Slate Quick Overview

Logging in into Slate
To access Slate, type 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.
Application Lookup
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.

Applicant Dashboard
Once you find the desired applicant record, select their name to access their dashboard page. The dashboard is a high-level summary of the applicant record.
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.
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.

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