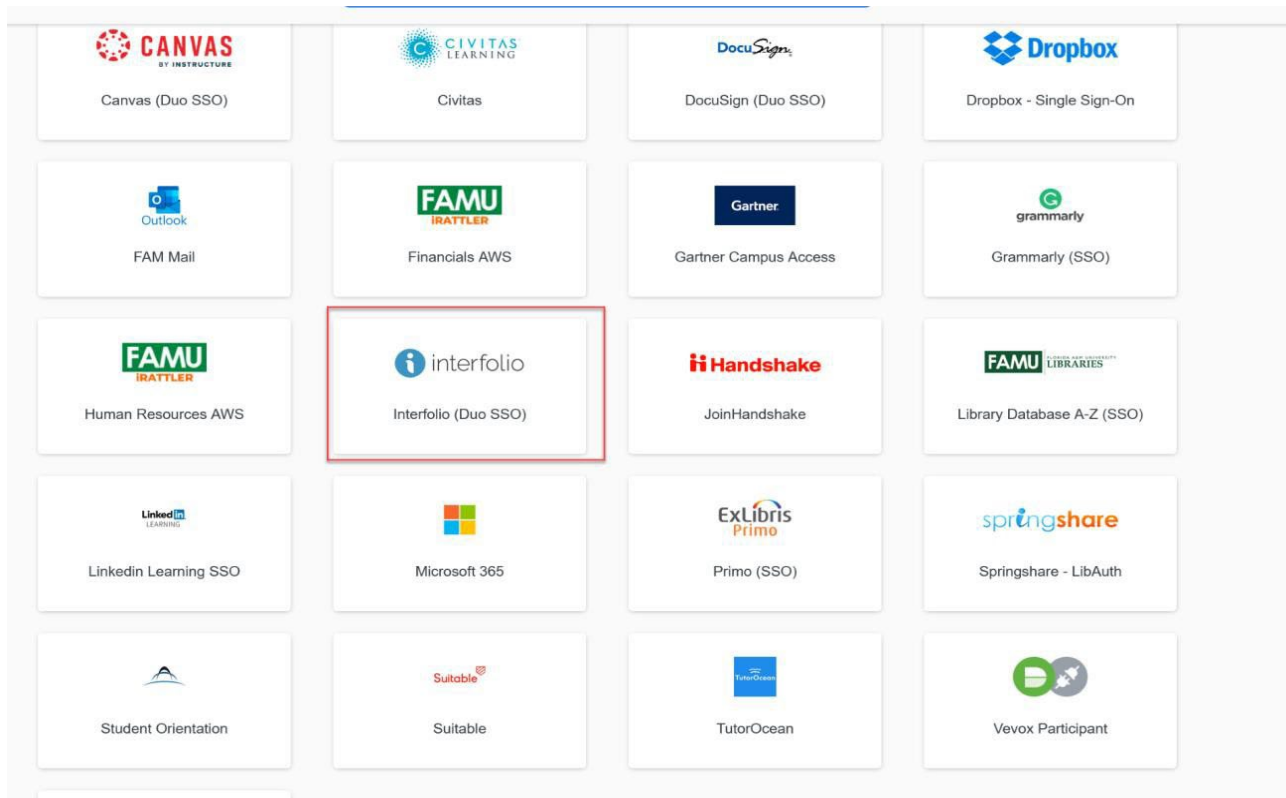


# Uploading Your Application into Interfolio

## How to Access Interfolio via iRattler

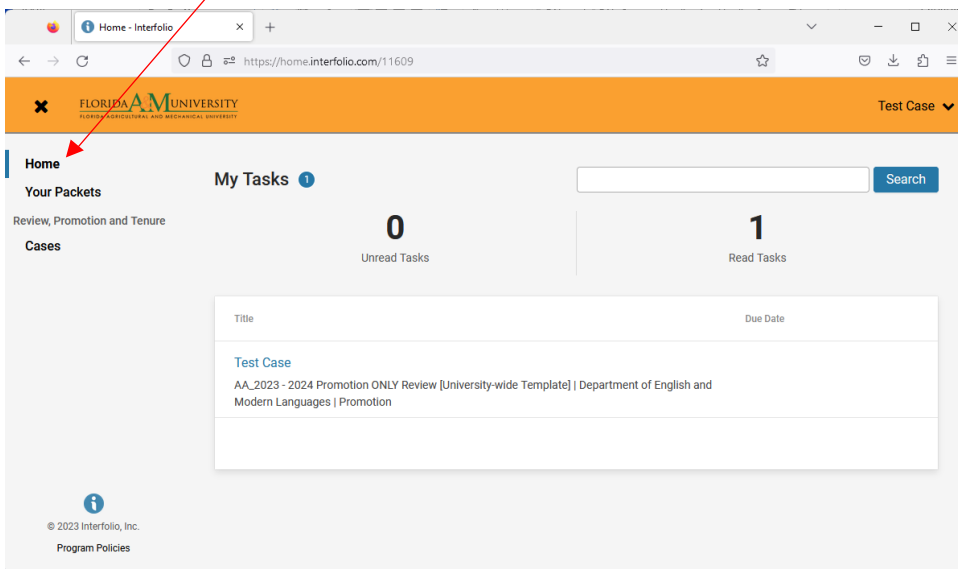
Follow the steps below to log in to your Interfolio account using the iRattler portal:

1. **Log In to iRattler**
  - Go to <https://www.famu.edu>
  - Select Menu → iRattler
  - Select Menu iRattler Multi-factor Authentication
