

## Slate Quick Overview

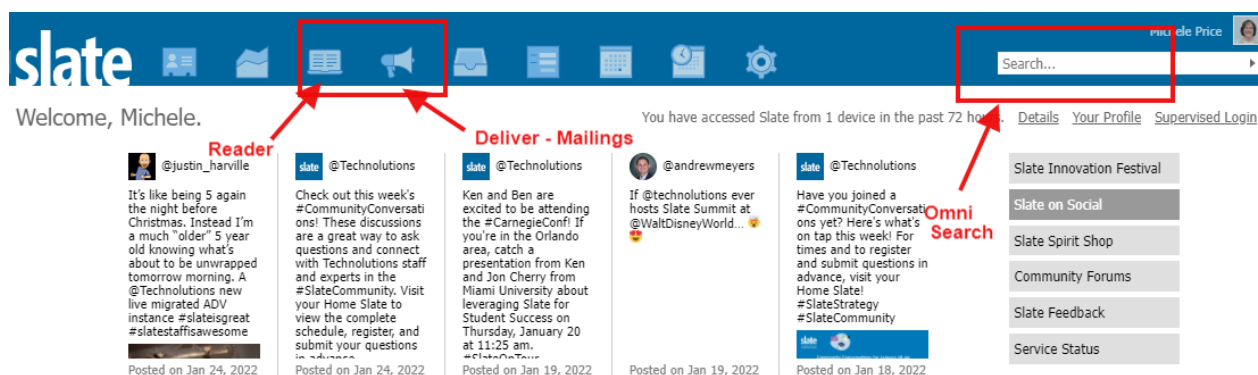
### Logging in into Slate

To access Slate, type [gradapply.byu.edu/manage](https://gradapply.byu.edu/manage) into your browser or use the link on the Graduate Studies website.

To log into Slate, use your BYU Net ID and password.

### Navigating Slate

Once you enter your Net ID and password, you will see the welcome screen (shown below). You will only need to access two icons: Deliver and Reader. Hover over each icon to see its name and a list of subpages. You will use the Omni search field often.



### Deliver – Mailings

You can create and edit emails for various groups such as prospects, applicants, admits, etc. Graduate Studies will help to set up the recipient lists. You can view how your emails will look on a mobile phone.

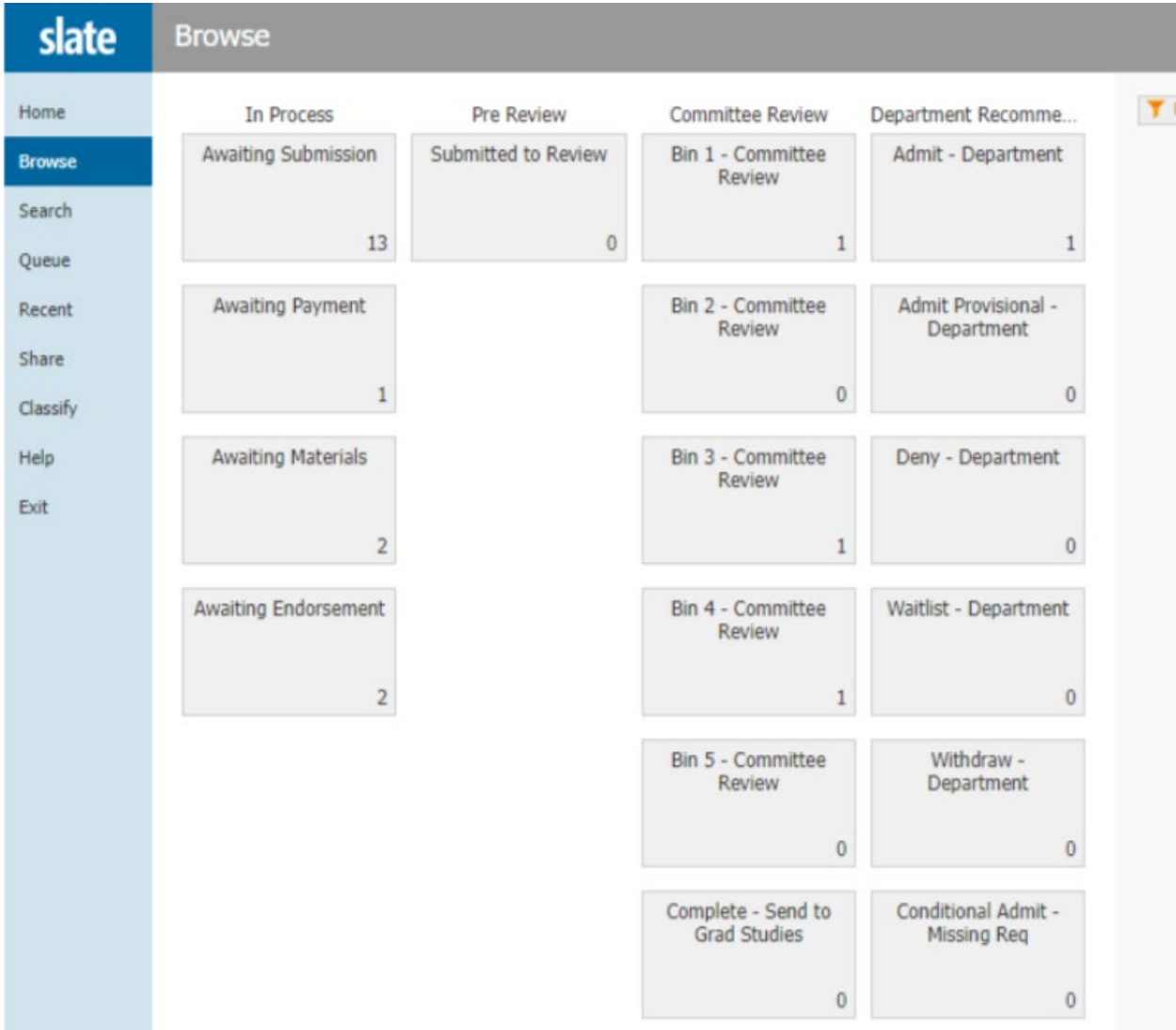
### The Reader

The Reader provides a high-level overview of all the applicants to your program/s as they progress through the different stages of admissions process as represented by the “bin” structure. The bin structure workflow generally progresses from one column to the next from left to right, moving from the top bin to the bottom bin as applicants complete certain stages of the application AND/OR as they are moved by each graduate program manager (GPM) through the various bins.

