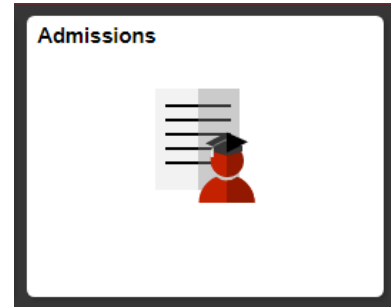
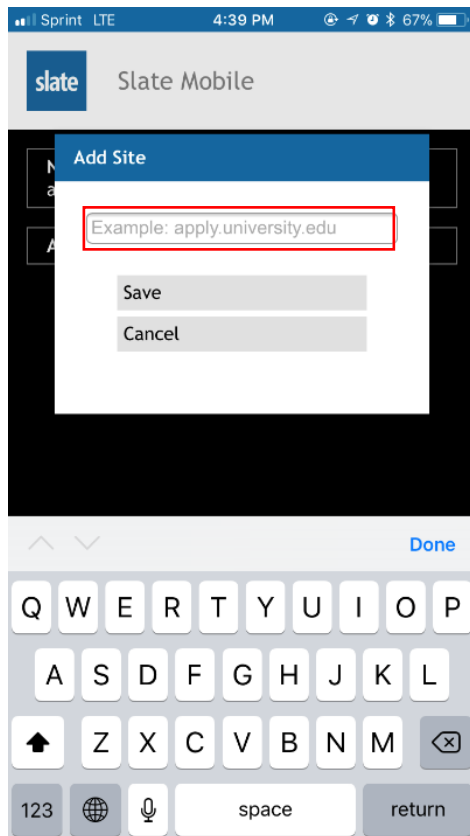
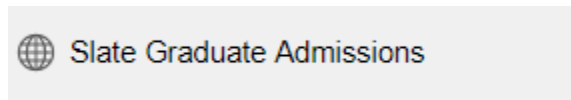


## Logging into Slate

Slate can be accessed by typing [applygrad.ncsu.edu/manage](http://applygrad.ncsu.edu/manage) into your browser, or through the Admissions tile in MyPack Portal.



Once you click on that tile, you'll select "Slate Graduate Admissions" on the left navigation menu, and Slate will open in a new tab of your internet browser. To login to Slate, use your NCSU Unity ID and password.

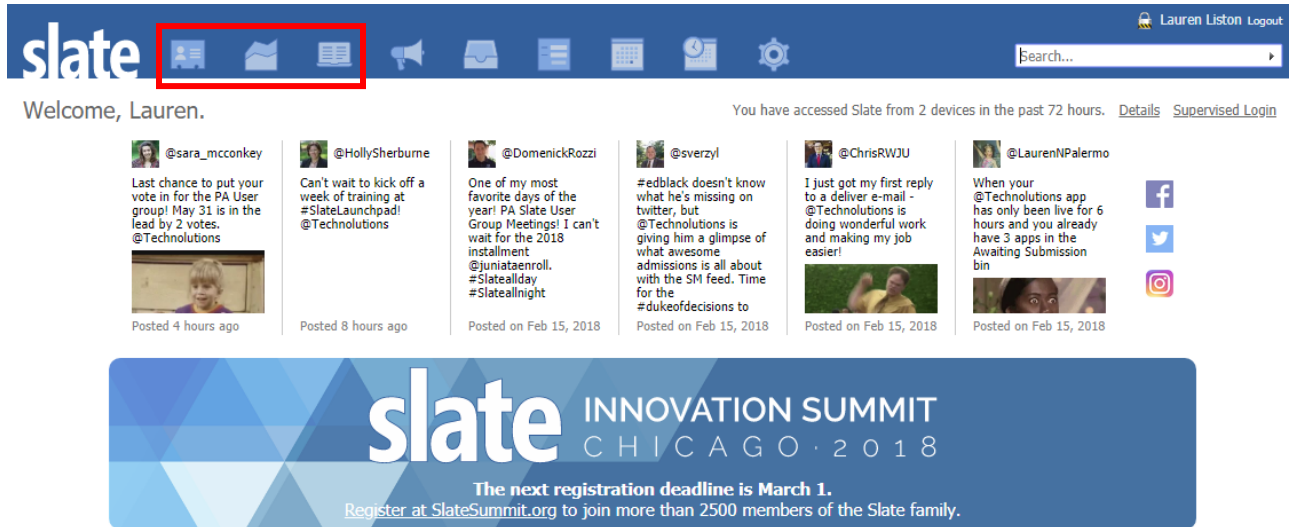


If you log in via the Slate mobile app, make sure you enter "applygrad.ncsu.edu" when prompted to "Add Site."




