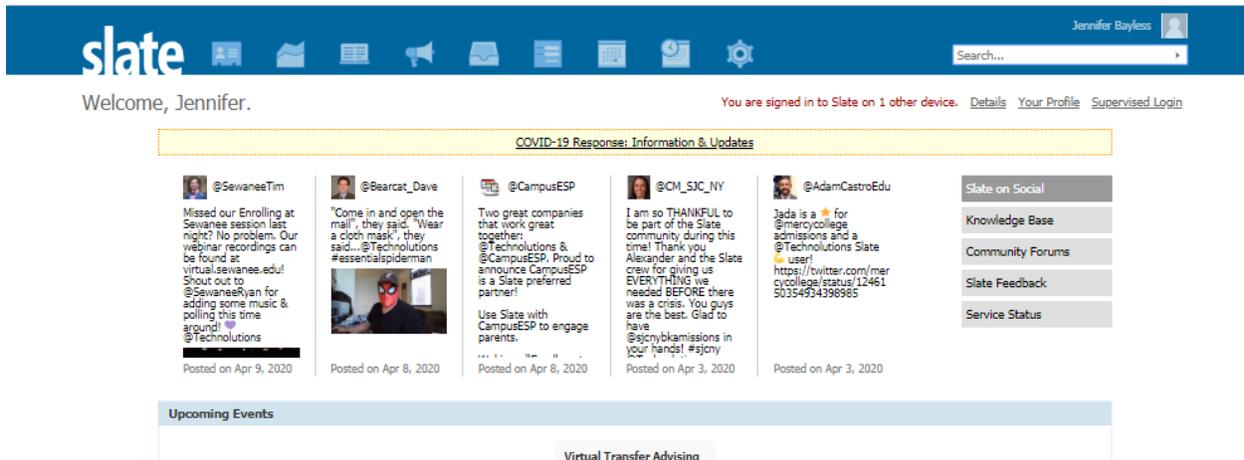
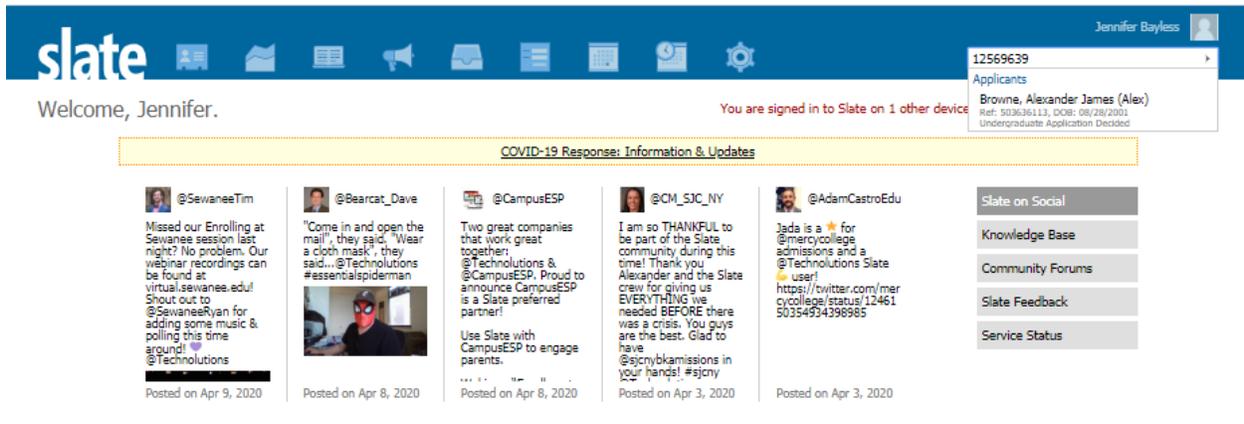


Slate PRO Advisors Training

You would log into Slate at connect.mst.edu/manage/ with your username and password and you will get a screen that looks like this



From this screen you have several options of getting to the students record. You can type the student's name or student number in the search box at the top right hand corner



Or you can click on the first icon, choose search database and then either enter the student's name or student number to search

slate Jennifer Bayless

Search...

