**Slate Application System User Guide**

**Slate** is the Graduate School’s online application system. Each graduate program self-manages applications and is only allowed to view their applications. This user guide includes basic instructions on how to maneuver through the administrative side of the Slate application system.

Prior to using this system with MU username and password, the Graduate Admissions office needs to grant access. Please contact the Graduate Admissions office at gradadmin@missouri.edu if you need access or have any questions.

If you are a first-time Slate user and would like to request individual or group training, please complete the Slate Training Request Form at this link [https://applygrad.missouri.edu/register/trainingrequest](https://applygrad.missouri.edu/register/trainingrequest).

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Logging into the Administrative Side of the Slate Application System

The Slate system login page is located at https://applygrad.missouri.edu/manage. Once you access the link, you will be re-directed to Shibboleth, one of the University’s authenticators, where you will use your **MU username** and **password** to log in. If you bookmark or favorite the Shibboleth link, you will get an error when you try to log in. When you bookmark the login page, please make sure to change the URL of the page from https://shib-idp.umsystem.edu/idp/Authn/UserPassword to https://applygrad.missouri.edu/manage.

**STEP1**: Go to https://applygrad.missouri.edu/manage.
**STEP2**: Make sure that you are currently logging into applygrad.missouri.edu.
**STEP3**: Enter your **MU username** and **password** to log in.

Please note that the Graduate Admissions office needs to grant access prior to using this system with **MU username and password**. Please contact the Graduate Admissions office at gradadmin@missouri.edu if you need access or have any questions.
Navigating the Slate Application System

Once you are logged in, you will see the following welcome screen. A navigation bar is located at the top of the screen, and you can access each page by clicking the icon. The first three icons—**Records**, **Queries/Reports**, and **Reader**—will be most frequently used by graduate program users.

<table>
<thead>
<tr>
<th><strong>Records</strong></th>
<th>Look up an individual prospective or current applicant’s record</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Queries/Reports</strong></td>
<td>Run queries to search for applications on specific application fields</td>
</tr>
<tr>
<td><strong>Reader</strong></td>
<td>Read applications electronically</td>
</tr>
<tr>
<td><strong>Deliver</strong></td>
<td>Create and manage emails sent to prospective and current applicants</td>
</tr>
<tr>
<td><strong>Inbox</strong></td>
<td>Not accessible, administrative access required</td>
</tr>
<tr>
<td><strong>Forms</strong></td>
<td>Not accessible, administrative access required</td>
</tr>
<tr>
<td><strong>Events</strong></td>
<td>Create and manage events</td>
</tr>
<tr>
<td><strong>Scheduler</strong></td>
<td>Create and manage interviews</td>
</tr>
<tr>
<td><strong>Database</strong></td>
<td>Not accessible, administrative access required</td>
</tr>
</tbody>
</table>
Slate Homepage

Widgets on the Slate homepage allow you to access information regarding news/updates from Graduate Admissions, training resources, direct links to the standard and custom queries, and application data.

- **Homepage**: This tab displays widgets with news/updates from Graduate Admissions, contact information for the Graduate Admissions team and a meeting request form link.
- **Queries**: This tab displays widgets with direct links to the standard and custom queries.
- **Slate Training**: This tab displays widgets with Slate training packets and a Slate training request form link.
- **Stats- Application Data and Report- Application Funnel**: These tabs display application data.
**Accessing Applications**

*Search for an individual application by using a search box*

**STEP1:** Click the Records icon ( ) on the top navigation bar.

**STEP2:** Search for applications by applicant name (last, first, preferred or previous name), applicant’s email address, phone number, Slate person reference number (9-digit number), etc. As soon as you begin entering information, the search results appear under the search box. Click on an application you would like to review.

If an application is submitted and you are aware of an applicant’s Mizzou student ID number, you can search for the application by Mizzou student ID number.
Searching for applications by using queries

Queries are pre-formatted searches. Queries are set-up to search on specific application fields and a very useful tool to narrow a search. There are standard queries in Slate that can be used by all programs, but if your program would like to use different queries, we can work with you on defining and creating queries to meet your program’s needs. Email gradadmin@missouri.edu for assistance.

