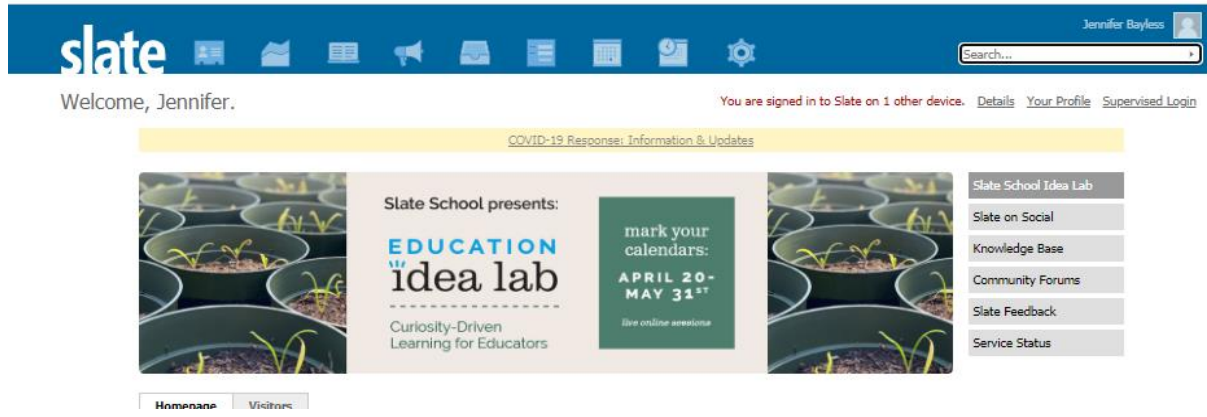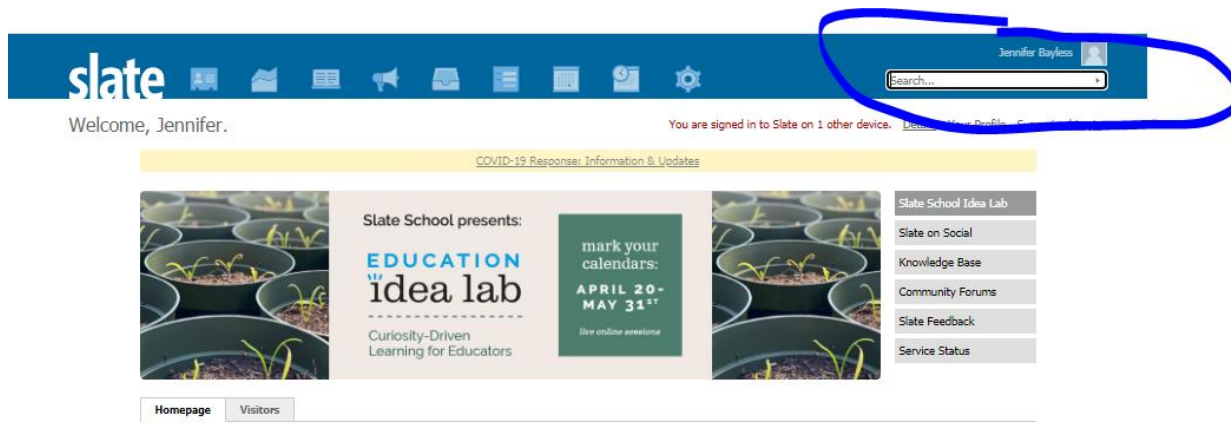## URL: connect.mst.edu

You would log in with your username and password.

