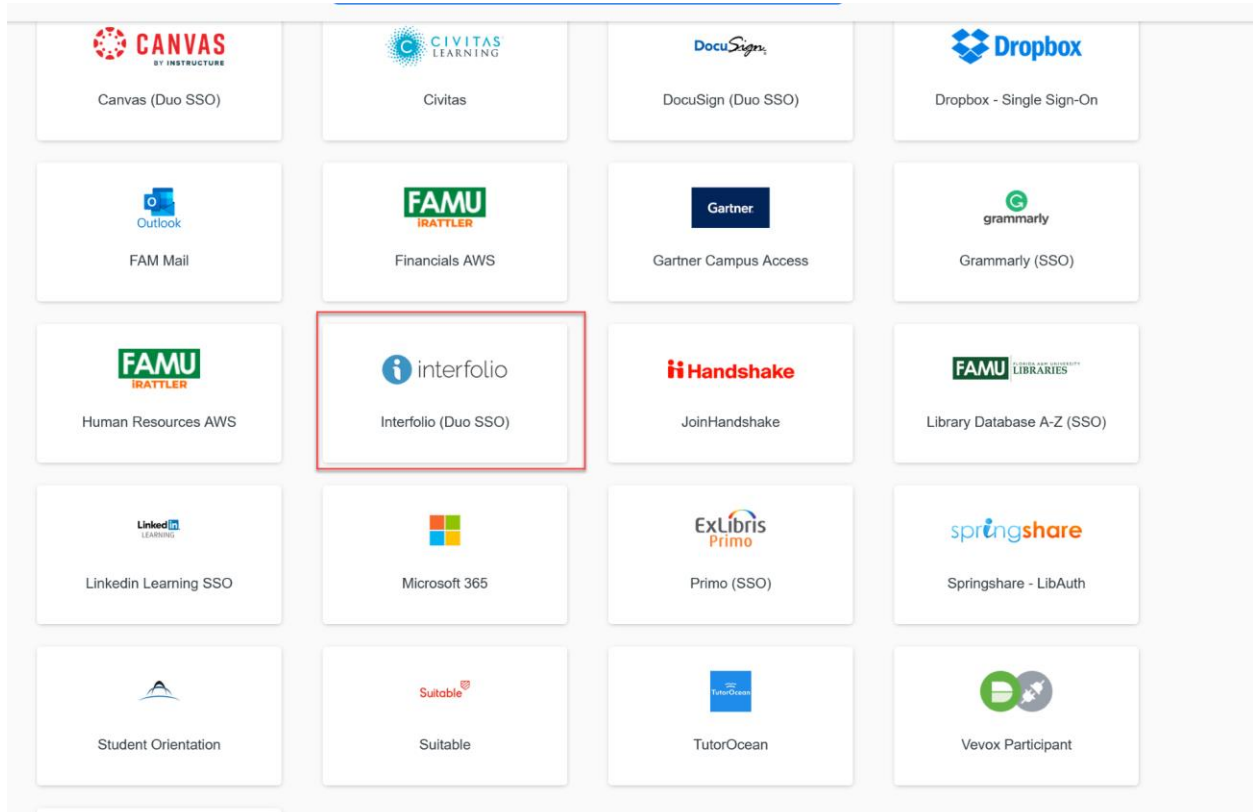


Uploading Your Application into Interfolio

How to Access Interfolio via iRattler

Follow the steps below to log in to your Interfolio account using the iRattler portal:

1. **Log In to iRattler**
 - Go to <https://irattler.famu.edu>
 - Enter your **FAMU username and password** to sign in securely.
2. **Navigate to the Selection Matrix**
 - Once logged in, you will see a grid of application tiles on your iRattler homepage.
 - This is your **iRattler Selection Matrix**. (*see image below*)
3. **Locate the Interfolio Tile**
 - Scroll through the available tiles until you find the **Interfolio** tile.
4. **Click on the Interfolio Tile**
 - Click the tile to be redirected to the **Interfolio platform**.
 - You may be logged in automatically via single sign-on (SSO), or prompted to confirm your FAMU credentials.
5. **Begin Using Interfolio**
 - Once inside Interfolio, you can access tools related to:
 - Faculty Activity Reporting
 - Review, Promotion, and Tenure (RPT)
 - Dossier Management
 - Committee Review Materials



Uploading Your Application into Interfolio

Alternatively, you may access Interfolio through a direct email notification.

