You will need:

- Internet connection
- Your JHED ID and password
- Web browser: Firefox, Safari or Chrome
About Bin Movement [Workflow]

Applications move through a workflow process known as bin movement.

The initial stages of workflow are automatic, but then it shifts to a manual process. Bin movement will vary by school.
1. Enter your JHED credentials via the login page at https://applygrad.jhu.edu/manage.
2. Click Slate Reader.
3. Click Browse.
All application movement is automated in the “Pre-Review” column. Once the application moves over to the “Review” column, the movement becomes manual.

Bin workflow will vary by school.

The next page outlines the top five bins that appear in the “Pre-Review” column.
Defining Pre-Review Bins

Awaiting Submission: Application started by the applicant but not submitted.

Awaiting Payment: Application fee has not been paid or waived. Note: applicants are required to pay the application fee prior to submission; this bin will likely not have applications in it.

Awaiting Materials: The application checklist must be satisfied.

Awaiting Review: The applicant has submitted all requirements, and the application is waiting to be reviewed and assigned to the next bin. Note: The business process to determine how the application will automatically move to awaiting assignment will vary by school.

Awaiting Assignment: Use of this bin will vary by school. If your school opts to utilize this bin, the next bin assignment will be in the “Review” column [immediately to the right of the “Pre-Review column]. Applications are assigned to a reader for evaluation and can be assigned individually or using a batch process.
Bin Movement

Illustration

The diagram on the next page is an example illustrating the movement of an application from the time the application process begins through the point of a decision.
Bin Movement Illustration

Each bin represents a stage in the application process. Application movement should flow from top to bottom and left to right, as represented by the arrows below.

As previously stated in this guide, all application movement is automated in the “Pre-Review” column. Once the application moves to the “Review” column, movement becomes manual.