

Unite Education Program v6.0

Job Aid: 5182

Run a Standard Import Job

You can import people or application data using one of the standard import templates provided by LSAC. There are templates for both JD and LLM programs.

To run the import job

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. On the *File Processing* tab, click **Imports**.
4. From the **File Type** list box, select an import template based on your school type and the type of data you are importing.

Note

If you are importing person profile information, use the Other Prospect Import or LLM Other Prospect template based on your school program type. If you are importing application information, use the Other Applicant Import or LLM Other Applicant template based on your school program type.

5. Select other import options as desired.
6. Click .
7. On the *Open* window, select the file to import.
8. Click .
9. Click to run the import job.