To find and run standard queries in Slate, follow the steps below.

**STEP1:** Click the icon at the top of the screen.

(You can skip Step 1 through 5 if you use direct links to the standard queries available on the Slate Homepage)

**STEP2:** Click on the Include shared queries in the right navigation column.

Click here.

Click Include shared queries.
STEP 3: Click on the Entrance Terms.

STEP 4: Click on a sub-folder of the academic year you wish to find applications for.
- **Acad Year 2018** includes Summer 2018, Fall 2018 and Spring 2019
- **Acad Year 2019** includes Summer 2019, Fall 2019 and Spring 2020

STEP 5: Click on the query you wish to run.
- **Completed Applications** queries will return only applications which include all of the application materials required by the academic program.
- **Awaiting Materials** queries will return records which are still awaiting required academic program materials.
- **Unsubmitted** queries will return in-progress applications which have not formally been submitted.
STEP6: Click on the Run Query button to run the query. Note: the query will indicate the number of records with the Estimated Rows field.

STEP7: This query will export the applicant’s Mizzou ID number, their last and first names, their academic program/degree, the entrance term and email address.

To export the data to Excel, click on the Export button.

The Export will deliver an Excel file with data row headers, like the one below.

Note: Upon request, we are able to create custom queries for academic program which contain more data fields. For more information about queries, please refer to the Slate Basic Queries/Exports training packet.
Applicant Record/Application Summary Screen

Below is an applicant record/application summary screen. This screen consists of four default tabs—Dashboard, Timeline, Profile, and Materials—and an Application Tab(s), which is always located in between the Timeline and the Profile tabs.

Dashboard

A high-level summary of the applicant record is displayed on the Dashboard tab.

Timeline

Interactions (mostly emails) associated with an applicant record are displayed on the Timeline tab.

All email messages sent from Slate are recorded on the Timeline tab, and can be re-sent from this tab. Please refer to the Sending Email Messages from Slate training packet for more information.
Profile

Biographical information, contact information, address, schools and test scores are displayed on the Profile tab. If any updates are needed, please contact the Graduate Admissions office at gradadmin@missouri.edu.

Materials

All application materials uploaded to an application by an applicant or added administratively will be displayed on the Materials tab. Graduate programs can upload hard-copy materials which have been sent directly to their office such as hard-copy letters of recommendation. For more details, please refer to the Uploading Materials to Slate training packet.
Application Tab

Any information associated with an application will be displayed on the application tab.

Application Period & Round

Application dashboard

Application details (Checklist, Materials, Decisions, etc.)

Menu of the application tab
Application Period & Round

In Slate, there are some basic data points that are required for an application to exist. Two of these basic data points are the application period and the application round. The application period is the year of the academic cycle to which students are applying and below are examples of the application period:

- **2018 Period** (Academic Year) includes Summer 2018, Fall 2018 and Spring 2019.
- **2019 Period** (Academic Year) includes Summer 2019, Fall 2019 and Spring 2020.

The application rounds are used to classify a distinct category of applicants within an application period. Below is a list of the application rounds being used in Slate:

- **DOCT**: Doctoral Round
- **EDSP**: Educational Specialist Round
- **MAST**: Master’s Round
- **CERT**: Graduate Certificate Round

For example, “MAST-2019” means that an applicant is applying to a Master’s program for the 2019 academic year.

Application Dashboard

The application status remains “Awaiting Submission” until an applicant submits their application and pays an application fee.

Once an application is submitted and missing application items such as unofficial transcripts, letters of recommendation, and official test scores, the application status will be updated to “Awaiting Materials”.

Once an application is submitted and there are no missing application items, the application status will be updated to “Awaiting Decision”.

Once an acceptance decision is entered in the system, the application status will be updated to “Awaiting Confirmation”.

Once admission is finalized by the Graduate Admissions office, the application status will be updated to “Decided”.

Academic program, entrance term, Mizzou ID and application status is available here.
Reader Bin Status: The Reader is a new functionality available in Slate. By using the Reader, graduate programs can establish electronic, paperless application review process. Not all programs have to use the Reader to review their applications, but if your program would like to keep track of application review/decision status, the current bin status on the application dashboard will be a good indicator to determine the application review/decision status.