Lookup **New Person**

Partial Match:

Matching Rows: 1

Filters: NOT (OR)

name	birthdate	application
Browne, Alexander James (Alex)	08/28/2001	Undergraduate Application, Decided

Lookup

- [Organizations](#)
- [Employers](#)
- [Organization Contacts](#)
- [Organization Contacts \(OLD\)](#)
- [Reader](#)
- [Alumni Ambassadors](#)

Slate by Technolutions (Missouri University of Science and Technology) maia4 / opus / mst

Once you have the student you want you will see the student's record

Walton-Test, Sam Applicant 591066886

Watch Flags: this is important

Dashboard | Timeline | Undergrad Decided | Profile | Materials | Details | FA | IA | Post Admit | PRO | Prospect/Inquiry

Dashboard

SAT Total CR+M Not Superscored:
SAT R Total EBWR+ Math Not Superscored:

Dashboard

PeopleSoft ID: 12098345

Biographic

Female
Born 01/01/1997, age 23
Foreign National, India

Undergraduate Application

Decided
Submitted 04/11/2020; Started 03/10/2020

Electronic I-20 - Released 04/11/2020

Receive	Review 1	Review 2	Decision	Scholarship	Release
Awaiting Submission UGRD	First Time College UGRD-1	First Time College UGRD-2	Admit UGRD	International Scholarship	Release Admit UGRD
Awaiting Payment UGRD	Transfer UGRD - 1	Transfer UGRD - 2	Conditional Admit UGRD		Release Deny UGRD
Awaiting Materials UGRD	Visiting Student UGRD	Hold for Spring grades-TRE	CC Application UGRD - Admit		UGRD I-20 Issued
CC Application UGRD	Dual High School UGRD	Hold for Fall grades-TRE	Deny UGRD		UGRD I-20 Holding
	Study Abroad UGRD	Hold for Summer grades-TRE	CC Application UGRD - Deny		

Bentonville, India
INT-IN India

102 Main Street
Bentonville, 70923
India

Contact

Email jbayless@mst.edu
Phone +1 222-222-2222
Mobile +1 573-368-9729

Tags

Opt Out Text **Test Record** Erroneous

Status History

09/03/2015 Applicant

Origins

03/10/2020 GRAD Application Created - Undergrad (GRAD)

09/03/2015 Interactions - Source (Overall)

03/10/2020 UGRD Application Created - Undergrad (UGRD)

You will see tabs across the top of the student's record. This dashboard tab has demographic information, where the student is in terms of file processing and some interactions with the student.

The timeline tab is what information has been sent to the student, materials are what materials we have received from the student, the FA and IA tabs relate to financial aid and visa processing, post admit has some follow up information, and the prospect/inquiry tab stores a lot of information on the student.

The tabs you will be using are the undergraduate decided, profile and PRO

On Sam's page you can see his student number, his major, and a listing of items we have received from him. You will want to scroll down this page to the materials section.

Watch Flags: this is important

- Dashboard
- Timeline
- Undergrad Decided**
- Profile
- Materials
- Details
- FA
- IA
- Post Admit
- PRO
- Prospect/Inquiry

Undergraduate Application

Decided
Submitted April 11, 2020
Last updated April 11, 2020

Current Bin: Awaiting Submission UGRD

Electronic I-20
Status: Received

PeopleSoft ID: 12098345

Application Type: Slate

Visa Type: F-2 Dependent of F-1 Student

Admit type: First-Time College Student
Modified App Term:
Application Term: Fall 2020 (August-December)
Previous Bachelor's Degree:

Reader form Admit Type:

Modified Application Plan:
Application Plan: Geological Engineering

UMSL Coop Student:

Academic Level: Bachelor's Degree

Thesis option:

Application Certification Area:
Application Certification:

FTC Admissions Recommendations/Actions:

- Overview**
- [Financial Aid](#)
 - [Workflows](#)
 - [Portfolio](#)
 - [Populations](#)
 - [Read Application](#)
 - [Download PDF](#)
 - [Impersonate > Applications](#)
 - [Impersonate > Status Page](#)
 - [Edit Application Details](#)
 - [Details](#)
 - [GSA App](#)
 - [IA](#)
 - [Prospect/Inquiry](#)

✘	Financial Statement	Awaiting	▼
✘	Passport	Awaiting	▼
✘	TOEFL/IELTS/PTE - Undergraduate	Awaiting	▼
✘	Transcript (Guru Gobind Singh Indraprastha University)	Awaiting	▼
✘	Transcript (Indian Agricultural Research Institute)	Awaiting	▼

Materials

Date ▲	Description	Record	User
New Material			
04/11/2020	Slate Application Upon Submission	This Application	
05/01/2018	GRE	Folio	Jennie
05/31/2017	College/University Transcript (Official)	Folio	Jennie

Decisions

Effective ▲	Decision	Released	Received	User	
New Decision					
04/11/2020	Electronic I-20	04/11/2020	04/11/2020	Jennie	■
04/11/2020	Admit GMMAIN Admit - Domestic effective 01/28/2015	04/11/2020		Jennie	■

In this materials section you would call up the students Transcript(s) (there could be both college and high school transcripts available) and you will see a box like this

The screenshot shows a window titled "Material" with a close button (X) and navigation links "Prev" and "Next". The window contains a form with the following fields:

- Record: Folio
- Material: College/University Transcript (Official)
- Memo: (empty)
- Preview: [Display](#)

Below the form, there are two tabs: "Pages (5)" and "Metadata". The "Pages (5)" tab is active, showing a grid of five thumbnail images of document pages. At the bottom of the window, there are buttons for "Save", "Delete", "Close", and "Edit".