The example text does not include "grad," so don't forget to add it. The Slate app is currently available for iOS and Android.

## Navigating Slate

Once you enter your Unity ID and password, you will see the welcome screen (shown below). You will only need to access the navigation bar's first three icons: Records, Queries/Reports, and Reader. Hover over each icon to see its name and a list of subpages.



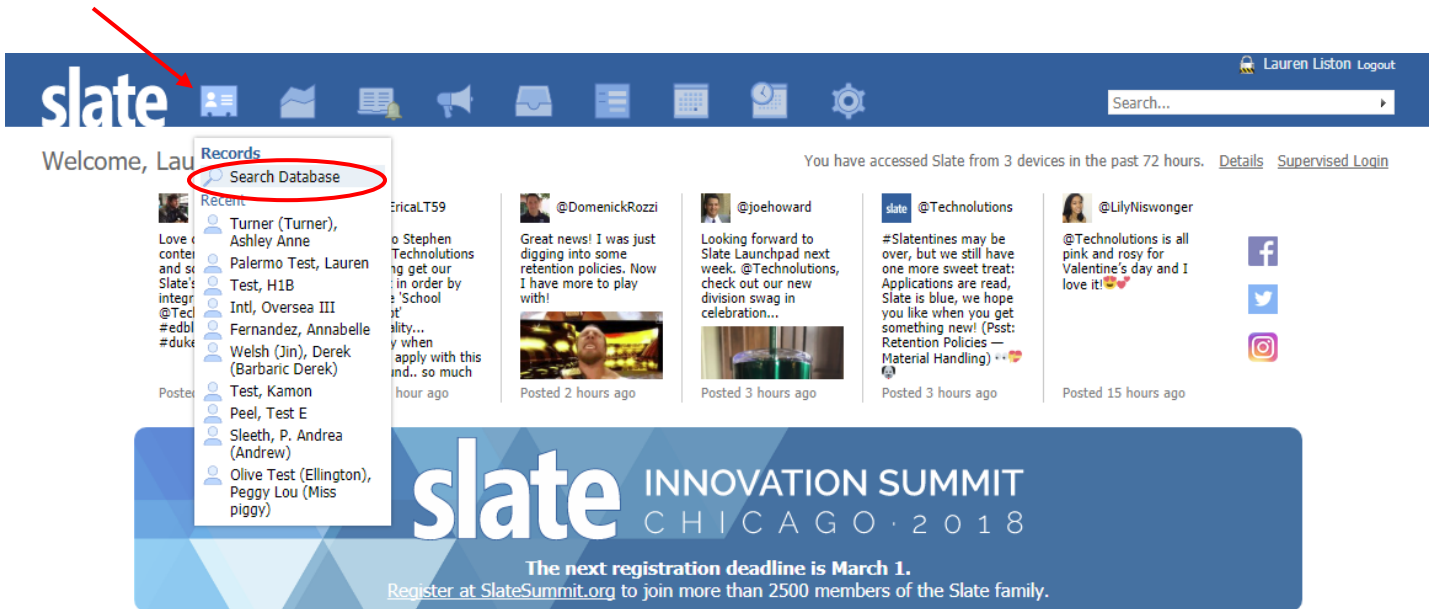
## The First Three Icons: Your Primary Slate Tools

	Records	Look up an individual prospective or current applicant's record
	Queries/ Reports	Run queries to search for applications on specific application fields
	Reader	Read applications electronically