<table>
<thead>
<tr>
<th>Reader Bin</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Submission/Fee</td>
<td>Unsubmitted applications with no application fee payment</td>
</tr>
<tr>
<td>Submitted- Awaiting Materials</td>
<td>Submitted applications with missing application items</td>
</tr>
<tr>
<td>Acad Program/Committee Review</td>
<td>Complete applications under program/committee review</td>
</tr>
<tr>
<td>DGS-Contacts Final Review</td>
<td>Awaiting consolidated decisions from DGS/contacts on applications reviewed by program/committee</td>
</tr>
<tr>
<td>Grad Admissions Final Review</td>
<td>Applications under the Graduate Admissions final review</td>
</tr>
<tr>
<td>Reviewed- Apps with Issues</td>
<td>Applications for accepted applicants with issues (e.g. GPA/English proficiency test scores are below minimum)</td>
</tr>
<tr>
<td>Reviewed- Awaiting Final Docs</td>
<td>Applications with missing official documents to be admitted</td>
</tr>
<tr>
<td>Admitted</td>
<td>Applications for officially admitted applicants</td>
</tr>
<tr>
<td>Denied/Withdrawn</td>
<td>Applications for denied/withdrawn applicants</td>
</tr>
<tr>
<td>New I-20 Processing</td>
<td>Applications for international applicants who need a new I-20</td>
</tr>
<tr>
<td>International Center Processing</td>
<td>Applications for international applicants who need an updated I-20 or DS-2019 issued by the International Center</td>
</tr>
<tr>
<td>Offer Accepted</td>
<td>Applications for those who have accepted the offer</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>Applications for those who have declined the offer</td>
</tr>
</tbody>
</table>

Decision status: Once a decision is entered in the system, you can see the decision status on the application dashboard.

- **No decision on file**: Awaiting decisions from graduate programs
- **Accept (Provisional)**: Awaiting the Graduate Admissions final review or official documents
- **Admit (Final)**: Applicants officially admitted by the Graduate Admissions
- Deny
- Withdrawal
Menu of the Application Tab

Test (Tiger), Truman

Overview  Applicant  257928596

2019 Master's Program

- **Read Application**: Read an individual application in the Slate Reader
- **Download PDF**: Download an individual application
- **DEPT_Waive Req (Pre-Submit)**: Used by graduate programs to waive the program requirements for their applicants prior to submitting applications
- **DEPT_Waive Req (Post-Submit)**: Used by graduate programs to waive the program requirements for their applicants after submitting applications
- **DEPT_GPA and Comments**: Used by graduate programs to enter comments and/or a GPA calculated by the programs
- **DEPT_Decision Form**: Used by graduate programs to accept or deny individual applicants
- **Grad Studies_Required Docs**: Used by Graduate Admissions to request final, official transcripts/degree certificates from admitted applicants

Application Details

- **Checklist**: The receipt status of application materials such as transcripts, test scores, and letters of recommendation can be tracked in the Checklist section.
- **Materials**: Application materials uploaded to an application by anapplicant or added administratively can be viewed in the Materials section.
- **Decisions**: Decisions entered by department and decision letters assigned by the Graduate Admissions office will be displayed, if any.
- **Review Forms**: This section will appear if there are any application review forms submitted in the Slate Reader.
- **Activities**: This section displays information about application fee payments, official transcript/test score receipt status, etc.
Other Training Resources

Review Applications
- Download Applications from Slate
- Review Applications in the Slate Reader (Electronic Application Review System)

Communicate Decisions to the Graduate School
- Record individual application decisions
- Record application decisions in batch
- Upload GPA justification/award letters to Slate

Track Accepted Applicants
- Track admitted students in Slate
- Track accepted/declined offers in Slate

Check out the Admissions and Student Services Training page for application system training materials and other admission related resources. If you have any individual or group training needs, please fill out the Slate Training Request Form.

Please contact the Graduate Admission Office at gradadmin@missouri.edu for more information or to schedule a training session.