- This is the screen you will see when you log in to Slate.
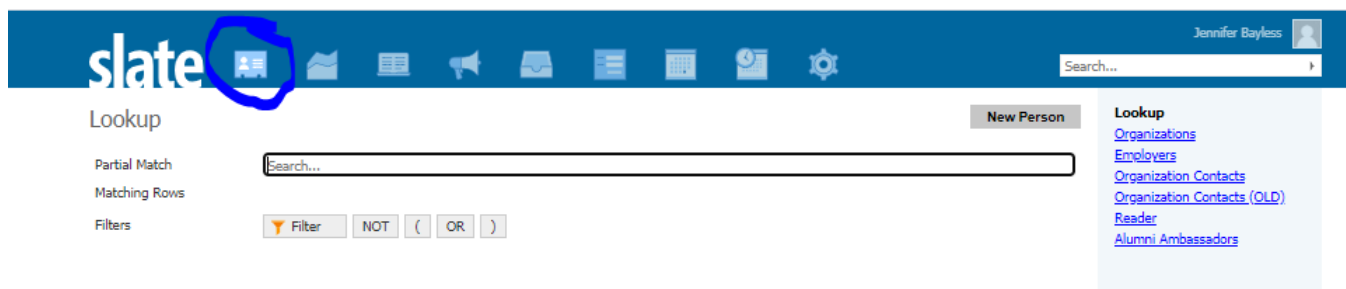

- **Finding your applicants**

There are a couple of ways you can find a student you are looking for. You can search by name, email or if you know the students reference number or their Student number, you can search by all these methods in the search bar as below.
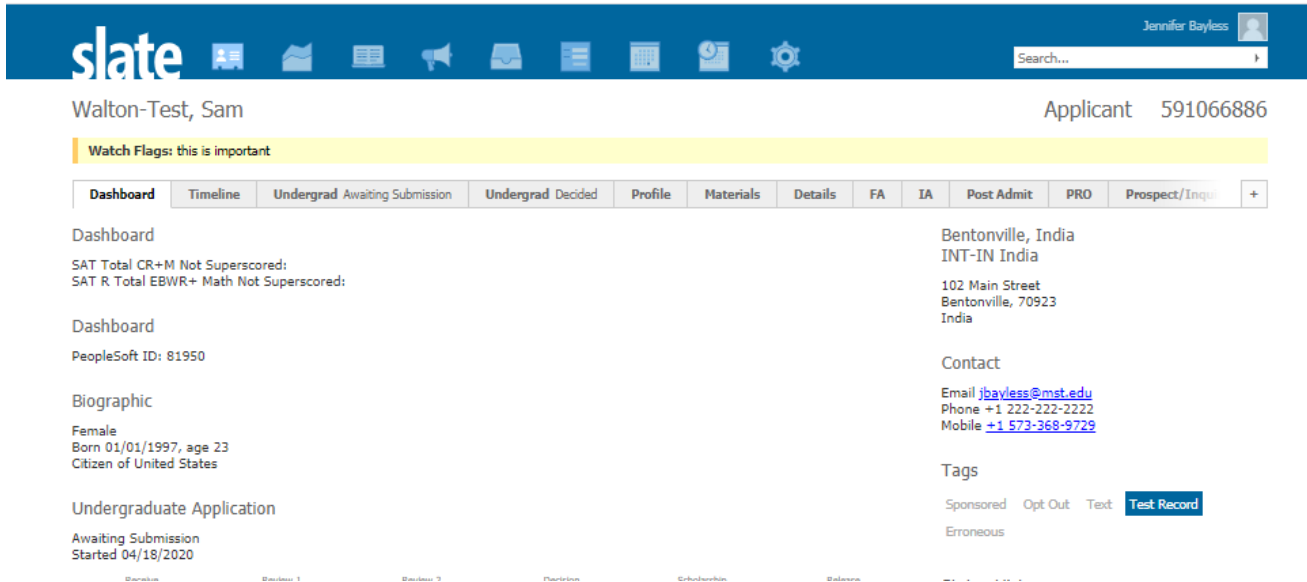

Or you can click on the first Icon and you would get a screen that looks like this:
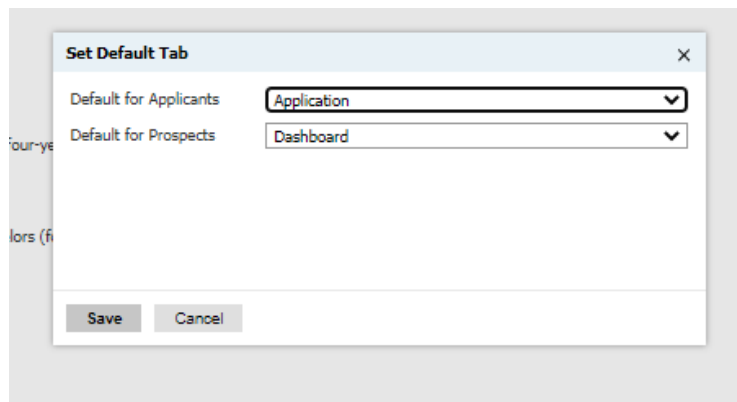
- **Navigating the Student Record**

The Student Record contains both 'Person' details and 'Application' details. The tabs across the top for a student are the Dashboard, Timeline, Decision tab(s), Profile, Materials, Details, Financial Aid (FA), International Affairs (IA), Post Admit, PRO, and Prospect/Inquiry.