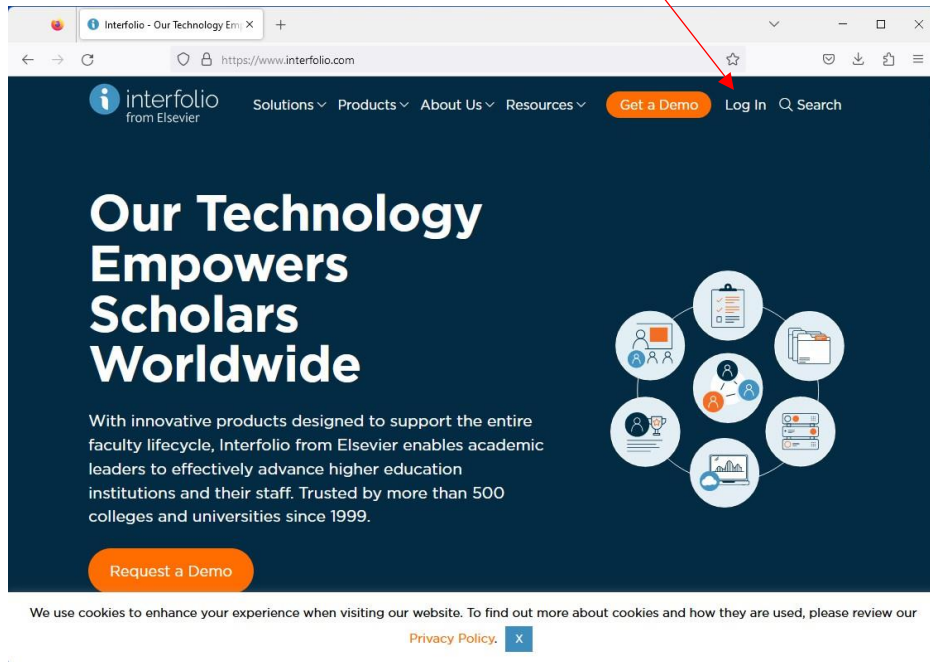
You should receive an official message from Interfolio informing you that a “Case” has been assigned to you. This email will contain a secure link that allows you to upload and manage your required documents. The message will appear similar to the example below:



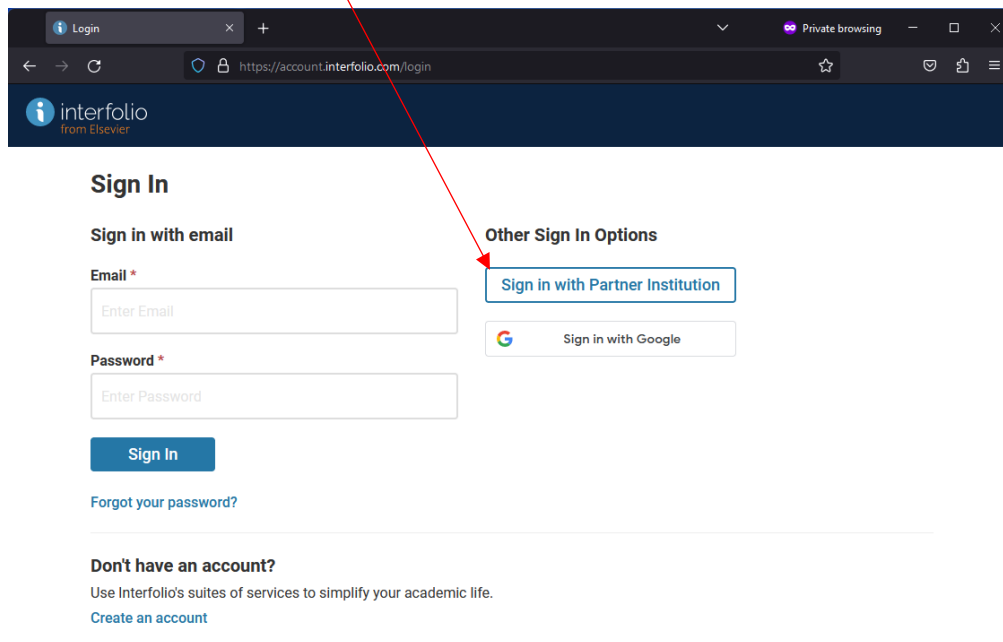
Selecting “View Case” should take you to the Interfolio login. If not, you can utilize the iRattler Selection Matrix on the page above or use the instructions below to manually log into the system.

