You will need:

- Internet connection
- Your JHED ID and password
- Web browser: Firefox, Safari or Chrome
1. https://applygrad.jhu.edu/manage

Enter your JHED credentials
2. Click Slate Reader.
Click Browse.
4 Click the bin you are processing decisions for.
5. Click Build Query.
Click Run Query.
Select **Decision** from the **Output** dropdown.

Click **Export**.
Select the decision from the **Code** dropdown.

Complete the remaining fields.

**Reason** — select the reason if applicable.

**Letter** — select the decision letter.

**Status** — check the status checkbox to confirm decisions immediately.
Select the applications to be assigned using the check box next to the name or the top box to check all.
Click Update Selected.

Using this process, the applications will change to a status of **Awaiting Release**. Applications will await processing through the Decision Release Tool.