Slate — Inquiry Form
Add, Edit/Delete

You will need:

- [✓] Internet connection
- [✓] Your JHED ID and password
- [✓] Web browser: Firefox, Safari or Chrome
About Inquiry Forms

🌟 Forms in Slate are used for a number of tasks from collecting data about prospective students to administratively updating specific data points for student records.

🌟 A form is often an integral piece for many other Slate modules.

🌟 A well-developed form can play a crucial role in marketing efforts, record management, reader review, events, and interviews.
Add an Inquiry Form on Behalf of a Prospect

This process can be used by the admissions office to add forms to a person's record on their behalf.
1. https://applygrad.jhu.edu/manage

Enter your JHED credentials
2. Click Forms.
Click the form you want to enter a record for from the list of available forms for your school.
To enter a new record, click **New Registration**.

If you are not sure if a person record already exists, search for them first in the **Search Registrants...** box.
Complete all required fields on the form.

Click Submit to create the new record.
Edit/Delete an Inquiry Form on Behalf of a Prospect

This process can be used by the admissions office to edit/delete forms to a person's record on their behalf.
1. Click Forms.
2. Click the form you want to enter a record for from the list of available forms for your school.

![Slate forms interface](image)

**Forms**

<table>
<thead>
<tr>
<th>Name</th>
<th>Scope</th>
<th>User</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED Disposition Survey</td>
<td>Application Page</td>
<td>Juliet Moreland</td>
<td>18</td>
</tr>
<tr>
<td>ED GSS Acknowledgement</td>
<td>Application Page</td>
<td>Juliet Moreland</td>
<td>0</td>
</tr>
<tr>
<td>ED Identify Your Status</td>
<td>Application Page</td>
<td>Juliet Moreland</td>
<td>27</td>
</tr>
<tr>
<td>ED Program Details</td>
<td>Application Page</td>
<td>Juliet Moreland</td>
<td>45</td>
</tr>
<tr>
<td>ED Program Inquiry Form</td>
<td>Application Page</td>
<td>Juliet Moreland</td>
<td>0</td>
</tr>
<tr>
<td>ED Reference Form</td>
<td>Reference Page</td>
<td>Patricia Preston</td>
<td>308</td>
</tr>
<tr>
<td>ED Supporting Materials</td>
<td>Application Page</td>
<td>Juliet Moreland</td>
<td>29</td>
</tr>
<tr>
<td>ED TOEFL Waiver</td>
<td>Application Page</td>
<td>Juliet Moreland</td>
<td>7</td>
</tr>
<tr>
<td>ED Welcome</td>
<td>Application Page</td>
<td>Juliet Moreland</td>
<td>53</td>
</tr>
</tbody>
</table>
Search for the prospect's name.

Click the prospect's name to edit or delete the existing response form.
Display, Edit, or Delete the form.

To exit the display response, click Return or Next
Display the current response as it was entered previously.

Enter a new response for the same person by displaying their record and clicking New Response.
Edit a response.
Delete response.

Clicking delete will prompt a confirmation; click OK to confirm or cancel.