Then you would click on the Display link and see the transcript in a PDF format. High school and college/university transcripts are stored here so if the student has any advanced credit, you can find the transcript here. We store all of the transcripts so you would want to look at the most recent one to get the most complete information.

The transcript could have the test scores (ACT/SAT) on it but most of the time they do not so to see this you would go to the Profile tab

Watch Flags: this is important

Dashboard | Timeline | Undergrad Decided | **Profile** | Materials | Details | FA | IA | Post Admit | PRO | Prospect/Inquiry

Biographic
 Sam Walton-Test
 Female
 Born 01/01/1997, age 23
 Foreign National, India

Address
 102 Main Street
 Bentonville 70923
 India

Contact
 Email jbavless@mst.edu
 Phone +1 222-222-2222
 Mobile +1 573-368-9729

Academic History
 Indian Agricultural Research Institute, Bachelors (four-year degree), 06/2019
 Electrical Engineering
 GPA 90 / 100.0 (3.60 / 4.0)
 New Delhi, DC
 Guru Gobind Singh Indraprastha University, Bachelors (four-year degree), 04/2016
 Civil Engineering
 GPA 80 / 100.0 (3.20 / 4.0)
 Delhi, AZ

Test Scores
 ACT
 32 Composite

Overview
[Biographical](#)
[Contact / Address](#)
[Relationships](#)
[Schools](#)
[Scores](#)
[Jobs](#)
[Courses](#)
[Interests](#)
[Sports](#)
[Account](#)
[Create Application](#)
[Restore Application](#)
[Edit Slate ID](#)
[Edit Restricted Access](#)

And over to the right hand side is a link called Scores

Once you click on that link you would see the students test scores

Walton-Test, Sam Applicant 59

Watch Flags: this is important

Dashboard | Timeline | Undergrad Decided | **Profile** | Materials | Details | FA | IA | Post Admit | PRO | Prospect/Inquiry

Date	Type	Scores	Status
New Score			
02/02/2015	AP - Calculus (...)	Score: 5	Self-Reported
03/02/2017	ACT	Composite: 32	Verified
05/04/2017	ACT	Composite: 33	Self-Reported

Overview
[Biographical](#)
[Contact / Address](#)
[Relationships](#)
[Schools](#)
Scores
[Jobs](#)
[Courses](#)

Then on the PRO tab is where you will find the students transfer credit that they indicated (if they haven't sent in a copy of the college transcript yet), project lead the way information and ROTC information.

Dashboard	Timeline	Undergrad Decided	Profile	Materials	Details	FA	IA	Post Admit	PRO	Prospect/Inquiry
-----------	----------	-------------------	---------	-----------	---------	----	----	------------	------------	------------------

Peoplesoft ID
12569857

PRO Registration
Yes

PRO Successful

PRO Cancellation

PRO Melt Flag

PRO Date
February 29, 2020

PRO Cancellation Date

PRO Cancellation Method

PRO Cancellation Reason

PRO English Testing
No

PRO ROTC Interest
No

PRO Military Benefits

Missing Opening Week Workshop

PRO Opening Week Workshop

PRO Special Payment Arrangement

PRO Fees Waiver

PRO Advisor
LUDLOW

PRO Advising Room
TOOMEY 251

PRO College Credits

- AP World History
- AP US Government and Politics
- AP Language and Composition
- AP Statistics
- AP Chemistry
- AP Calculus
- AP Computer Science Principles
- 120 US History I, Ozarks Technical Community College
- 130 US History II, Ozarks Technical Community College
- 101 College French 3, State Fair Community College
- 102 College French 3, State Fair Community College
- 201 College French 4, State Fair Community College
- 202 College French 4, State Fair Community College
- 101 Composition I, Ozarks Technical Community College
- 102 Composition II, Ozarks Technical Community College

PRO PLTW Credits

PRO Guest 1

PRO Guest 2

PRO Guest 3

PRO Guest 4