

# Slate — Individual Application

## Decision

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You will need:



Internet connection



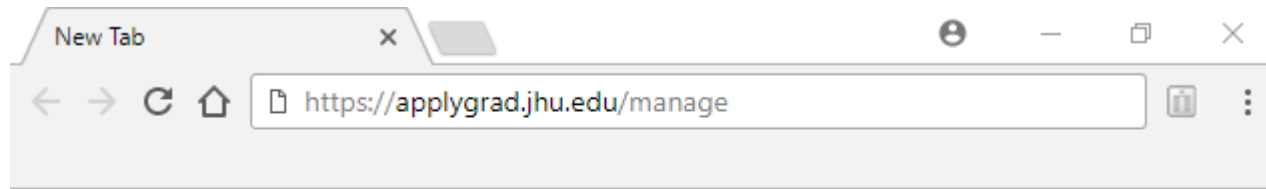
Your JHED ID and password



Web browser: Firefox, Safari or Chrome

1

https://applygrad.jhu.edu/manage



Enter your  
JHED credentials

A screenshot of the Johns Hopkins University & Medicine login page. The page features the university's name in a large, serif font at the top. Below the name, it says "Enter your Login ID and Password". There are two input fields: "Login ID" and "Password". A "Login" button is positioned below the password field. At the bottom right, there are links for "First time JHED User?", "Forgot Password", "Login Problems?", and "Frequently Asked Questions". The footer includes the text "© 2018 Johns Hopkins Institution".

2

Click Search Database.

The screenshot displays the Slate application interface. At the top, a dark blue navigation bar contains the 'slate' logo on the left and a search bar on the right with the text 'Search...'. In the center of the navigation bar is a row of icons representing various functions: a person with a checkmark, an envelope, a document, a megaphone, a folder, a list, a calendar, a clock, and a gear. Below the navigation bar, the main content area shows a 'Welcome, Ann' message. A dropdown menu is open under the 'Records' icon, with 'Search Database' selected. Below the navigation bar, there are several social media posts from users like @Technolutions, @abbychebluehen, @ZibblesWibbles, and @zach\_kuba. On the right side, there are links for 'Details' and 'Supervised Login', and social media icons for Facebook and Twitter.

3

Search to locate the applicant.

The screenshot shows the Slate application interface. At the top is a dark blue navigation bar with the 'slate' logo on the left and a user profile 'Ann Shiu Logout' on the right. Below the navigation bar is a 'Lookup' section. A search bar in the top right of the page is highlighted with a blue box and contains the text 'Search...'. A blue arrow points from this search bar down to the 'Lookup' section. In the 'Lookup' section, a search input field contains the text 'colleen hughes'. Below the input field, it shows 'Matching Rows' as '2'. There are buttons for 'Filter', 'NOT', '(', 'OR', ')', and 'Join'. Below this is a table with the following data:

name	birthdate	application
Hughes, Colleen	06/01/1965	Carey Business School, Awaiting Submission

To the right of the 'Lookup' section is a sidebar with the heading 'Lookup' and three links: 'Organizations', 'Advisors', and 'Applications by Population'. A 'New Person' button is also visible above the table.



Click the application tab.

**slate** Ann Shiu Logout

HughesTEST, Colleen Applicant 149147508

**Dashboard** | Timeline | **ED FA19 EdD Awaiting Submission** | Profile | Materials

**Biographic**  
 Born 06/01/1965, age 53  
 United States Citizen

**ED FA19 EdD**  
 Awaiting Submission  
 Started 09/09/2018

Pre-Review	Review	Committee	Pending Interview	Decision
ED - Awaiting Submission	ED - Reader 1	ED - Committee A	ED - Pending Interview	ED - Admit
ED - Awaiting Materials	ED - Reader 2	ED - Committee B		ED - Admit With Requirements
ED - Awaiting Review	ED - Reader 3	ED - Committee C		ED - Applicant Withdrawal
ED - Awaiting Assignment	ED - Final Review	ED - Final Committee Review		ED - Deferred Offer
ED - Program Review	ED - Pre-decision			ED - Deny - Grades
				ED - Deny - Incomplete
				ED - Waitlisted

**Baltimore, MD**  
 MD-07 Baltimore (Urban)

100 International Dr  
 Baltimore, MD 21202-4673

**Contact**  
 Email: [Redacted]  
 Phone: [Redacted]  
 Mobile: [Redacted]

**Tags**  
 Opt Out Prospect Migration SMS Applicant  
**Test Record**

**Activity History**

**Status History**  
 09/10/2018 Applicant

**Populations**

5

Click New Decision.

The screenshot shows the Slate application interface for an individual application. The top navigation bar includes the 'slate' logo, a search bar, and user information 'Ann Sh'. The main header identifies the applicant as 'HughesTEST, Colleen' with ID '14914'. The application is in the 'ED FA19 EdD Awaiting Submission' stage. The current bin is 'ED - Awaiting Submission' and there is 'No decision on file.' The interface includes sections for 'Checklist' (with items like Essay, Resume/CV, and Video Interview marked as 'Awaiting'), 'Materials', and 'Decisions'. The 'Decisions' table has a 'New Decision' link highlighted in a blue box. A blue arrow points from the number '5' in the top left to this 'New Decision' link.

Overview

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Read Application](#)
- [Download PDF](#)
- [Impersonate > Application](#)
- [Impersonate > Status Page](#)
- [Edit Application Details](#)
- [Program Details](#)

Effective	Decision	Released	Received	User
<a href="#">New Decision</a>				

# 6

## Complete the decision form.

**Code**— select the decision code.

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

Reason

**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.

ED FA19 EdD Awaiting Submission Profile Materials

Decision for Colleen Hughes

Code

Confirmed

Released

Expires

Notification  Decision has been received.

Merge Fields (Field=Value)

Comments

Custom Letter Upload  No file chosen

Custom Letter Override

Save Cancel

7

Click Save.

The screenshot shows a web application interface with a modal window titled "Decision for Colleen Hughes". The modal contains several fields and checkboxes:

- Code:** A dropdown menu.
- Confirmed:** A checkbox.
- Released:** A checkbox.
- Expires:** A checkbox.
- Notification:** A checkbox with the text "Decision has been received." next to it.
- Merge Fields (Field=Value):** A text input field.
- Comments:** A text input field.
- Custom Letter Upload:** A "Choose File" button and the text "No file chosen".
- Custom Letter Override:** A dropdown menu with the text "Show both assigned letter and custom letter".

At the bottom of the modal, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a blue box, and a blue arrow points from the text "Click Save." above to it.

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.