- **Dashboard Tab:** On the dashboard page is the student's student number, test score, address, test score, contact information and if the student has applied you can see where they are in the application process. You will also see here if the student has opted out of communications under the tag section. At the bottom of each page there is a Set Default Tab link where you can set which of these tabs shows up first when you log in.

You can set one for Applicants and one for prospects, depending on your needs.

- **Timeline Tab:** On the timeline tab you would see what communications have been sent to the student. You can also see on the timeline if a student has visited one of our mst.edu pages and how long they have been on that page (ping).

- On the next tab – they are associated with the application.

In Sam's case – he has two applications. You can see what major the student applied to, the term, you can see if they are an undergraduate (freshmen, transfer, visiting, study abroad or dual high school) or a graduate student.

On this page you can also see the requirements for a student. If the student enters that they attended a school, then that school will show up on the student's checklist as a requirement. The student can upload this information when they apply, but if they choose not to then they will need to either upload it from their status page or send it in from their high school.

Over to the right-hand side, if you have the appropriate access, you can move files (under workflow), you can see the student's status page, edit the application or create a new application for the student.

- **Profile Tab:** You can see a summary of the student's information and over to the right, you can see in detail their contact information, the school information, any test scores they might have submitted. And, depending on your security, you can merge the student's record under account information, or create or restore an application.

- **Materials Tab:** The next tab is the materials tab where any materials that have been received will be listed. These are also listed on the Decided tab.

- **Details Tab:** The next tab is the details page. We have a variety of information listed on this page. Honors, border county information, interest in fraternity/sororities, staff assignment, social media information and race information.

- **FA Tab:** The next tab is the FA tab. This contains financial information on the applicant and is fed over from the financial aid tables in PeopleSoft daily.

- **IA Tab:** We have recently modified the checklist to start accepting the materials needed for processing an international student I-20. Once the I-20 is processed and is ready to send out you can find the information about the process on this page.

I-20 Information

Affidavit of Support Verified

Financial Docs Verified

Copy of Passport Received

I-20 Issuance Delayed Reason

I-20 Approved

Date I-20 Created

Date I-20 Sent

Tracking Number

Interview Date

Visa Approved

Visa Approved Date

Sevis Number

International Scholarship Information

Provost Masters Scholarship Awarded

CEC Dean's International Scholarship Awarded

Edit

Set Default Tab

- **Post Admit Tab:** The admissions and financial aid office use this for prioritizing students after following up and if the student has withdrawn and the reason why.

slate

Jennifer Bayless

Search...

Walton-Test, Sam   Applicant   591066886

Watch Flags: this is important

| Dashboard | Timeline | Undergrad Awaiting Submission | Undergrad Decided | Profile | Materials | Details | FA | IA | Post Admit | PRO | Prospect/Inqu | + |

Admissions Calling

Admissions calling index

No answer from calling

Comments

Financial Aid

Financial Aid Follow Up

Admissions Withdraw

Withdraw Date
May 9, 2020

How was this request made?
Other

Other (please indicate where)
deparment

Withdraw Comments

Is going to U of Arkansas - sent an email

Edit

Set Default Tab

- **PRO Tab:** The next tab is the PRO tab and it holds all of the information associated with our PRO (preview, registration and orientation) process. If the student has transfer credit, ROTC interest, a fee waiver, the PRO date and a PRO melt flag is located on this page.

- **Prospect/Inquiry Tab:** The final tab has a whole lot of information about a student. It has the student number, username, admit type, areas they are interested in, have they visited campus, first generation, S&T email address in addition to other various data points.