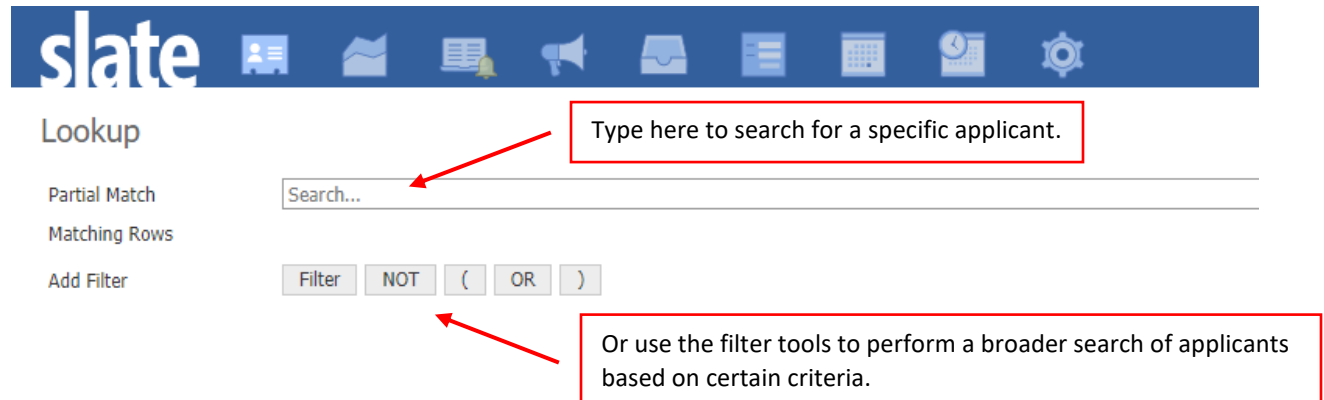
### Application Lookup

To look up an applicant record, you can either begin typing a name, e-mail, or applicant ID number into the search bar at the top right of the screen.

Or you can hover over the on the first icon (Records) and select “Search Database.”



On the “Search Database” or “Lookup” page, you can type in an applicant’s name, email, or ID in this search bar, just as you can in the primary search bar. If you aren’t searching for a specific applicant, you can add a filter to produce search results based on specific criteria.



Select your desired categories (citizenship, program, admit term, etc.) to filter your search:

The screenshot shows the Slate application interface. At the top, there is a blue header with the 'slate' logo and several navigation icons. Below the header, there is a search bar and a 'New Person' button. The main content area is divided into sections: 'Lookup' on the left, 'Insert Query Part' in the center, and 'Lookup' on the right. The 'Insert Query Part' dialog box is open, showing a search field and three checked options: 'Pinned Filters', 'Local Filters', and 'Slate Template Library'. Below these options, there are three sections: 'Pinned Filters', 'Local Filters', and 'Prospects'. The 'Local Filters' section is highlighted with a red box and contains a list of filters: 'Partial Match', 'Admit Term\_Inquiry', 'Age', 'Application Exists', 'Birthdate', 'Citizenship (Primary)', 'Citizenship (Secondary)', 'Citizenship Exists', 'Citizenship Status', 'Citizenship Status', 'Event', 'Event Category', 'GMAT AWA (most recent verified)', 'GMAT Integrated Reasoning (most recent verified)', and 'GMAT Quantitative (most recent verified)'. At the bottom of the dialog box, there are 'Continue' and 'Cancel' buttons.

Some categories may need additional configuration in order to return the anticipated search results:

**Insert Query Part**

Search

Groups  Pinned Filters  Local Filters

**Pinned Filters** [Edit Pinned](#)

**Local Filters**

**Lookup**

Partial Match

**Prospects**

Admit Term\_Inquiry

Age

Application Exists

Birthdate

Citizenship (Primary)

Citizenship (Secondary)

Citizenship Exists

**Citizenship Status**

Operators: IN,NOT IN

Citizenship Status

Event

Event Category

**Edit Filter**

Citizenship Status

- US Citizen
- Permanent Resident
- Foreign National**

After entering the filter settings, you will only see applicants who match the selected criteria:

Partial Match

Matching Rows **4**

Add Filter

**Citizenship Status** IN Foreign National

name	birthdate	application
Sleeth, P. Andrea (Andrew)	11/11/2011	Master's and Doctoral Programs, Awaiting Materials
Test, H1B	01/01/1982	Master's and Doctoral Programs, Awaiting Materials
Test, Kamon	01/01/2000	Master's and Doctoral Programs, Awaiting Decision
Woelker (TEST), Eric (TEST)	01/23/1982	Master's and Doctoral Programs, Decided

