

LSAC Unite Essentials
Managing Applications Part II
Updated 5/6//2024

Exercise 1 - Verify an Application - JD

Task: Start verifying an application and update its status to incomplete.

Scenario: You are in the process of verifying the application for Michael Payton and discover that his resume is missing. Update the application status and substatus so that others know you are waiting for a document.

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

The training exercise has three parts. The first part walks you through how to find the application. The second part walks you through how to verify required items. The third part walks you through how to update the status and substatus of the application.

Part 1: Find the Application

1. Click APPLICATIONS.
2. Click the *Search Criteria* tab.
3. In the Selected Tab area, click the *Pending Verification* radio button.
4. Click **Clear** to clear the previous search.
5. Specify the search criteria:
 - a. Last Name = Payton
 - b. First Name = your [Greek]
6. Click Search.

Part 2: Process the Application

7. Click Payton, [Greek]-Michael to open the application.
8. Click the E-APP to open and view the document.
9. In the Application Verification Checklist, click the following checkboxes:
 - a. Application
 - b. Application Signed
10. Close the E-APP document.
11. Click the CAS Report to open and view. Notice the Banner page, the transcripts and the letters of recommendation.
12. In the Application Verification Checklist, click the following checkboxes:
 - a. CAS Report
 - b. Interview Notes
 - c. LOR #1
 - d. LOR#2
 - e. LSAT Score
 - f. LSAT Writing
 - g. Transcripts
13. Close the CAS Report document when done.
14. Click the Personal Statement document to open and view.
15. In the Application Verification Checklist, click the Personal Statement checkbox.

Notice the missing resume.

Part 3: Edit the status information

1. Click **Continue**.
2. Select the application status and sub-status.
 - a. Status: **Application Incomplete**
 - b. Sub-Status: **Missing Docs**
3. Click **Submit**.