SLATE PETITIONS
FACULTY QUICK GUIDE

How to Access Petitions:

1. Daily Petition Review Method:
   - You will receive a daily notice of how many petitions are currently in your queue to review.
   - This email will include a direct link to your petitions queue within Slate Reader.
   - Click on the Link and login with your Net ID and password.
   - You will also be prompted to 2FA.

2. Access Slate Directly:
   - Log in at https://choose.illinois.edu/reader with your Net ID and Password.
   - If prompted with multiple workflows, click on the Petitions Workflow.
   - Click on Queue.

How to Review Petitions:

1. Click on the first student listed
2. Review the petition request and any supporting materials
3. Click on the “Review Form / Send to Bin” link (bottom right hand corner)
4. Review any previous signatory comments
5. Navigate to the first open Program Signatory section.
6. Enter your name and today’s date.
7. Select your department and your role for this petition.
8. Select a recommendation.
9. Add justification/comments to support your recommendation.
10. Click Send at the bottom of the page.