



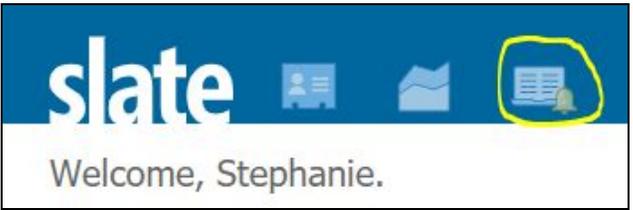
Slate Quick Start Guide

Access and Login to Slate

- Request access to Slate through: <https://application.eku.edu/register/slate>
- Login at: <https://application.eku.edu/manage>
- You will be prompted to enter your ECU network credentials to authenticate your access

Review Applications

Applications are reviewed through the Slate Reader (*beginning with the Fall 2020 cohort*). To access the Slate Reader, click the Reader icon after logging into Slate.



Reader Bins

The Graduate School uses a series of Reader Bins to represent the stages of the application review process. Each bin contains applicants based on their status.

1. Click the Browse button in the Reader menu on the left side of the page.
2. Select the Reader Bin where you want to view your applicants;
(*Committee Review or Awaiting Dept. Recommendation*)

Graduate School		
Graduate School Review	Department Review	Decision Processing
Awaiting Submission 5	Committee Review 2	Clear Admit
Submitted Awaiting Materials 10	Awaiting Dept. Recommendation 3	Provisional Admit
Complete Ready for Review 6		Probation Admit
		Deny
		Waitlist



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Your Queue

Think of the bin like a filing cabinet and the queue as your desktop. Your queue is your personal file folder of applications to review. In order to recommend an applicant for an admission decision, you must “check out” the application from the Reader Bin and place it in your queue.

- Click an application in the Reader Bin to highlight it; the row will turn dark blue.
- Click the Add to Queue button in the top right corner of the page.

Name	EKU ID	Application Term	Program	Concentration	Bin Entry Timestamp	Application Submit Date
Argo, Holly M Carrie Ernst Cunagin	Stephanie		DNP_NSPR		03/01/2019 02:38 PM	

Conduct Your Review

- Click the application once in your queue to open it.
- The application opens in the Reader view.
 - Use the Reader view menu on the top left side of the page to look at different components in the application packet, such as Application, Transcripts, Recommendations, Personal Statement, etc.
 - Click the Review Form/Send to Bin button in the bottom right corner of the Reader view.

The screenshot shows the 'Program of Study' section of an application review. Annotations include:

- Click to see applicant details (pointing to the applicant name)
- Use the menu to view applicant documents (pointing to the left sidebar menu)
- Click to remove from queue (pointing to the 'Remove from Queue' button)
- Use the annotation toolbar to make notes and highlights (pointing to the bottom toolbar)
- Click to start reviewing (pointing to the 'Review Form / Send to Bin' button)

- Complete the Department Review Form.
- Click the Send button when you have completed your review.

This concludes the faculty review process. You will automatically be returned to your queue.