### 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.

**Applicant 930988738**

**Dashboard** | Timeline | 2191 - MBA Awaiting Materials | 2196 - GCERT Awaiting Payment | Profile | Materials | Details

**Biographic**  
 Female  
 Born 01/01/1982, age 36  
 United States Citizen

**2191 - MBA**  
 Awaiting Materials  
 Submitted 02/14/2018

Antalya, Antalya, Turkey  
 INT-TU Turkey

123 House St.  
 Antalya, Antalya 12345  
 Turkey

**Contact**  
 Email [lwgentil@ncsu.edu](mailto:lwgentil@ncsu.edu)

**Tags**  
 Multiple Applications Opt

**Status History**  
 02/01/2018 Prospect  
 02/01/2018 Applicant

**Test Scores**  
 TOEFL - Internet-based Test (iBT)  
 105 Total  
 28 Listening  
 29 Reading  
 27 Writing  
 23 Speaking

**Activity History**

**Academic History**  
[Stanford University](#), Bachelor of Arts, 02/2005  
 African-American/Black Studies  
 Stanford, CA  
 Geomarket: CA-11 Santa Clara Co (excluding San Jose)

**Callouts:**

- The tabs will allow you to navigate through specific sections of the applicant's record. If an applicant has applied to two different programs, you will only be able to view the details of their application to your program.
- Once an applicant record is created, a 9-digit reference number (applicant ID) is assigned and is available to the applicant once their application is submitted. You can search for an applicant with this number.
- To send an e-mail directly to an applicant, click on their email address to open a message window. Be sure to follow the email instructions on page 9.

## Timeline

The timeline tab shows an audit history of all interactions with an applicant record. These interactions will mainly consist of e-mail status changes; it shows when an e-mail was sent or opened, and if those actions occurred multiple times.

slate
Search...

Test, Intl Gcert Applicant 930988738

Dashboard Timeline 2191 - MBA Awaiting Materials 2196 - GCERT Awaiting Payment Profile Materials Details

Month	Interactions
2018 Feb	17
2018 Jan	10
2017 Dec	2
2017 Nov	1
2017 Oct	2
2017 Sep	1
2017 Aug	1
2017 Jul	1
2017 Jun	1

### 2018 February

02/15 4:47:35 PM	📧 Email Opened (+4) NC State University Application Started	
02/15 2:19:15 PM	📧 Email Opened (+17) Wait for New CFR Figure	
02/15 9:28:53 AM	📧 Sent Message NC State University Application Started	
02/15 9:18:17 AM	📧 Email Opened NC State University Graduate School Online Registration	
02/15 9:16:44 AM	📧 Sent Message NC State University Graduate School Online Registration	
02/15 8:39:07 AM	📧 Email Opened (+2) Fee Waiver Instructions from NC State University Graduate School	
02/15 8:38:35 AM	📧 Email Opened (+1) Awaiting Application Materials	
02/15 2:19:55 AM	📧 Sent Message (+1) Fee Waiver Instructions from NC State University Graduate School	
02/15 2:19:55 AM	📧 Sent Message Wait for New CFR Figure	
02/15 2:19:54 AM	📧 Sent Message Awaiting Application Materials	
02/14 5:01:19 PM	📶 Ping (+9, 1m 37s) applygrad.ncsu.edu/apply/	Chrome 📍 Raleigh, NC, United States
02/14 5:01:09 PM	📶 Ping (7s) applygrad.ncsu.edu/account/register?r=https%3a%2f%2fapplygrad.nc...	Chrome 📍 Raleigh, NC, United States
02/14 5:00:50 PM	📶 Ping (+2) applygrad.ncsu.edu/apply/payment?id=42b61df0-20e5-458a-a86a-6fe5...	Chrome 📍 Raleigh, NC, United States
02/14 5:00:50 PM	📶 Ping (7s) applygrad.ncsu.edu/account/logout?r=https%3a%2f%2fapplygrad.ncsu...	Chrome 📍 Raleigh, NC, United States
02/14 4:04:21 PM	📧 Email Opened (+1) NC State University Application Started	

New Interaction

**Timeline Interactions**



## Application

The application tab is labeled with the semester code and 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.

