Unite Education Program v6.1
Job Aid: 5585

Export a List of Coupons

If you want to distribute coupons at a recruiting event or throughout an admissions cycle, you can export a list of coupon codes to a .PDF or an .XSLX file. When you distribute the codes, it is recommended that you document and track the name of each person who receives one. This ensures that each person only gets one code. Coupons are not associated with a particular person, so careful distribution is important.

To export a list of coupons

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the **Waivers/Coupons** tab.

4. On the navigation pane, click **LSAC Fee Coupons**.

5. If you want to include specific coupon codes in your export list, select the check box for each coupon code you want to include. Otherwise, skip this step.

   Note

   You may need to sort, filter, or increase the items per page to see all the records in the grid.

6. On the grid toolbar, click [x] to export the list of selected coupons to an .XLSX file, or click [pdf] to export the list to a .PDF file.

7. Open and save the export file.

Note

The steps to open and save an export file may vary depending on your browser settings.