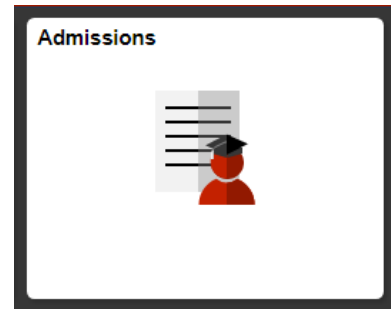
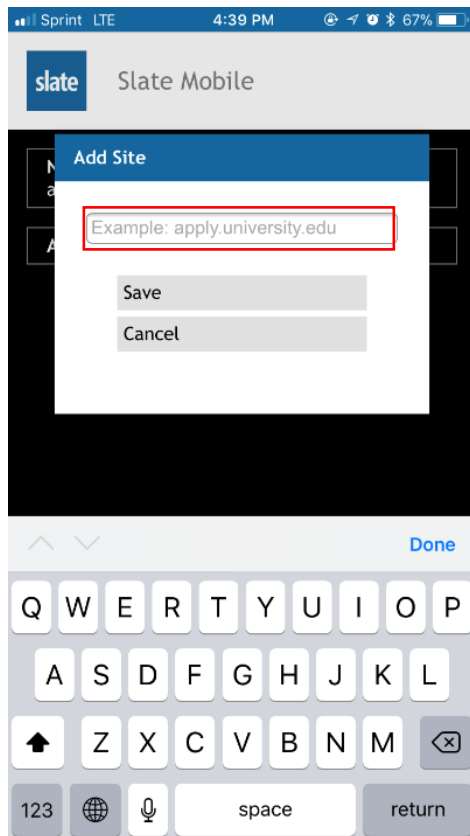
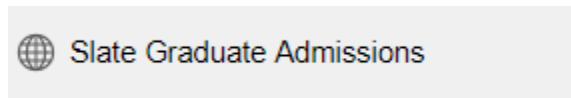


Logging into Slate

Slate can be accessed by typing 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.

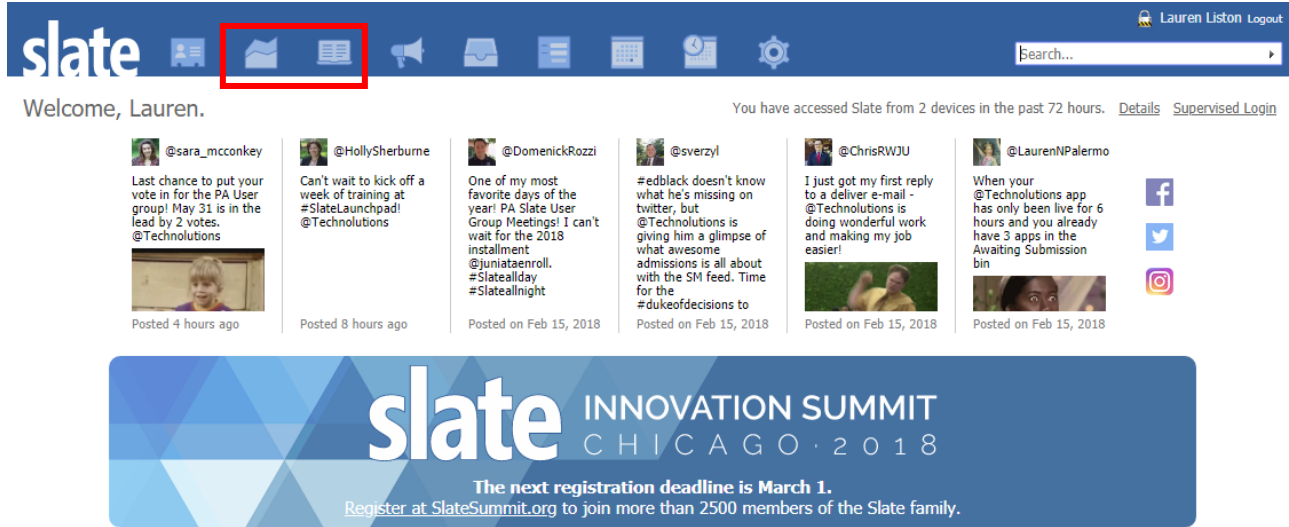


If you log in via the Slate mobile app, make sure you enter "applygrad.ncsu.edu" when prompted to "Add Site."



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). Most users will mainly use the tools highlighted below on the navigation bar: Queries/Reports and Reader. Hover over each icon to see its name and a list of subpages.