Uploading Your Application into Interfolio

Accessing the Interfolio website, www.interfolio.com and select Log In

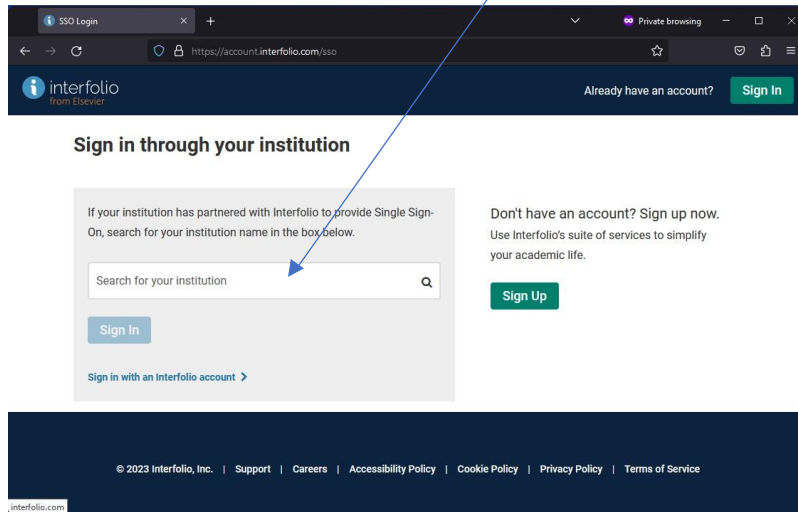


Select Sign-in with Partner Institutions



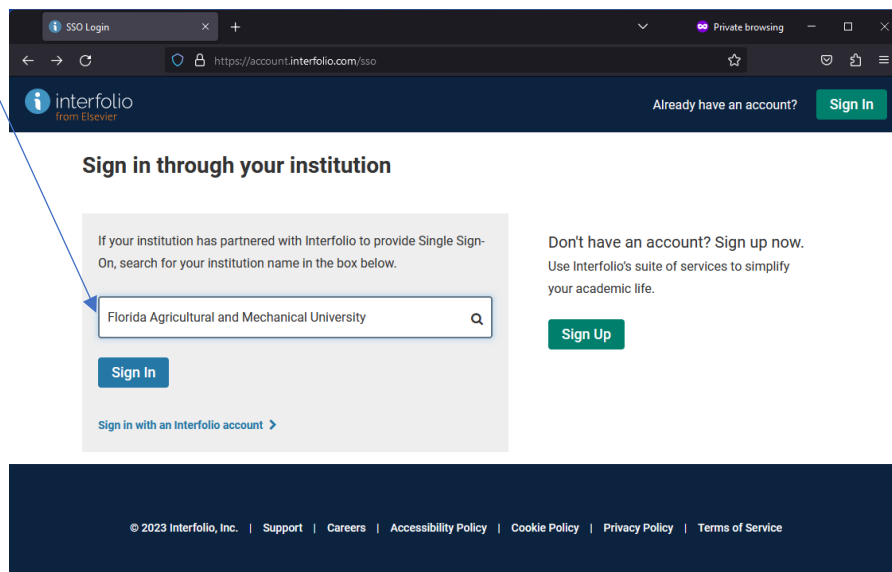
Uploading Your Application into Interfolio

Select Florida Agricultural and Mechanical University in the Search Box



The screenshot shows the Interfolio SSO Login page. The browser address bar displays "https://account.interfolio.com/sso". The page header includes the Interfolio logo and a "Sign In" button. The main heading is "Sign in through your institution". Below this, a text prompt says: "If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below." A search box with the placeholder text "Search for your institution" and a magnifying glass icon is present. A blue arrow points from the instruction text to this search box. Below the search box is a "Sign In" button and a link that says "Sign in with an Interfolio account >". To the right of the search box, there is a "Sign Up" button and a text prompt: "Don't have an account? Sign up now. Use Interfolio's suite of services to simplify your academic life." The footer contains copyright information and links to Support, Careers, Accessibility Policy, Cookie Policy, Privacy Policy, and Terms of Service.

