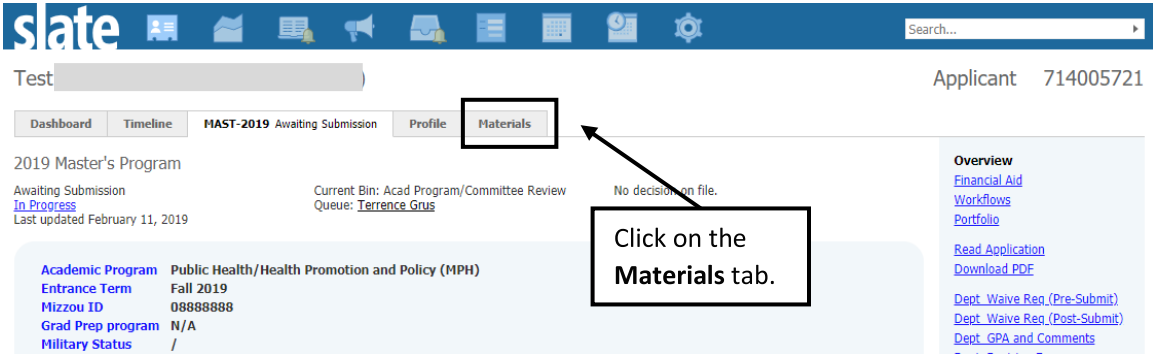


## Replacing Application Materials in Slate

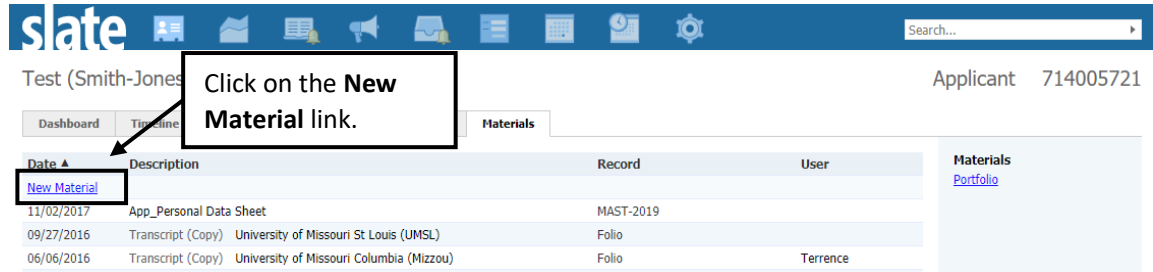
In Slate, once applicants have submitted their applications, they cannot go back to their application and make changes. In case they would like to update their application material such as a resume and a statement of purpose, and if your program would like to accept and add it to their application, please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

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



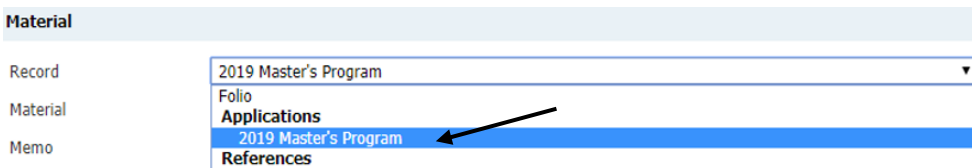
The screenshot shows the Slate application interface for an applicant named Terrence Grus. The 'Materials' tab is highlighted with a box and an arrow pointing to it, with a callout box that says 'Click on the Materials tab.' The interface includes a search bar, navigation tabs (Dashboard, Timeline, MAST-2019 Awaiting Submission, Profile, Materials), and a sidebar with various links like 'Overview', 'Financial Aid', 'Workflows', 'Portfolio', 'Read Application', 'Download PDF', 'Dept. Waive Req. (Pre-Submit)', 'Dept. Waive Req. (Post-Submit)', and 'Dept. GPA and Comments'.

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



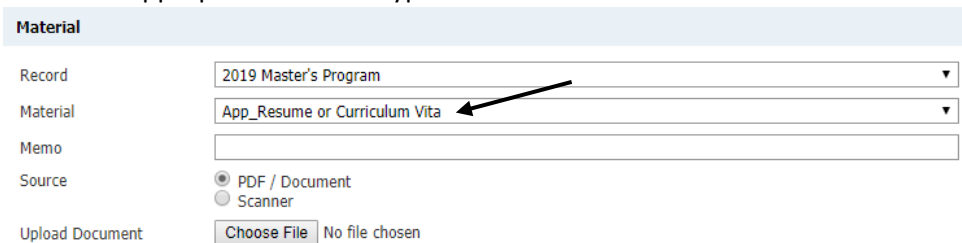
The screenshot shows the Slate application interface for an applicant named Test (Smith-Jones). The 'New Material' link is highlighted with a box and an arrow pointing to it, with a callout box that says 'Click on the New Material link.' The interface includes a search bar, navigation tabs (Dashboard, Timeline, Materials), and a table of materials with columns for Date, Description, Record, and User. A 'Materials Portfolio' link is visible in the sidebar.