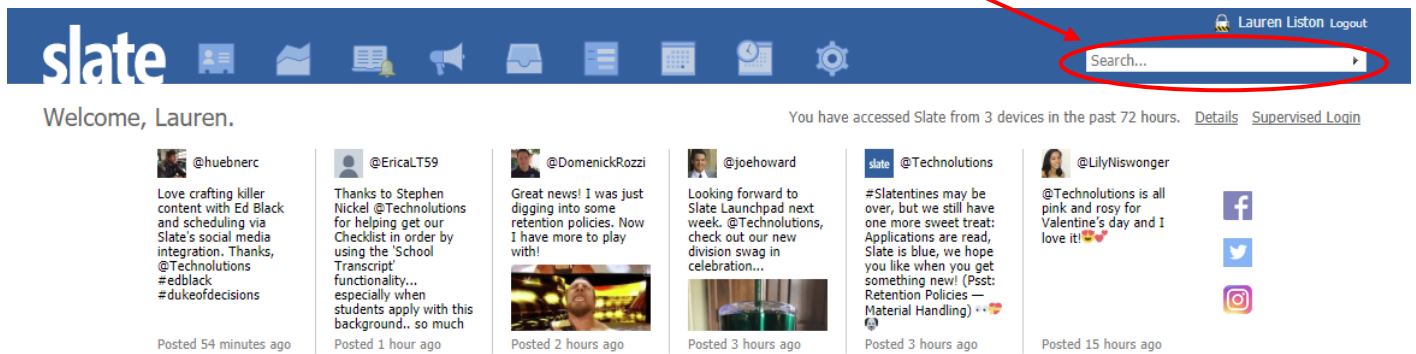


Your Primary Slate Tools

	Queries/ Reports	Run queries for specific applicant and person record lists; run reports to track larger data projects
	Reader	Read/review applications, fill-out review forms, and enter decisions

Application Looku

To look up a prospect or applicant record, you can enter a name, email, or ID 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.

The screenshot shows the Slate Applicant Dashboard for 'Test, Intl Gcert'. At the top right, the applicant ID '930988738' is highlighted in a red box. Below the header, a navigation bar contains tabs: 'Dashboard', 'Timeline', '2191 - MBA Awaiting Materials', '2196 - GCERT Awaiting Payment', 'Profile', 'Materials', and 'Details'. The 'Dashboard' tab is active. The main content area is divided into several sections:

- Biographic:** Female, Born 01/01/1982, age 36, United States Citizen.
- 2191 - MBA:** Awaiting Materials, Submitted 02/14/2018. A progress bar shows 'Pre-Review' and 'Awaiting Materials'.
- Activity History:** A timeline chart showing various events from 2/1/2018 to 2/18/2018, including Interaction, Event, Login, Email Sent, Email Opened, and Email Clicked.
- Academic History:** Stanford University, Bachelor of Arts, 02/2005, African-American/Black Studies, Stanford, CA, Geomarket: CA-11 Santa Clara Co (excluding San Jose).
- Right Sidebar:** Location: Antalya, Antalya, Turkey; Address: 123 House St., Antalya, Antalya 12345 Turkey; Contact: Email lwgentil@ncsu.edu; Tags: Multiple Applications, Opt; Status History: 02/01/2018 Prospect, 02/01/2018 Applicant; Test Scores: TOEFL - Internet-based Test (iBT) with scores: 105 Total, 28 Listening, 29 Reading, 27 Writing, 23 Speaking.

Three callout boxes provide additional information:

- Top Callout:** 'Applicant 930988738' (points to the applicant ID).
- Navigation Callout:** '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.' (points to the navigation tabs).
- Contact Callout:** '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.' (points to the applicant ID).
- Activity Callout:** '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.' (points to the email address).

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.

The screenshot shows the Slate application interface. At the top, there is a navigation bar with the 'slate' logo and several icons. Below the navigation bar, the user is logged in as 'Test, Intl Gcert' and the applicant ID is '930988738'. The 'Timeline' tab is selected and circled in red. The main content area displays a bar chart showing interactions over time, with the highest activity in February 2018. Below the chart, a list of interactions for February 2018 is shown, including email opens, sent messages, and pings. A 'New Interaction' button is visible on the right side of the interaction list.

Timeline Interactions

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

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 interface for '2191 - MBA Awaiting Materials'. 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. Callout boxes provide instructions and information about each section.

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	Profile	Materials	Details
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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

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

Overview

[Biographical](#)

[Contact / Address](#)

[Schools](#)

[Scores](#)

[Jobs](#)

[Courses](#)

[Interests](#)

[Sports](#)

Navigation menu for Profile tab.

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

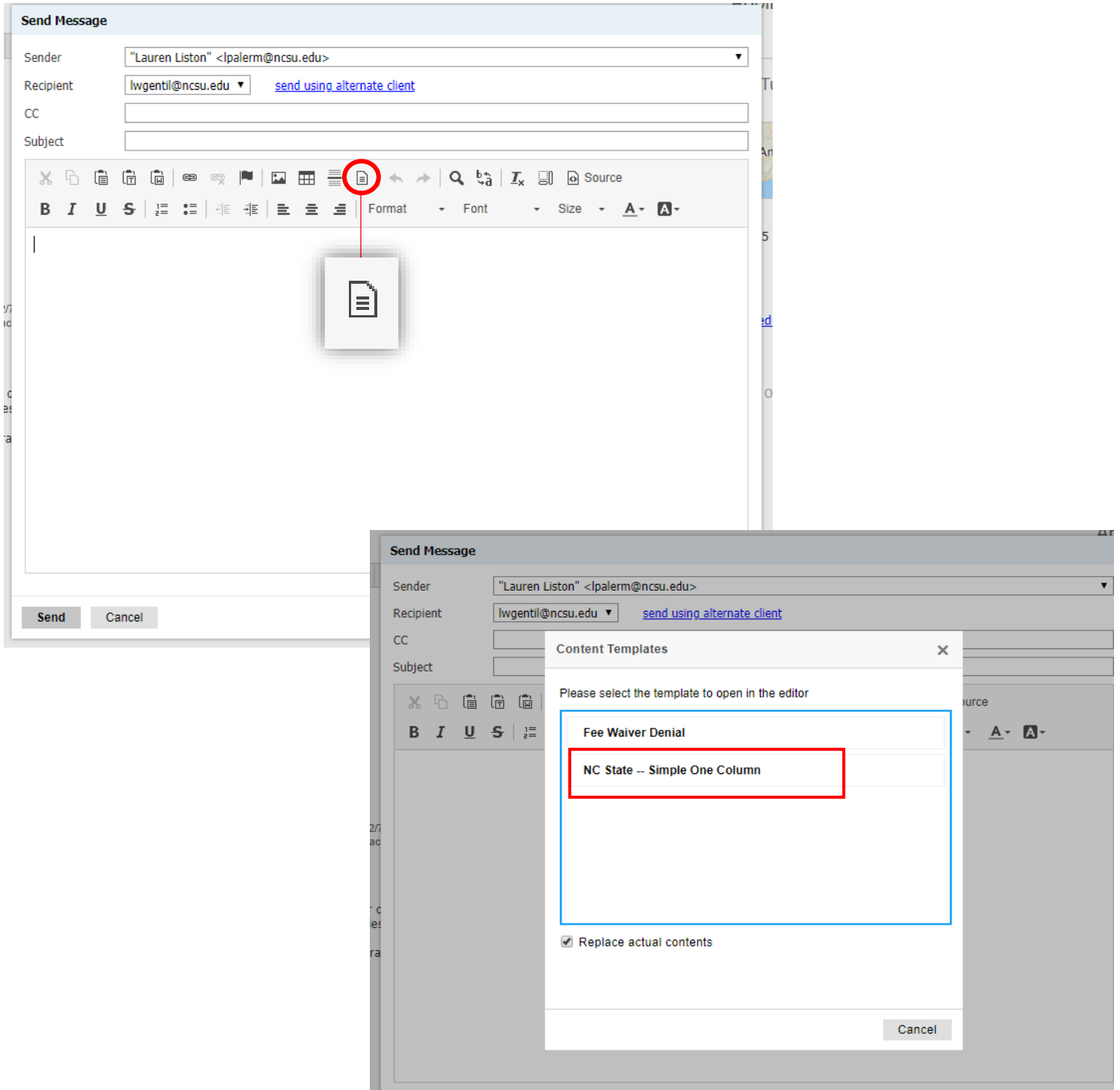
Test, Intl Gcert Applicant 93

Dashboard	Timeline	2191 - MBA Awaiting Materials	2196 - GCERT Awaiting Payment	Profile	Materials	Details
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Date ▲	Type	Scores									
12/17/2017	TOEFL Internet-bas...	Total 98	Listening 25	Reading 23	Writing 27	Speaking 23				Verified	Overview
12/09/2017	TOEFL Internet-bas...	Total 105	Listening 28	Reading 29	Writing 26	Speaking 22				Verified	Biographical Contact / Address Schools Scores Jobs Courses

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.