



Law School Support Services HOW TO ...

Reactivate Archived Applicants

Applicants sometimes reapply to your law school after you have archived their information from a previous year. You can use the Reactivation feature in ACES² to identify groups of archived applicants who also have current records and to copy selected data from their archived record to their current record.

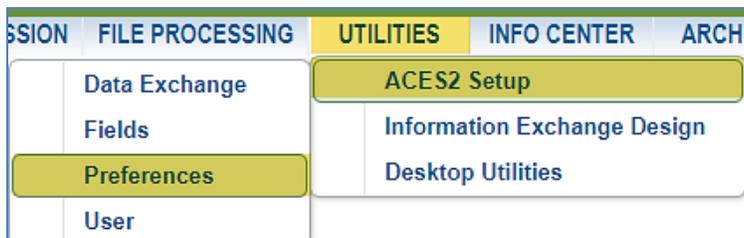
You can search for applicants who match your search criteria or you can choose to exclude applicants by selecting criteria and choosing **Do Not Match**. You can reactivate all applicants or you can select individual applicants to reactivate.

Applicant documents can be included in the reactivated records. For example:

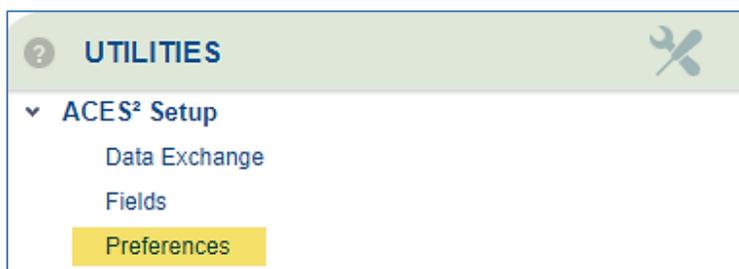
- LSAC documents like applications and CAS reports
- school documents
- reviewer data

Include or Exclude Applicant Data

1. From Utilities, select **ACES² Setup**, then select **Preferences**.



Alternatively, select **Preferences** from ACES² Setup in the Utilities section of the site map.



2. Find the section called Reapplicants/Deferrals.
3. Select **Reapplicants** from the Select Category field.

4. Select **Edit** for the setting you want to change.

The screenshot shows a window titled 'Reapplicants/Deferrals(50)'. At the top, there is a dropdown menu labeled 'Select Category:' with 'Reapplicants' selected. Below this is a table with two columns: 'Field' and 'Setting'. The table contains the following rows:

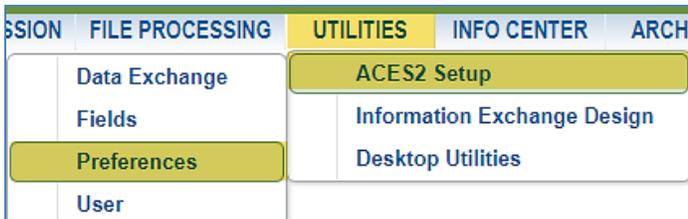
Field	Setting	
Detail 2	Yes	Edit
Detail 3	Yes	Edit
Detail 4	Yes	Edit
Detail 5	Yes	Edit
Detail 6	Yes	Edit
Documents	Yes	Edit

5. Select **Yes** to add the archived data to the current year record.
6. Select **Save**.

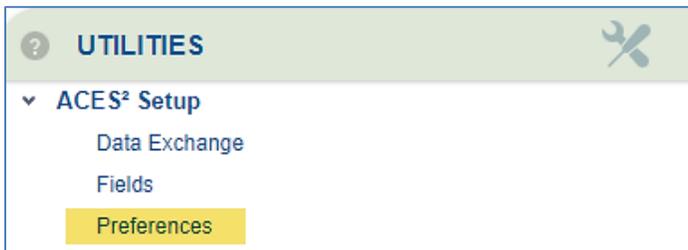
Automatically Reactivate Archived Applicants

You can change your settings to automatically reactivate applicants from your archives when applications are added to your ACES² database.

1. From Utilities, select **ACES² Setup**, then select **Preferences**.



Alternatively, select **Preferences** from ACES² Setup in the Utilities section of the site map.



2. Select **Edit** for the row called Eapp Check Archives.
3. Select **Yes**, then select **Save**.

System Settings (26) ✕

Name	Description	Setting	
Eapp Check Archives	If set to Yes, the data from a matching archived applicant record will be automatically promoted into the new applicant record when the eapp data flows.	No	Edit
Middle Initial Period	Determine if a period is automatically added to middle initial.	Yes	Edit
Prospect Ethnicity Update	If set to Yes, and the school ethnicity is blank, update the school's prospect ethnicity with the LSAC Ethnicity.	Yes	Edit
Applicant Exception Auto Open	If set to Yes, automatically opens the Applicant Exception record when search returns only one result.	Yes	Edit
Applicant Match Auto Open	If set to Yes, automatically opens the Applicant Match record when search returns only one result.	Yes	Edit
Applicant Auto Open	If set to Yes, automatically opens the Applicant record when search returns only one result.	Yes	Edit
Prospect Auto Open	If set to Yes, automatically opens the Prospect record when search returns only one result.	Yes	Edit
Recruit Event Auto Open	If set to Yes, automatically opens the Recruit Event record when search returns only one result.	Yes	Edit
Reviewer Auto Open	If set to Yes, automatically opens the Reviewer record when search returns only one result.	Yes	Edit
LLM EFT	If set to Yes, this preference enables EFT for LLM.	Yes	Edit

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Paging Off?:

Eapp Check Archives:

[Save](#) [Cancel](#)

Manually Reactivate Archived Applicants

1. From the Record Management tab, select **Reactivation**.

RECORD MANAGEMENT DATA SUBMIS

- Archive
- Batch Update
- Deferral Promotion
- Fee Waiver Generation
- Purge
- Reactivation
- Review Process Administration
- Scholarship Distribution
- UPS Package Verification

Alternatively, select **Reactivation** from the Record Management section of the site map.

RECORD MANAGEMENT

- > Archive
- > Batch Update
- Deferral Promotion
- > Fee Waiver Generation
- > Purge
- Reactivation

2. Enter the date range for your search. This search looks for all applicants who were added to your applicant database within the specified date range and have not been reactivated.
3. Select **Search**.
 - A list of archived applicants whose applications were added to ACES² within the date range will be displayed.
4. Select individual applicants to reactivate, or select **Check All** to select all of the records.
5. Select **Promote**.
6. To save a file of these applicants, select **Report**.
 - An Excel spreadsheet containing your data will display. Save this file as you would any other Microsoft Excel file.