Unite Education Program v6.3
Job Aid: 5688

Add a Scholarship to a Group of Open Applications

If there are open applications that have been admitted in the current admissions cycle and you know you want to award scholarships, you can add scholarships to a group of applications at the same time. The steps for adding a scholarship to a group of applications differ depending on whether you want to add the same scholarship or add different scholarships to a group of applications.

To add the same scholarship to a group of applications

1. Open a browser and log on to Unite.

2. Navigate to the grid from which you want to award the scholarships.

   > **Note**
   >
   > You can add scholarships in the REVIEWS area of Unite on the *All Decisions*, *All Reviews* and *My Pending Actions* grids, as well as in the APPLICATIONS area of Unite on the *All Applications* grid.

3. Organize the grid to find the applications.

   > **Note**
   >
   > You may need to sort, filter, or increase the items per page to see all records in the grid.
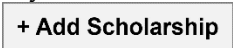
   > **Note**
   >
   > To see only the applications that are admitted, filter the **Status** column to show **Admitted**.

4. Select the check box for each application to which you want to add a scholarship.

> **Note**
>
> To select all records, select the check box at the top of the grid.

5. Click **Actions** .

6. Click **Edit** .

7. When prompted, verify **Apply the same edit to all selections** is selected.

8. Click **Continue** .

9. In the *Available Fields* section, select the check box for **Scholarship**.

10. Click **Add** .

11. Click **Continue** .

12. Specify the scholarship details.

13. If you want to add another scholarship to the same set of applications, click **+ Add Scholarship** . Otherwise, skip this step.

14. Click **Submit** .

15. Verify your updates, and then click **Confirm** .

To add different scholarships to a group of applications

1. Open a browser and log on to Unite.

2. Navigate to the grid from which you want to award the scholarships.

> **Note**
>
> You can add scholarships in the REVIEWS area of Unite on the *All Decisions*, *All Reviews* and *My Pending Actions* grids, as well as in the APPLICATIONS area of Unite on the *All Applications* grid.

3. Organize the grid to find the applications.

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

> **Note**
>
> To see only the applications that are admitted, filter the **Status** column to show **Admitted**.

4. Select the check box for each application to which you want to add a scholarship.

> **Note**
>
> To select all records, select the check box at the top of the grid.

5. Click **Actions** .

6. Click **Edit** .

7. When prompted, select **Make individual edits to each selection**.

8. Click **Continue** .

9. In the *Available Fields* section, click and expand **Scholarship** to see all fields that are available to edit.

> **Note**
>
> If you want to select all fields that are available to edit, select the check box next **Scholarship**.

10. Select the check box next to each scholarship field you want to edit.

> **Note**
>
> At a minimum, you may want to select **Scholarship Name**, **Scholarship Type**, **Requested Date**, and **Scholarship Amount**.

11. Click **Add** .

12. Click **Continue** .

13. In the row for each application, specify scholarship details.

14. Click **Submit** .

15. Verify your updates, and then click **Confirm** .

16. Click **X** to close the *Edit* page.

17. Click **Yes** to confirm.