Slate — Individual Application Decision

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 Search Database.
3. Search to locate the applicant.

<table>
<thead>
<tr>
<th>name</th>
<th>birthdate</th>
<th>application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hughes, Colleen</td>
<td>05/01/1965</td>
<td>Carey Business School, Awaiting Submission</td>
</tr>
</tbody>
</table>
Click the application tab.
Click New Decision.
Complete the decision form.

**Code**—select the decision code.

**Reason**—depending on which code is selected, the Reason drop down will appear.

**Letter**—select the applicable letter. Letters will change based on the selected code. Letters for other schools will appear. Select carefully.

**Confirmed**—click the check box to confirm. Change the date if necessary.

**Released**—click the check box to release. Change the date if necessary.

**Expires**—click the check box if one applies. Change the date to indicate how long the applicant has to respond. **Custom Letter Upload**—select a file if sending a custom letter. **Custom Letter Override**—select if both letters should be sent or just the custom letter.
Click Save.

The application decision has released. There is no need to batch process it. The **Notification** checkbox will dynamically populate once the applicant has accessed the decision letter in their portal.