The screenshot shows the Slate application portal for a user named 'Test, Intl Gcert' with applicant ID 930988738. The interface includes a navigation bar with tabs for Dashboard, Timeline, **2191 - MBA Awaiting Materials**, 2196 - GCERT Awaiting Payment, Profile, Materials, and Details. The main content area is divided into several sections: Overview, Checklist, Materials, Decisions, and Activities. Red callout boxes provide instructions and explanations for various elements.

**Callout 1:** To quickly open the application in the Reader, click on "Read Application".

**Callout 2:** This section shows what checklist items have been completed by the applicant. A red "X" indicates the item is still outstanding, and a green check mark indicates the checklist item has been uploaded/received.

**Callout 3:** All the materials listed in this section, can also be viewed under the materials tab (second to last).

**Callout 4:** When a decision is entered, it will show here.

**Callout 5:** You will be able to see if the applicant has viewed the decision under the "Received" column of the section.

**Callout 6:** The Activities section only shows payment information.

**Callout 7:** 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 Bar:** Dashboard | Timeline | **2191 - MBA Awaiting Materials** | 2196 - GCERT Awaiting Payment | Profile | Materials | Details

**Overview:** 2191 - MBA  
Awaiting Materials  
Submitted February 14, 2018  
Last updated February 20, 2018  
Current Bin: Awaiting Materials

**Program/Degree:** MBA Part Time - NC State Campus  
**Concentration:** Financial Management  
**Term:** Spring 2019

**Checklist:**

Item	Status	Category
Official Transcript (Stanford University)	✗	Enrollment
Certificate of Financial Responsibility	✗	Internatio...
Official GRE or GMAT scores	✗	Awaiting
Unofficial Transcript (Stanford University)	✗	Awaiting
Recommendation (Tesor Test, ncsu)	✗	Awaiting
Recommendation (Test Test, ncsu)	✗	Awaiting
Recommendation (Testy Test, ncsu)	✗	Awaiting

**Materials:**

Date	Description	Record	User
02/14/2018	Personal Statement	This Application	
02/14/2018	MBA Essay 1	This Application	

**Decisions:**

Effective	Decision	Released	Received	User

**Activities:**

Date	Code	Subject	User
02/14/2018	Fee Waiver Reason	Special Group	Lindsay
02/14/2018	Payment	Payment Waived: 75.00 USD	Lindsay
02/14/2018	Payment	Payment Due: 75.00 USD	Lindsay

**Right Side Navigation:** Overview, Financial Aid, Workflows, **Read Application**, Download PDF, App Information

## Profile

The profile tab contains the applicant’s bio-demo information, along with their academic history and test scores.

Test, Intl Gcert Applicant 930988738

Dashboard	Timeline	2191 - MBA Awaiting Materials	2196 - GCERT Awaiting Payment	<b>Profile</b>	Materials	Details
-----------	----------	-------------------------------	-------------------------------	----------------	-----------	---------

**Biographic**

Intl Gcert Test

Female  
Born 01/01/1982, age 36  
United States Citizen

**Address**

123 House St.  
Antalya, Antalya 12345  
Turkey

**Contact**

Email [lwgentil@ncsu.edu](mailto:lwgentil@ncsu.edu)

**Academic History**

Stanford University, Bachelor of Arts, 02/2005  
African-American/Black Studies  
Stanford, CA

**Test Scores**

TOEFL - Internet-based Test (IBT)

105 Total  
28 Listening  
29 Reading  
27 Writing  
23 Speaking

Navigation menu for Profile tab.

