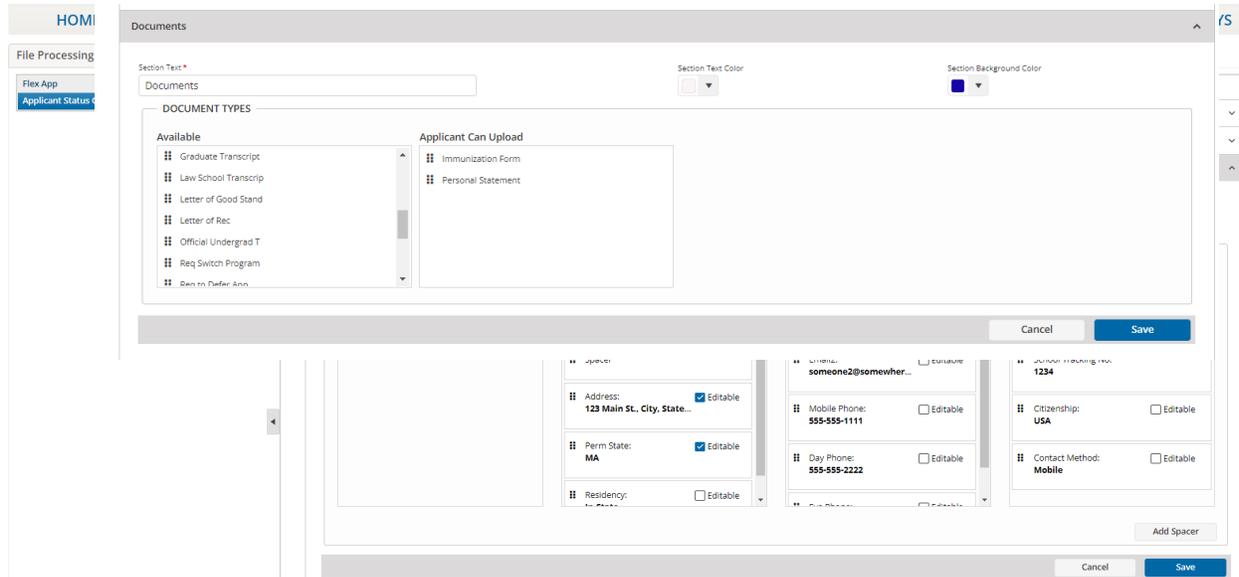
To allow applicants to upload documents

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.
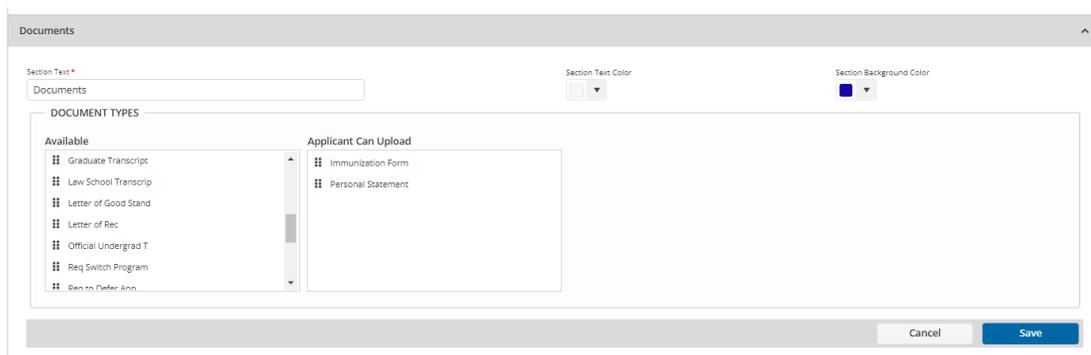
3. Click Save .

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.
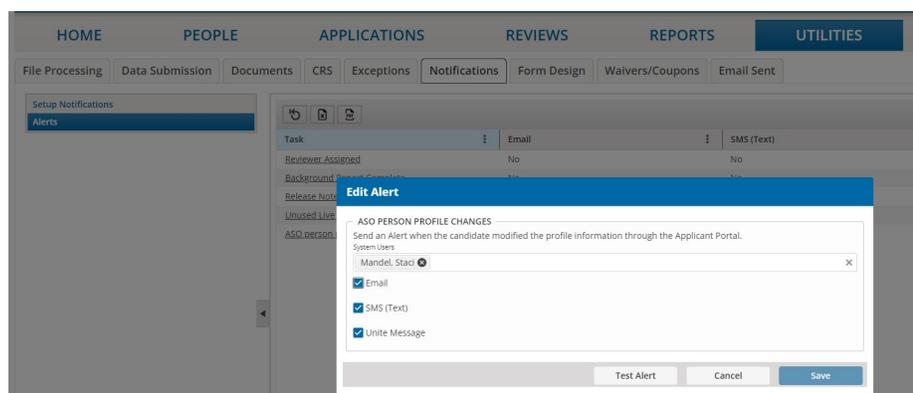
6. Select what type of alert the users will receive.

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.

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

View Reviews Add Application   ASO Preview

2024 Fall L1 | 2018 Fall A1 - closed

View Reviews   Copy Close Delete

Applicant Type	Scholarship Type	Application Status
Reapplicant	**Public Interest**	**Admitted**
Type	LSAC Final Transcript	Application Sub-Status
Regular	-	**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** ⌄

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 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	