Accessing Slate

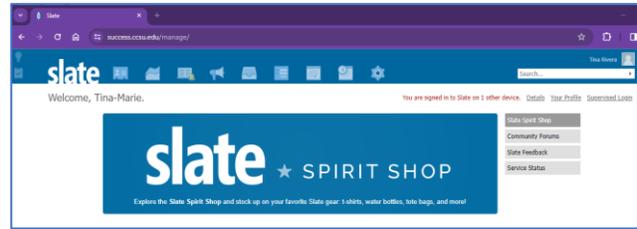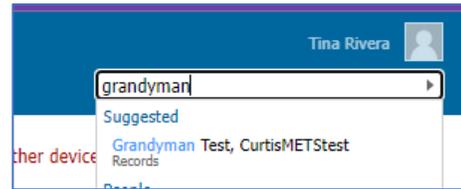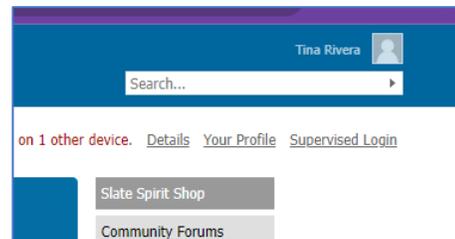1. Access Slate at https://success.ccsu.edu/manage. If you are using a Central computer, it should automatically log you in. Otherwise, log in with your Central email address and password.
2. The Slate Homepage will open.

You may also access Slate "Share a Concern or Kudos" via Central Pipeline, on the Faculty & Advisors Resources tab.
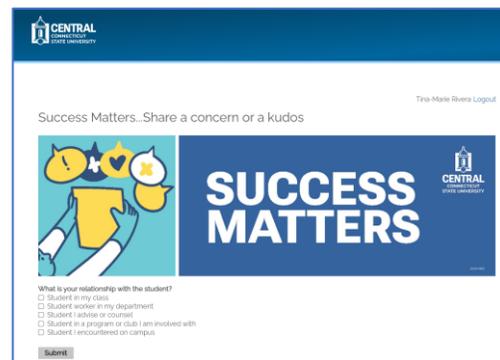
Opening a Student Record

1. Click in the Search box (upper-right corner).

2. Enter the student's 8-digit Banner ID number, or type their name (last, first name format). When the student's name appears, click on it.
3. The student's dashboard will open.

Creating a Success Matters Submission

1. From the student's dashboard, click the Success Matters Share a Concern or Kudos button.

2. The Success Matters form will open in a new browser tab. Select your relationship to the student.

3. Depending on the relationship, additional questions may be presented. For example, if they are a student in a program or club you are involved with then you will be prompted to enter the program/club name.

4. Continue answering all prompts and when you are done, click on Submit.

5. You will receive a confirmation that your responses have been submitted. The student will receive an automated email with information and resources to assist with the concern or to congratulate them on receiving kudos.