1. Slate Home Screen (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.

Refresh

Home
Browse
Search
Queue
Recent
Share
Help
Exit

Departmental Evaluation

Departmental Re-Evaluation

Administrative Evaluation

Administrative Re-Evaluation

6

0

Undergraduate

Pre-Review	Review	Committee	Decision
UG-In-Progress Applications	UG-Complete, Ready for Review	UG-Dec Pending College Review 1	UG-Admission Offer
0		0	0
UG-Submitted, No Payment		UG-College Review Decision 1	UG-Delayed Decision
0		0	0
UG-Application Clean-up		UG-Dec Pending College Review 2	UG-Deny
0		0	0
UG-Incomplete Applications		UG-College Review Decision 2	UG-Admit
0		0	0
UG-Complete, EVAL or GPA missing		UG-Dec Pending College Review 3	UG-Withdraw
0		0	0
		UG-College Review Decision 3	UG-Change Term
		0	0
		UG-Referrals	
		0	

Filter   NOT   (OR   )

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.

Applications (3)

Build Query | Classify | Refresh | -5 | +5 | Add to Queue (0)

Name	Bin	Application Program	Application Major Degree	Application Term	Citizenship Type	Bin Entry Timestamp	
TEST Thompson, TEST Deon T…	Administrative Evaluation	Health Education (Doctoral Prog…	Doctor of Philosophy	Fall 2022	US Citizen	12/08/2021 09:47 AM	
TEST Thompson, TEST Deon T…	Administrative Evaluation				US Citizen	09/23/2021 12:27 PM	

Prev | Next

test

Departmental Evaluation - Administrative Evaluation

GS - ReaderBin - Column Config

Filter | NOT | (| OR |)

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.

Search...

TEST

GS Admin Revi...

GS Dept Review

Application

Recommendati...

Personal State...

Resume | Vita

Passport, Visa,...

Driver's Licens...

Experience, Ac...

Transcript Offi...

Transcript

Other

Personal Information

Form Title	Personal Information
Full Legal Name	
Last/Family Name	TEST Thompson
First/Given Name	TEST Deon
Middle Name	TEST Andre
Preferred First Name	D'andre
Background Information	
Date of Birth	07/25/1974
Birth Country	United States
Gender	M
Citizenship Information	
Citizenship	US Citizen
US Citizens and Permanent Legal Resident Additional Information	
Hispanic or Latino?	No
Regardless of your answer above, please specify your race. Please hold the Control key on your keyboard to select more than one option.	Black or African American
Contact Information	
Email	deont74@yahoo.com
Mailing Address	
	511 S Graham Ave Carbondale, IL 62901-4820 United States
Permanent Address	
Please enter your permanent home address in your country of citizenship.	511 S Graham Ave Carbondale, IL 62901-4820 United States

Program Information

Form Title	Program Information
Program Information	
What term are you applying?	Fall 2022
Which program are you applying to?	Art
Which Degree are you applying to?	Master of Fine Arts
Departmental Information	
Do you wish to apply for a Graduate Assistantship?	Yes
Type of Assistantship preferred?	Administrative
Can you attend SIU if departmental funding is not available?	No
Additional Information	
How did you hear about SIU?	Alumni
Would it be possible for you to come to SIU for interviews with our faculty\students?	Yes
Hidden Application College - Set to Graduate School	Graduate School

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

slate

Search...

You are accessing a **TEST ENVIRONMENT** of Slate that is for testing purposes only.

Snapshot Date: 01/04/2022 09:00 AM

TEST Thompson, TEST Deon TEST Andre (D'andre)   Rule execution successfully queued 15m ago. Preview pending actions   Applicant   492953508

| Dashboard | Timeline | Graduate Applica... Awaiting Decision | Graduate Applica... Awaiting Decision | Profile | Materials | Additional Person Details | Current Student Details |

Graduate Application

Awaiting Decision
Submitted December 16, 2021
Last updated December 16, 2021

DAWGTag: 856510991
Term: Fall 2022
Program: Art
Degree: Master of Fine Arts

Current Bin: Administrative Evaluation
Queue: Deon Thompson

No decision on file.

Overview
Financial Aid
Workflows
Portfolio
Populations

Read Application
Download PDF

Impersonate > Applications
Impersonate > Status Page
Edit Application Details

Administrative Review
SAAADMS Notes
Summer Bridge Application
UA Paper Applications

Checklist

Insert Requirement

Materials

Date ▲	Description		Record	User
New Material				
12/08/2021	Cached Application		This Application	
10/12/2021	Cached Application		This Application	
10/12/2021	Driver's License / State ID		This Application	
10/12/2021	Resume/Vita		This Application	
10/12/2021	Writing Sample		This Application	
10/12/2021	Personal Statement		This Application	
12/07/2020	Transcript (Copy) SIU		Folio	

Decisions

Effective ▲	Decision	Released	Received	User
New Decision				

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".

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.

Snapshot Date: 01/04/2022 09:00 AM

Diane McClain-Inman

Search...

TEST Thompson, TEST Deon TEST Andre (D'andre)   Rule execution successfully queued 104m ago. Preview pending actions   **Applicant   492953508**

Dashboard	Timeline	Graduat

Graduate Application

Awaiting Decision
Submitted December 16, 2021
Last updated December 16, 2021

DAWGTag: 856510991
Term: Fall 2022
Program: Art
Degree: Master of Fine Arts

Checklist

Insert Requirement

Materials

Date ▲	Description
New Material	
12/08/2021	Cached Application
10/12/2021	Cached Application
10/12/2021	Driver's License / State
10/12/2021	Resume/Vita
10/12/2021	Writing Sample
10/12/2021	Personal Statement
12/07/2020	Transcript (Copy) SIU

Decisions

Effective ▲	Decision	Released	Received	User

Activities

Date ▲	Code	Subject	User

Material   ✕

Record	Graduate Application
Material	Resume/Vita
Memo	Resume
Source	⦿ PDF / Document
	○ Scanner
Upload Document	Browse... No file selected.

[Upload] [Close]

Overview

Financial Aid
Workflows
Portfolio
Populations

Read Application
Download PDF
Edit Application Details

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.