

LSAC Unite Essentials

Recruiting Tools Part I

Updated: 3/19/2024

## Exercise 1 – Create Generic Fee Waivers or Coupons - LLM

**Task:** Create generic application fee waivers or LSAC coupons.

**Scenario:** For recruiting purposes, we like to have generic fee waiver or LSAC coupons available for those who ask for them. Create 10 application fee waivers or, if more relevant to your school, LSAC CAS Report fee coupons, and download the list.

If you'd like to try the exercise on your own without detailed instructions, feel free to do so. If not, detailed instructions follow.

### Guided Practice

This training exercise walks you through how create generic application fee waivers or LSAC CAS Report coupons.

#### Create the application fee waivers or coupons

1. In the Utilities area, click the Waivers/Coupons tab.
2. If adding application fee waivers, leave that selected (it is the default select on the left menu). If adding coupons, select LSAC Fee Coupons.
3. Click **+Add**.
4. Enter this in the notes field: Application fee waivers [or LSAC CAS Report coupons] codes for requests
5. If adding fee waivers, enter an expiration date 6 months from today.
6. Choose 10 from the number of fee waivers drop down.
7. If adding LSAC coupons, enter an expiration date 6 months from today and select LLM CAS Report from the Coupon Type drop down.

8. Choose 10 from the number of LSAC coupons drop down.
9. Notice the choice to submit or submit and download file.
10. Click Submit and Download File.
11. Open the file to see that it corresponds to the content in the grid.