Slate — Individual Applicant Reader Assignment

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
Locate the record through **Records** or the **Search...** bar.
Click the application tab in the record.
1. Click Workflows.
2. Click edit.
6 Select the bin.

7 Enter a user in Add Reader Queue. Begin typing for names to appear.
Click Save.