- 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 in Slate. The 'Record' dropdown menu is open, showing options: '2019 Master's Program', 'Folio', 'Applications', '2019 Master's Program', and 'References'. An arrow points to the '2019 Master's Program' option, which is highlighted in blue.

- 4) Select the appropriate material type.



The screenshot shows the 'Material' form in Slate. The 'Material' dropdown menu is open, showing options: '2019 Master's Program', 'App\_Resume or Curriculum Vita', and 'References'. An arrow points to the 'App\_Resume or Curriculum Vita' option, which is highlighted in blue. Below the dropdown, there are radio buttons for 'PDF / Document' (selected) and 'Scanner', and a 'Choose File' button with the text 'No file chosen'.

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

The screenshot shows a form titled "Material" with the following fields and options:

- Record: 2019 Master's Program
- Material: App\_Statement of Purpose
- Memo: (empty text box)
- Source:  PDF / Document,  Scanner
- Upload Document: **Choose File** Sample\_Pers\_tement.pdf

An annotation box with an arrow pointing to the "Choose File" button contains the text: "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."

The screenshot shows the bottom of the form with two buttons: **Upload** and **Close**. An annotation box with an arrow pointing to the "Upload" button contains the text: "Once the file is selected, click **Upload**."

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

The screenshot shows the "Material" form with a preview section. The "Preview" label is highlighted with a box and an arrow pointing to a "Display" link. An annotation box with an arrow pointing to the "Display" link contains the text: "Click **Display** to see the uploaded material."

Below the preview, there are tabs for "Pages (3)" and "Metadata".

At the bottom of the form, there are buttons for **Save**, **Delete**, **Close**, and **Edit**. An annotation box with an arrow pointing to the "Save" button contains the text: "Click **Save**."

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

Test (Tiger), Truman Applicant 257928596

Dashboard | Timeline | **MAST-2022** | MAST-2017 | Profile | Materials | myZou

2022 Master's Program  
Awaiting Materials  
Submitted September 10, 2020  
Last updated November 3, 2023

No decision on file.

**Academic Program** Career and Technical Ed/Business and Marketing Education-Distance (MEd)  
**Entrance Term** Fall 2022  
**Mizzou ID** 10101010  
**Grad Prep program** N/A  
**Military Status** N/A

**Incomplete- Waiting on Application Materials from Applicant**

[Test Score Information \(Most Recent\)](#)

Checklist

	Official GRE Score	Awaiting
	07/26/2019 Official TOEFL Score	Received
	01/15/2020 Unofficial GRE Score	Received Copy
	11/29/2017 Recommendation (Ryan Smith, University of California-Davis)	Waived
	12/08/2021 Recommendation (Sheldon Cooper, Mizzou)	Received
	11/29/2017 Recommendation (Stephanie Lee, Mizzou)	Received
	11/29/2017 Recommendation (Truman Test, Mizzou)	Received
	Transcript (University of Missouri Columbia (Mizzou))	Awaiting
	12/04/2018 Transcript (University of Missouri Kansas City (UMKC))	Received
	12/04/2018 Transcript (University of Missouri St. Louis (UMSL))	Received Copy

Materials

Date ▲	Description	Record	User
01/22/2024	App_Resume or Curriculum Vita	This Application	Test Admissions 2
10/12/2021	Dept_International Letter of Support (For Grad Admin Review)	This Application	Test Admissions 2
12/04/2018	Transcript (Official) University of Missouri Kansas City (UMKC)	Folio	Hyosun McLeod
12/04/2018	Transcript (Copy) University of Missouri St. Louis (UMSL)	Folio	
11/29/2017	Test_GRE Unofficial Score Report Upload	This Application	
11/29/2017	App_Online Recommendation Sheldon Cooper	This Application	
11/29/2017	App_Online Recommendation Truman Test	This Application	
09/26/2016	Reference Stephanie Lee	This Application	
05/26/2016	App_Resume or Curriculum Vita	This Application	
05/26/2016	App_Statement of Purpose	This Application	

This is the document that was just uploaded.

This is the initial document the applicant uploaded. Click on this document.

- 8) Click **Delete**.

**Material**

Record: MAST-2017

Material: App\_Resume or Curriculum Vita

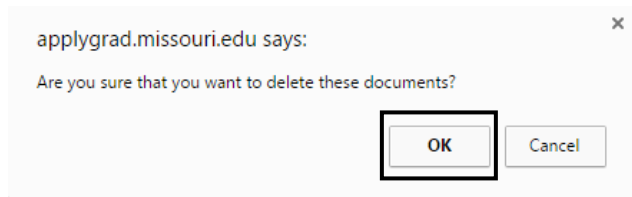
Memo:

Preview: [Display](#)

Pages (1) Metadata

Save **Delete** Close Edit

9) Click **OK**.



Please contact the Graduate Admission Office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) with questions or for assistance.