

Replacing Application Materials in Slate

In Slate, once applicants have submitted their applications, they cannot go back to their application and make changes. In case they would like to update their application material such as a resume and a statement of purpose, and if your program would like to accept and add it to their application, please follow the steps below.

- 1) Search for and find the applicant in Slate. Go to the **Materials** tab.

The screenshot shows the Slate interface for applicant Terrence Grus (ID: 714005721). The 'Materials' tab is highlighted in the navigation bar. A callout box with an arrow points to the 'Materials' tab and contains the text: "Click on the Materials tab." The page displays details for the 2019 Master's Program, including the entrance term (Fall 2019) and Mizzou ID (08888888). A sidebar on the right lists various links such as 'Financial Aid', 'Workflows', and 'Portfolio'.

- 2) Click on the **New Material** link.

The screenshot shows the 'Materials' page for Terrence Grus. A table lists existing materials with columns for Date, Description, Record, and User. A callout box with an arrow points to the 'New Material' link in the top left of the table area, with the text: "Click on the New Material link." The table contains the following data:

Date	Description	Record	User
11/02/2017	App_Personal Data Sheet	MAST-2019	
09/27/2016	Transcript (Copy) University of Missouri St Louis (UMSL)	Folio	
06/06/2016	Transcript (Copy) University of Missouri Columbia (Mizzou)	Folio	Terrence

- 3) **Important!** Select the appropriate application round from the **Record** dropdown box. Make sure the selected round is correct.

The screenshot shows the 'Material' form with the 'Record' dropdown menu open. The menu options are: '2019 Master's Program', 'Folio Applications', '2019 Master's Program', and 'References'. An arrow points to the second '2019 Master's Program' option, which is highlighted in blue.

- 4) Select the appropriate material type.

The screenshot shows the 'Material' form with the 'Material' dropdown menu open. The menu options are: 'App_Resume or Curriculum Vita' and another option. An arrow points to the 'App_Resume or Curriculum Vita' option, which is highlighted in blue. Below the dropdowns, there are radio buttons for 'PDF / Document' (selected) and 'Scanner', and a 'Choose File' button next to the text 'No file chosen'.

- 5) Click on the **Choose File** button to find the document on your computer and click **Upload**.

Material

Record: 2019 Master's Program

Material: App_Statement of Purpose

Memo:

Source: PDF / Document Scanner

Upload Document: **Choose File** Sample_Pers_tement.pdf

Click **Choose File** and browse to the folder on your computer that contains your scanned documents and select the file that you wish to upload.

Once the file is selected, click **Upload**.

Upload Close

- 6) Double-check the uploaded material and make sure settings are all correct. If everything looks good, click **Save**.

Material

Record: 2019 Master's Program

Material: App_Statement of Purpose

Memo:

Preview: [Display](#)

Pages (3) Metadata

Click **Display** to see the uploaded material.

Click **Save**.

Save Delete Close Edit

- 7) The material now appears on the **Materials** tab. Click on the material that was initially added by the applicant and needs to be deleted.

Test (Tiger), Truman

Date ▲	Description	Record
New Material		
06/09/2016	App_Resume or Curriculum Vita	MAST-2017
05/26/2016	App_Resume or Curriculum Vita	MAST-2017
05/26/2016	App_Statement of Purpose	MAST-2017
05/24/2016	Transcript (Copy) University of Missouri Columbia (Mizzou)	Folio

Annotations:

- This is the document that was just uploaded. (Points to the 06/09/2016 entry)
- This is the initial document the applicant uploaded. Click on this document. (Points to the 05/26/2016 entries)

- 8) Click **Delete**.

Material


Record: MAST-2017

Material: App_Resume or Curriculum Vita

Memo:

Preview: [Display](#)

Pages (1) Metadata



Buttons: Save, Delete, Close, Edit

- 9) Click **OK**.

applygrad.missouri.edu says:

Are you sure that you want to delete these documents?

Buttons: OK, Cancel

Please contact the Graduate Admission Office at gradadmin@missouri.edu with questions or for assistance.