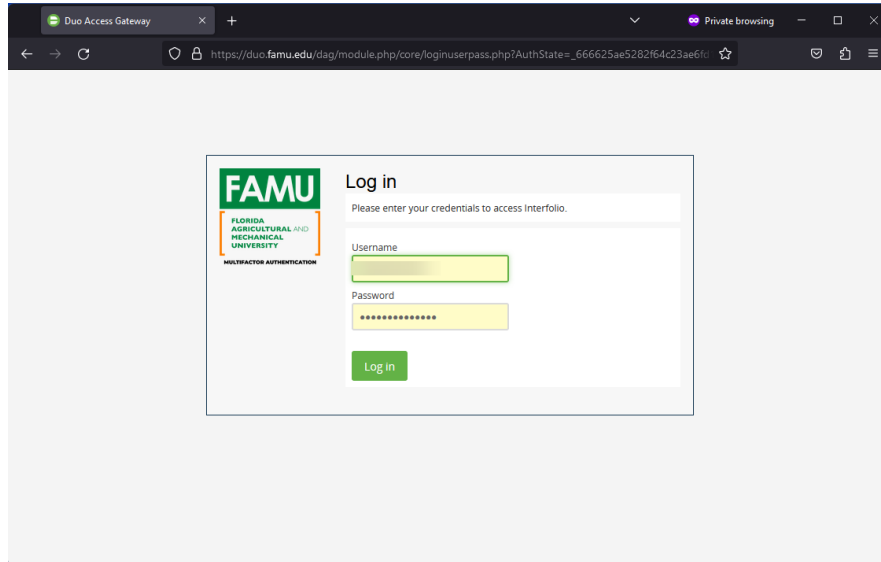
Select Sign In



This screenshot shows the same Interfolio SSO Login page, but with the text "Florida Agricultural and Mechanical University" entered into the search box. A blue arrow points from the instruction "Select Sign In" to the "Sign In" button located below the search box. The rest of the page content, including the header, footer, and other buttons, remains the same as in the previous screenshot.

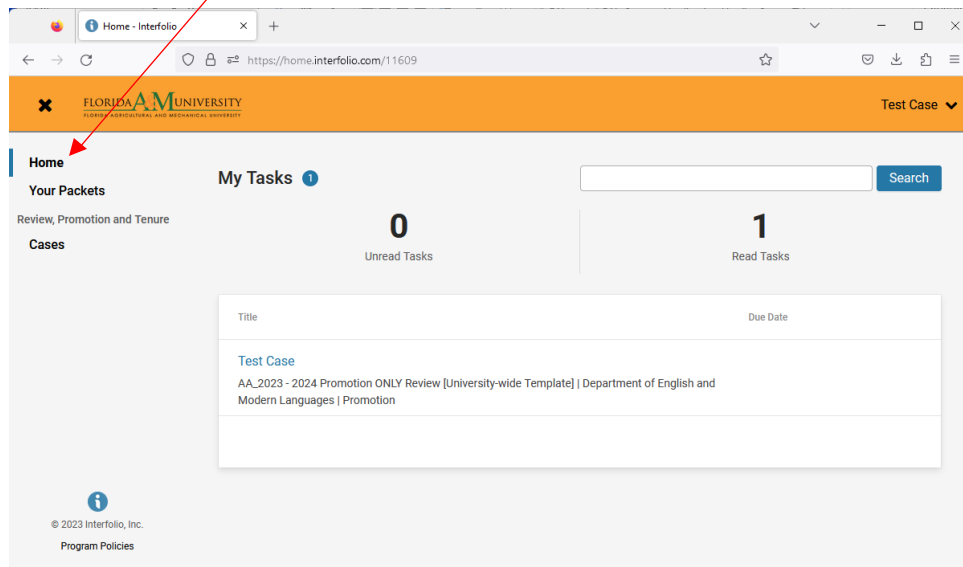
Uploading Your Application into Interfolio

Sign In using your FAMU Credentials



The screenshot shows a web browser window with the address bar displaying "https://duo.famu.edu/dag/module.php/core/loginuserpass.php?AuthState=_666625ae5282f64c23ae6f0". The page features the FAMU logo (Florida Agricultural and Mechanical University) and a "Log in" section. The login section includes a "Please enter your credentials to access Interfolio." message, a "Username" input field, a "Password" input field with masked characters, and a green "Log in" button.

