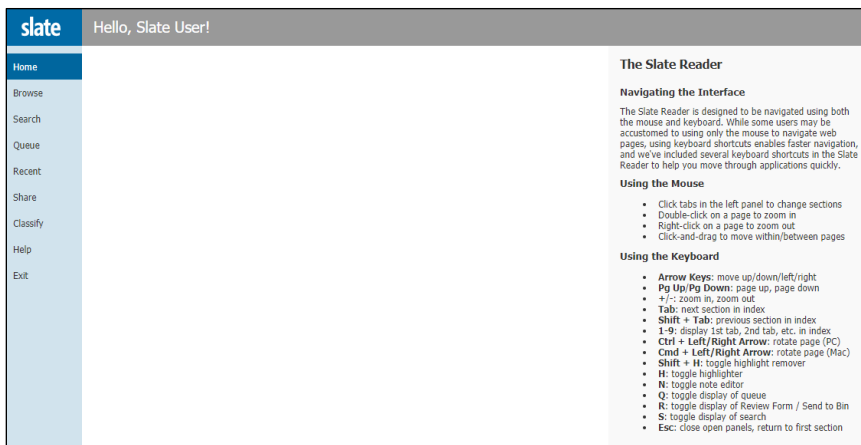


# Department Processing an Application in Slate

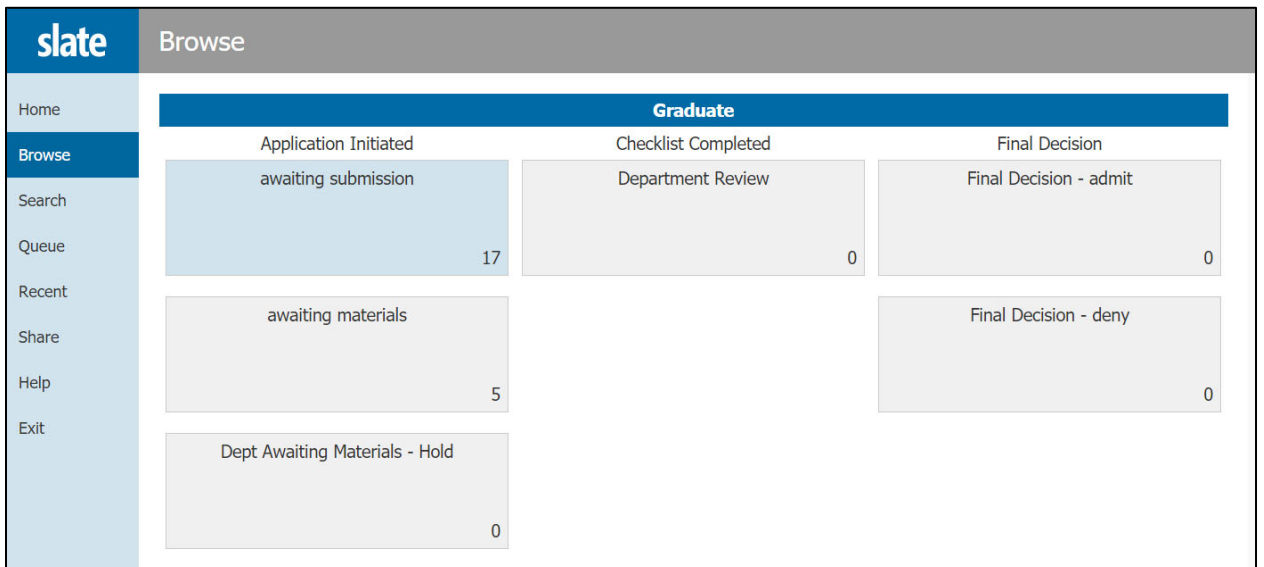
1. Log in to Slate using your SSO and password <https://apply.umsl.edu/manage/>  
*\*\*IT recommends using Chrome or Safari browsers when using Slate\*\**
2. From the Slate homepage, click the Reader Icon as shown below



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

Name	Admit Term	Days in Bin	# Materials past week	Admit Type	Bin	Area of Study
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6. Click on the paper icon next to the 1<sup>st</sup> applicant and begin the Reader processing.



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

Add to Queue

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

Review Form / Send to Bin

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

Send to Bin
Current Bin Domestic Review
Next Bin (required) <input type="text"/>
Next Reader (optional) <input type="text"/>

Next Bin (required)
<input type="text"/>
Dept Awaiting Materials - Hold
Dean - Recommend Admit
Dean - Recommend Deny
Dean - Recommend Withdraw

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

Academic Department Reader Review
University of Missouri-St. Louis
Program Action <input type="text"/>
Admit
Deny
Withdraw

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.

## Department Processing an Application in Slate

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Action Reason (Admit)

- Regular
- Lifelong Learner Graduate
- Non Degree Certification
- Provisional and Restricted
- Provisional Graduate Student
- Restricted graduate students
- Special Non Degree Graduate
- No financial documents (Int)

13. After a Program Action and Action Reason are selected, choose the Next Bin and move forward.

Next Bin (required)

- Dept Awaiting Materials - Hold
- Dean - Recommend Admit
- Dean - Recommend Deny
- Dean - Recommend Withdraw

### LAST UPDATED:

Name	Update	Date
P. Voss	Document created	10-07-2020
P. Voss	Document revised	4-06-2021