1. Slate Home Screen ([https://myfuture.siu.edu/manage/](https://myfuture.siu.edu/manage/))

(Please note: a test environment was used to create the User Manual. Your screen will not say Test Environment.)
2. From this home screen, you can either search for an applicant by name, run your queries, or go to your reader bin.

3. Reader Bin – go to browse to see a list of all applications awaiting a decision.
4. The Administrative Evaluation is where your submitted applications are. Click on the box to see the list.

5. This is the list of your applications.
<table>
<thead>
<tr>
<th>Name</th>
<th>Bin</th>
<th>Application Program</th>
<th>Application Major Degree</th>
<th>Application Term</th>
<th>Citizenship Type</th>
<th>Bin Entry Timestamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST Thompson, TEST Dean T...</td>
<td>Administrative Evaluation</td>
<td>Health Education (Doctorial Prog...)</td>
<td>Doctor of Philosophy</td>
<td>Fall 2022</td>
<td>US Citizen</td>
<td>12/16/2021 09:43 AM</td>
</tr>
<tr>
<td>TEST Thompson, TEST Dean T...</td>
<td>Administrative Evaluation</td>
<td></td>
<td></td>
<td></td>
<td>US Citizen</td>
<td>06/22/2021 12:27 PM</td>
</tr>
</tbody>
</table>
6. You select the pages at the end of the row to view the application. If you are ready to enter a recommendation of admission or denial, you need to add the application to your queue.
1. Once you click “Add to Queue,” the system will automatically take you to your queue. Click on the row to open the application.
2. Application view. There are multiple things you can do in this view.
a. If you click on the name, you get a drop-down box. You can choose Lookup Application to go to the student’s record (see second screenshot). The student’s record screen is where you can upload any materials the student emails to you.
STUDENT RECORD SCREEN

TEST Thompson, TEST Deon TEST Andre (D’andre)  Rule execution successfully queued 15m ago, Preview pending actions

Applicant  492953508

Graduate Application
Awaiting Decision
Submitted December 16, 2021
Last updated December 16, 2021
DAVWTag: 856510991
Term: Fall 2022
Program: Art
Degree: Master of Fine Arts

Current Bin: Administrative Evaluation
Queue: Deon Thompson
No decision on file.

Checklist
Insert Requirement

Materials

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Record</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/08/2021</td>
<td>Cached Application</td>
<td>This Application</td>
<td></td>
</tr>
<tr>
<td>10/12/2021</td>
<td>Cached Application</td>
<td>This Application</td>
<td></td>
</tr>
<tr>
<td>10/12/2021</td>
<td>Driver’s License / State ID</td>
<td>This Application</td>
<td></td>
</tr>
<tr>
<td>10/12/2021</td>
<td>Resume/Vita</td>
<td>This Application</td>
<td></td>
</tr>
<tr>
<td>10/12/2021</td>
<td>Writing Sample</td>
<td>This Application</td>
<td></td>
</tr>
<tr>
<td>10/12/2021</td>
<td>Personal Statement</td>
<td>This Application</td>
<td></td>
</tr>
<tr>
<td>12/02/2020</td>
<td>Transcript (Copy)</td>
<td>SPU</td>
<td>Folio</td>
</tr>
</tbody>
</table>

Decisions

<table>
<thead>
<tr>
<th>Date</th>
<th>Decision</th>
<th>Released</th>
<th>Received</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activities
b. If you click on Download PDF, it will create one PDF of all of the application materials.
c. You can also choose to enter your recommendation decision by choosing Review Form / Send to Bin.
3. The Departmental Administrative Reader Review Form is where the department can enter their recommendation and assistantship information. The Assistantship Information area will open when you choose a “Department Decision”.

![Departmental Administrative Reader Review Form](image-url)
4. To send the application to the Grad School, you need to select the “Next Bin” of “All Recommendations” and hit send. Please do not type a name in “Next Reader” box.
OTHER TASKS

Uploading Documents and Marking Requirements as Received.

Whether you have searched for the student by name or did a "lookup application" from your reader bin, you will see something like the below on the student record.
To upload a document, click on the New Material Link:
A pop-up window will open, on that screen, make your selections and choose your file to upload.
To mark something as received, click on Insert Requirement.
You must add requirement before you can mark it received:
Once you have added the requirement, you can mark it as received. Please be sure to choose “Complete” for official documents only.

This is also where you can mark a requirement as waived. If the department would like to waive a GRE or GMAT requirement, it is the same process. Add the requirement and mark it was waived.
Please be sure NOT to waive Graduate School requirements.