After logging in, Select Home:



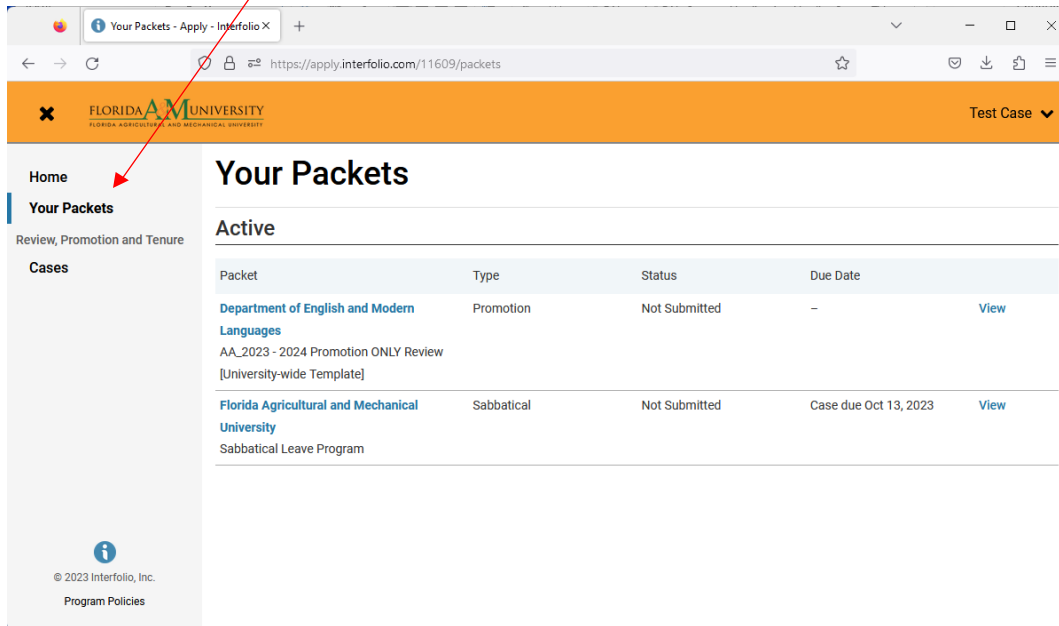
The screenshot shows the Interfolio Home page. The top navigation bar is orange and contains the FAMU logo, the text "FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY", and a "Test Case" dropdown menu. The main content area has a left sidebar with a "Home" link highlighted by a red arrow. The main content area displays "My Tasks" with a notification badge "1". Below this, there are two large numbers: "0 Unread Tasks" and "1 Read Tasks". A search bar is located to the right of the "My Tasks" section. Below the search bar, there is a table with the following content:

Title	Due Date
Test Case	
AA_2023 - 2024 Promotion ONLY Review [University-wide Template] Department of English and Modern Languages Promotion	

At the bottom of the page, there is a footer with the text "© 2023 Interfolio, Inc. Program Policies".