Overview

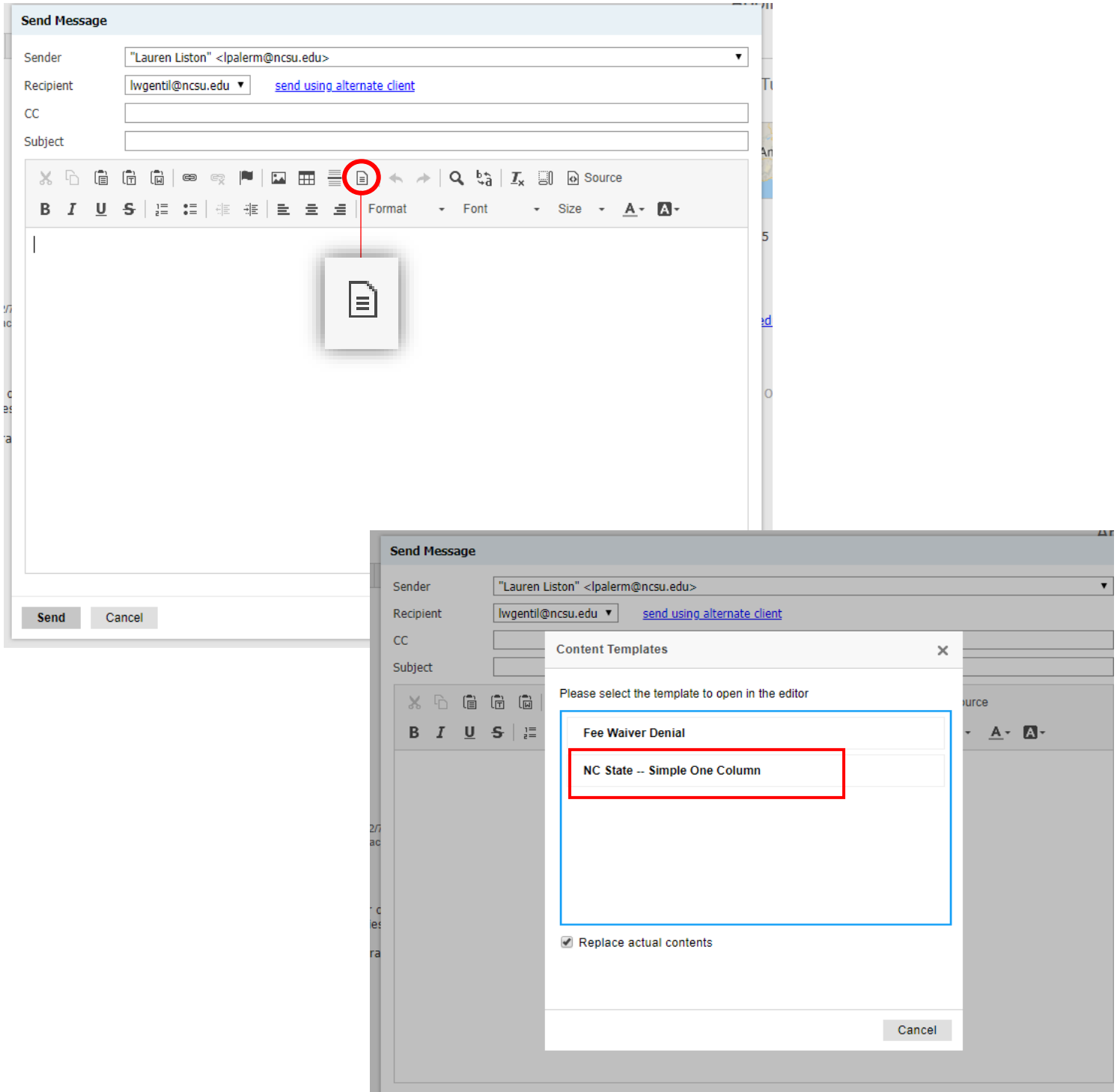
- [Biographical](#)
- [Contact / Address](#)
- [Schools](#)
- [Scores](#)
- [Jobs](#)
- [Courses](#)
- [Interests](#)
- [Sports](#)

By clicking on “Scores” you can see details of all score reports, as well as see what scores are verified or self-reported.

Test, Intl Gcert										Applicant 93							
Dashboard		Timeline		2191 - MBA Awaiting Materials		2196 - GCERT Awaiting Payment		<b>Profile</b>		Materials		Details					
Date ▲	Type	Scores					Status	<a href="#">Overview</a>									
12/17/2017	TOEFL Internet-bas...	Total	98	Listening	25	Reading	23	Writing	27	Speaking	23	Verified	<a href="#">Biographical</a>				
12/09/2017	TOEFL Internet-bas...	Total	105	Listening	28	Reading	29	Writing	26	Speaking	22	Verified	<a href="#">Contact / Address</a>				
													<a href="#">Schools</a>				
													<a href="#">Scores</a>				
													<a href="#">Jobs</a>				
													<a href="#">Courses</a>				

## Emails

If you click on an applicant's email from the Dashboard or Profile tabs show above, you must insert the NC State branding template. First, click on the template icon, then select the template named "NC State – Simple One Column".



If you have any questions or need assistance, please contact The Graduate School.