Logging into Slate

To log in 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

<table>
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<th></th>
<th>Records</th>
<th>Look up an individual prospective or current applicant’s record</th>
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<td>Queries/Reports</td>
<td>Run queries to search for applications on specific application fields</td>
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<td></td>
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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 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:
Some categories may need additional configuration in order to return the anticipated search results:
After entering the filter settings, you will only see applicants who match the selected criteria:

![Filter Settings](image)

**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.

![Dashboard](image)

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.

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.

![Email](image)

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.
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.
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.

To quickly open the application in the Reader, click on “Read Application”.

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.

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

When a decision is entered, it will show here.

You will be able to see if the applicant has viewed the decision under the “Received” column of the section.

The Activities section only shows payment information.

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

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

```
Biographic
Intel Gcst Test
Female
Born 01/01/1982, age 36
United States Citizen

Address
123 House St.
Anytown, ARK 12345
Turkey

Contact
Email: javesmd@deny.edu

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

Test Scores
TOEFL - Internet-based Test (iBT)
129 Total
28 Listening
29 Reading
27 Writing
23 Speaking
```
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.