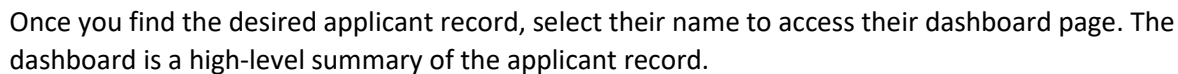
**Application stages:** The In Process bins are automated and applicants progress through the first four bins “awaiting submission”, “awaiting payment”, “awaiting materials”, and “awaiting endorsement” as they complete the required tasks. Once the first column “In Process” is successfully completed, the applications move to the next column “Pre Review” into the “Submitted to Review” bin, where the GPM will decide where to move individual applications under the “Committee Review” column into bins where faculty readers will be assigned to read and enter their review ratings and comments for each applicant. Departments may use these Committee Review bins to review and rate their applicants in any arrangement that works for them which may include all five bins, a combination, or just one.

At the conclusion of faculty reviews, the GPM will then move the applications to a “Submit to Grad Studies” bin and submit the admission recommendation in addition to the advisor name, provision if needed, etc., as determined by the committee.

See the graphic below that shows the bin structure.



This is the Slate Omni Search tool that you will use often. To look up an applicant record, you can either begin by typing a name, email, BYU Net ID, or Slate applicant number into the search bar at the top right of the screen.



## Timeline

The timeline tab displays an audit history of all interactions with an applicant record. These interactions will mainly consist of email status changes; it shows when an email was sent or opened, and if those actions occurred multiple times. “Ping” shows what programs they have accessed on the Graduate Studies website.

The screenshot shows the Slate Graduate Studies applicant timeline interface. At the top, there is a blue header with the 'slate' logo and a search bar. Below the header, the applicant's name 'J... L...' and ID '232' are visible. The navigation bar includes tabs for 'Dashboard', 'Timeline' (highlighted with a red circle), 'MFT MS Awaiting Submission', 'Clin Psych PhD Awaiting Submission', 'Profile', and 'Materials'. The main content area displays a timeline from 2021 Oct to 2021 Jun. A 'New Interaction' button is present. The timeline list shows various events such as 'Ping (44s)', 'Email Opened', 'Login (+1)', and 'Sent Message' with corresponding timestamps and descriptions. A sidebar on the right contains links for 'Timeline', 'Interactions', 'Audit Log', and 'Campaigns'.

Date	Time	Event	Details
10/20	11:37:40 PM	Ping (44s)	gradstudies.byu.edu/program/psychology-clinical-phd
10/20	11:37:31 PM	Ping (8s)	gradstudies.byu.edu/programs
10/20	11:34:22 PM	Email Opened	BYU Clinical Psychology required video interview
10/20	11:33:31 PM	Email Opened (+1)	Brigham Young University Graduate Studies
10/10	11:15:49 PM	Login (+1)	
10/10	11:01:55 PM	Ping (5s)	gradstudies.byu.edu/program/marriage-and-family-therapy-ms
10/08	10:07:27 AM	Sent Message	Completing Your BYU Graduate Application
10/05	3:22:06 PM	Email Opened (+1)	Brigham Young University Graduate Studies
10/05	11:08:07 AM	Sent Message	Brigham Young University Graduate Studies
10/04	9:59:19 PM	Login (+1)	
10/04	4:19:10 PM	Sent Message	Brigham Young University Graduate Studies
10/02	2:05:24 AM	Email Opened	Brigham Young University Graduate Studies
10/02	2:05:16 AM	Email Opened	Brigham Young University Graduate Studies Online Registration
10/02	2:05:11 AM	Email Opened	BYU Clinical Psychology required video interview
10/02	2:02:26 AM	Login	
10/01	3:40:46 PM	Email Opened (+2)	Brigham Young University Graduate Studies
10/01	12:49:45 PM	Sent Message	Brigham Young University Graduate Studies

## Application

The application tab is labeled with the program to which the applicant is applying. This page features information pertinent to that particular application such as checklists, materials, and the status/current reader bin.

**To quickly open the application in the Reader, click on "Read Application."**

**This section shows what checklist terms have been completed by the applicant. A red "X" indicates the item is still outstanding, and a green checkmark indicates that the checklist item has been uploaded/received.**

**All materials listed in this section can also be viewed under the materials tab (second to last).**

**When a decision is made, it will appear here.**

**You will be able to see if the applicant has viewed the decision under the "Received" column.**

**Applicants are able to view their checklist through a status portal and will receive automated email reminders if they have any missing checklist items.**

**Navigation menu for Profile tab.**

**By clicking on "Scores," you can see details of all score reports, including which scores are verified and self-reported.**

## Profile

The profile tab contains the applicant's personal information, their academic history, and their test scores.

**Navigation menu for Profile tab.**

**By clicking on "Scores," you can see details of all score reports, including which scores are verified and self-reported.**