Uploading Your Application into Interfolio

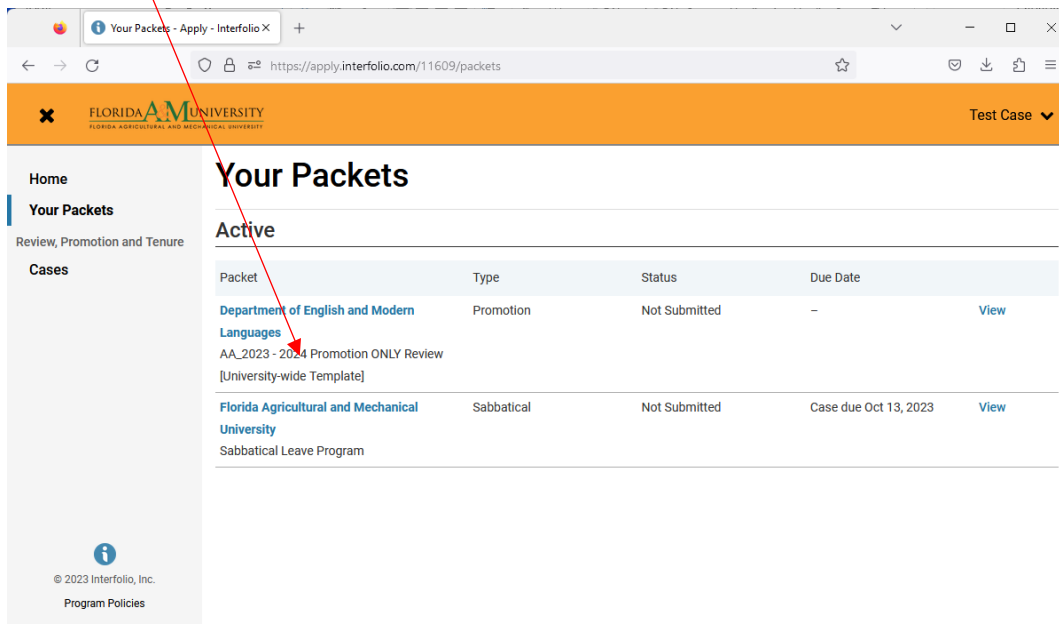
Now, select Your Packets



The screenshot shows a web browser window with the URL <https://apply.interfolio.com/11609/packets>. The page header is orange with the Florida A&M University logo and a 'Test Case' dropdown. The left sidebar has a blue header 'Your Packets' with a red arrow pointing to it. Below the sidebar, the main content area is titled 'Your Packets' and 'Active'. It contains a table with two rows of application packets.

Packet	Type	Status	Due Date	
Department of English and Modern Languages AA_2023 - 2024 Promotion ONLY Review [University-wide Template]	Promotion	Not Submitted	-	View
Florida Agricultural and Mechanical University Sabbatical Leave Program	Sabbatical	Not Submitted	Case due Oct 13, 2023	View

Now, select the Sabbatical Leave , Professional Development Leave, or Faculty Travel Program Applications

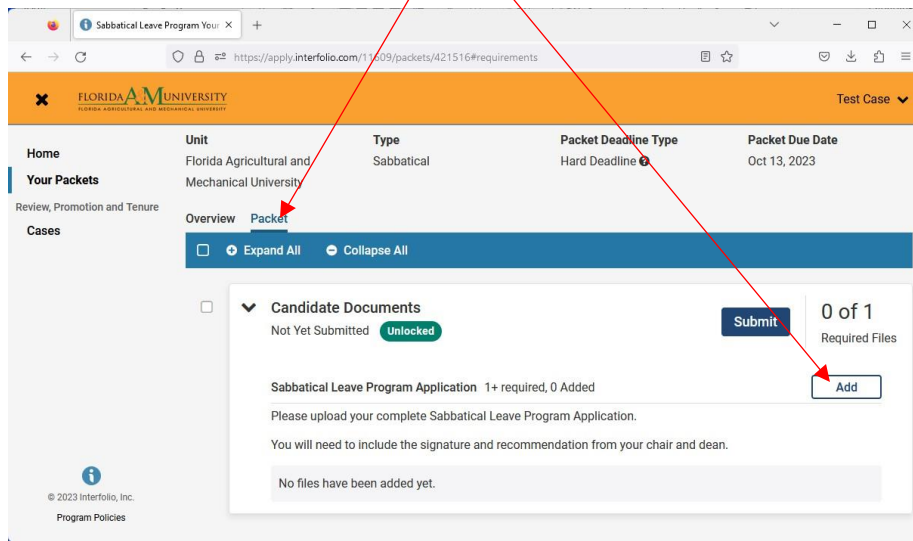


This screenshot is identical to the one above, but with a red arrow pointing to the 'Florida Agricultural and Mechanical University' packet in the table.

