

Unite Education Program v10.0


Job Aid: ASO5

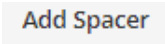


Configure Unite Applicant Status Online (ASO) Profile Section

The Profile section allows you to display personal information about the applicant such as their name, mailing address, phone number(s), email address, residency, citizenship, LSAC Account number and Law School Tracking number.

You can rename the Profile section name as well as change the colors of the text and its background colors. You can set the information to display in one, two or three columns. Add a spacer element to organize the information within each column.

To edit the Profile section

1. Open a browser and log on to Unite.
2. Click **UTILITIES**.
3. Click the *Form Design* tab.
4. Click *Applicant Status Online*.
5. Expand the Profile section.
6. Enter a name in the Section Text field if you wish to change the name of this section.
7. Choose the colors for the Section Text Color and the Section Background Color. You can select the color from the color panel. In addition, you can enter in either the RGB or the Hexadecimal (Hex) code to set your desired color. Use  to toggle the RGB and Hex codes.
8. From the Available Fields area, select the field you wish to display and drag it to the desired column.

9. Click  to populate the Spacer field in the Available Fields area. Drag and drop it to the desired location. You can add as many spacers as you need.
10. If you wish to remove a field from a column, select the field and drag it back to the Available Fields area.
11. Click  .
12. Click  to collapse the Profile section.