GDPE Faculty Slate How-To Guide
Found at: http://www.ecology.colostate.edu/faculty.aspx

Gaining Access to Slate

*Full ARIESweb access is required in order to gain Slate access. If you have full ARIESweb access, you can proceed to step 2.*

1.) Log into: http://ariesweb.colostate.edu and follow the instructions to select your supervisor to be granted ARIESweb access.
2.) Once you get ARIESweb access, go to: https://gradadmissions.colostate.edu/register/user_request_form and complete the form.
   a.) Graduate Admissions will email you notification once you have Slate access

GDPE Application Acceptance Process

1.) Applicant completes an application in Slate
2.) Graduate Admissions reviews applications
3.) Sara Rose (GDPE Coordinator) moves applications into faculty queues per applicant submission
4.) You are notified via Slate-generated email that applications are in your queue
   a. If you aren’t receiving the emails, please check your “Trash” and “Spam” folders and add Slate to your address book
5.) You “Accept” them for Admission in Slate
6.) Sara Rose moves the application into the Jennifer Neuwald’s (GDPE Advisor’s) queue for approval
7.) *IF APPLICABLE: Sara moves the application into the Advising Department contact’s queue for approval*
   a. Currently, only BIO is doing this. If your department would like Sara to include them in this list, please have the department representative contact Sara at Sara.Rose@colostate.edu
8.) You email Ecology@colostate.edu a signed letter of commitment addressed to GDPE (template: http://www.ecology.colostate.edu/faculty.aspx)
   a. Include financial support, dedicated desk/lab space, and any expectations
9.) Sara Rose gets approval from Colleen Webb (GDPE Director)
10.) Sara Rose generates a GDPE offer letter
11.) Sara Rose emails your letter of commitment and the GDPE offer letter to the applicant, you, your department head, and GDPE staff
12.) Sara Rose processes acceptance in Slate so that the Graduate School reviews the application
13.) If accepted, the Graduate School *emails* an official acceptance letter to the applicant

Search Slate on Main Page

1.) Go to: https://gradadmissions.colostate.edu/manage/
   a. Use Firefox or Google
   b. Do NOT use Explorer
   c. If clicking on the link doesn’t take you to the website, copy and paste the address into the browser
2.) Login using your CSU eName and password
3.) Type in the applicant’s first and/or last name in the search box on the top right-hand side of the screen

Updated 3/28/18: Sara Rose
Created 7/30/15: Sara Rose
To Accept/Deny an Applicant in Slate:

1.) Go to: https://gradadmissions.colostate.edu/manage/
   a. Use Firefox or Google
   b. Do NOT use Explorer
   c. If clicking on the link doesn’t take you to the website, copy and paste the address into the browser
2.) Login using your CSU eName and password
3.) Click on “Slate Reader” at the top of the screen

4.) Select “Queue” on the navigation on the left side to reveal application files to review

5.) Click on the name of the applicant you want to review for possible acceptance into your lab and potential grad school admission
6.) To navigate through the application, use the navigation bar on the left side, mouse, arrow keys, or Page Up/Page Down keys

7.) Click on “Review Form / Send to Bin” on the bottom right side of the screen

8.) Click the “Faculty Evaluation Form” and select your decision

9.) Click “Send”
10.) To return to your queue, click “Slate” at the top left corner of your screen

Please email Ecology@colostate.edu with questions.