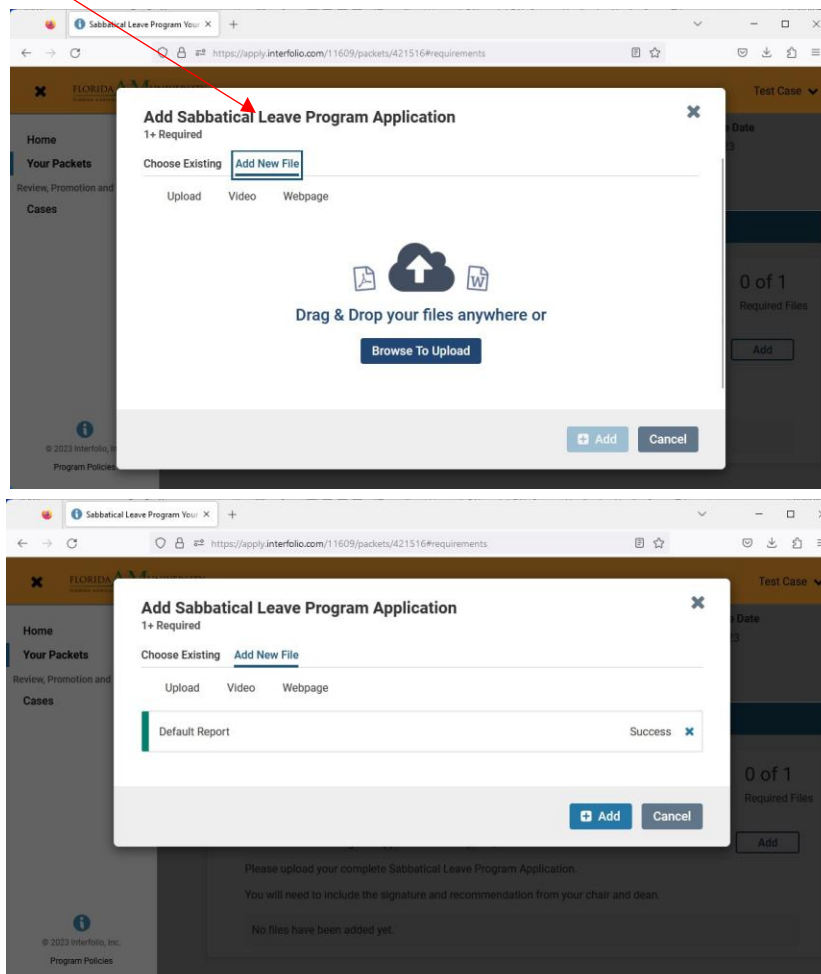
Packet	Type	Status	Due Date	
Department of English and Modern Languages AA_2023 - 2024 Promotion ONLY Review [University-wide Template]	Promotion	Not Submitted	-	View
Florida Agricultural and Mechanical University Sabbatical Leave Program	Sabbatical	Not Submitted	Case due Oct 13, 2023	View

Uploading Your Application into Interfolio

You will upload your application now, Select Packet and then Select ADD

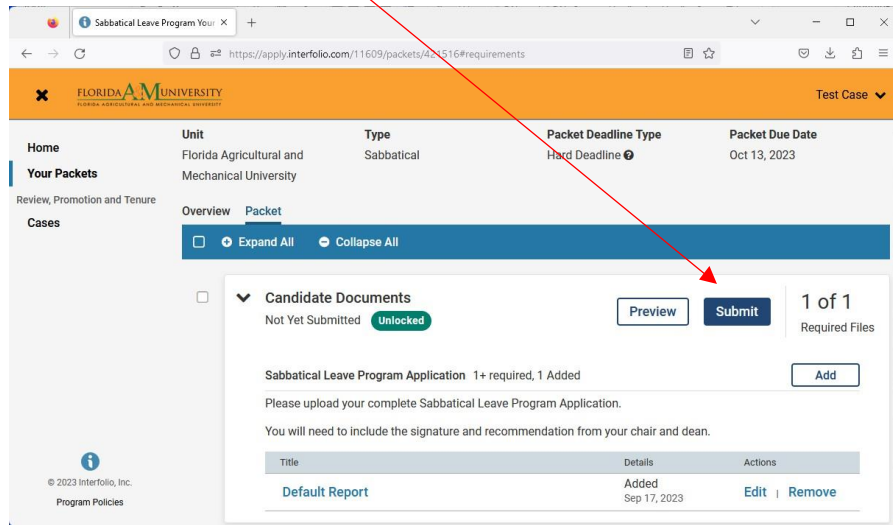


Now, select Add New File and upload the PDF of your application, this an example of Sabbatical Leave, all programs are similar.



Uploading Your Application into Interfolio

Prior to the application deadline, “Submit” your application:



You can verify your submission by reviewing your Packets' status in Interfolio:

