Access the Slate Reader by logging in with your unity ID and password at [applygrad.ncsu.edu/reader](http://applygrad.ncsu.edu/reader)

*You will receive a weekly notification email reminding that you have applications to review

1. To review applications, click the “Departmental Reader” button. If you need to see an application for an admitted student, click the “Post Decision” button.

2. Click “Queue” on the left-hand navigation

3. Your queue contains applications that are assigned to you. Click anywhere on a row to open an application.
4. The application dashboard will appear at the front of the application PDF. It shows the degree, area of interest, faculty advisor interest, education history, citizenship, test scores, etc. You can use your keyboard right arrow to scroll through all of the application questions.

5. The bolded links on the left-hand menu allow you to jump to transcripts, personal statement, recommendations, etc.
6. Click the Review Form button on the bottom right-hand side of the screen.

7. Click the check box: Dept Reader Review Form to expand the full form:

   NOTE: if you see the following message, you can ignore it. It simply means that other faculty
   reviewers have this application in their queue, but it will not prevent you from submitting your
   review.
8. Enter your ratings and/or admission decision.

The ratings from these fields are averaged to produce the total rating.

Click **Send** when you are finished and your decision will be made available to your Director of Graduate Programs.