1. Log in to Slate using your SSO and password https://apply.umsl.edu/manage/
   **IT recommends using Chrome or Safari browsers when using Slate**
2. From the Slate homepage, click the Reader Icon as shown below
3. The Slate Reader Interface module will open. The left-hand side of the screen contains several bin links and the righthand side of the screen contains instructions on navigating the Slate Reader with your mouse and keyboard. Take a moment to read through these instructions in your instance of Slate.
4. Click Browse on the left-hand side.
5. Click on Department Review to begin processing an application.
   a. If you have pulled items into your queue, you can also click on the Queue link on the left-hand side to enter directly into your queue.
Department Processing an Application in Slate

b. You can click on the headers to sort your queue

<table>
<thead>
<tr>
<th>Name</th>
<th>Admit Term</th>
<th>Days in Bin</th>
<th># Materials past week</th>
<th>Admit Type</th>
<th>Bin</th>
<th>Area of Study</th>
</tr>
</thead>
</table>

6. Click on the paper icon next to the 1st applicant and begin the Reader processing.

7. Then Click “Add to Queue” in the lower left corner

8. Review all materials provided to ensure applicant meets university/department guidelines for admittance

9. Click on the Review Form in the lower right hand corner

10. If more information is needed from the applicant, send the record to the Dept Awaiting Materials - Hold bin

11. If the applicant has submitted all the requirements and has met the criteria for an admission decision, select a Program Action.

12. Then choose a Program Reason, these are dependent on which Program Action was selected. If Admit is selected and the applicant does not qualify as one of the options below, then Regular must be selected. The Program Reason field cannot be left blank.
13. After a Program Action and Action Reason are selected, choose the Next Bin and move forward.