  - 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. Email [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu), if you don't see an 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**
  - Email [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu) , if you are unable to log on.

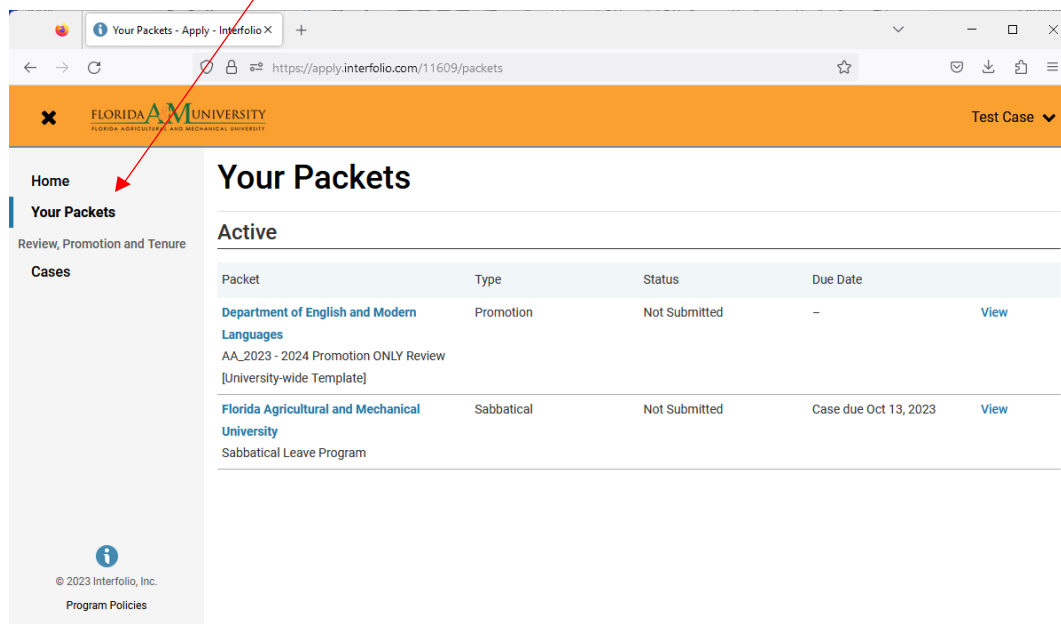


# Uploading Your Application into Interfolio

After logging in, Select Home:



Now, select Your Packets

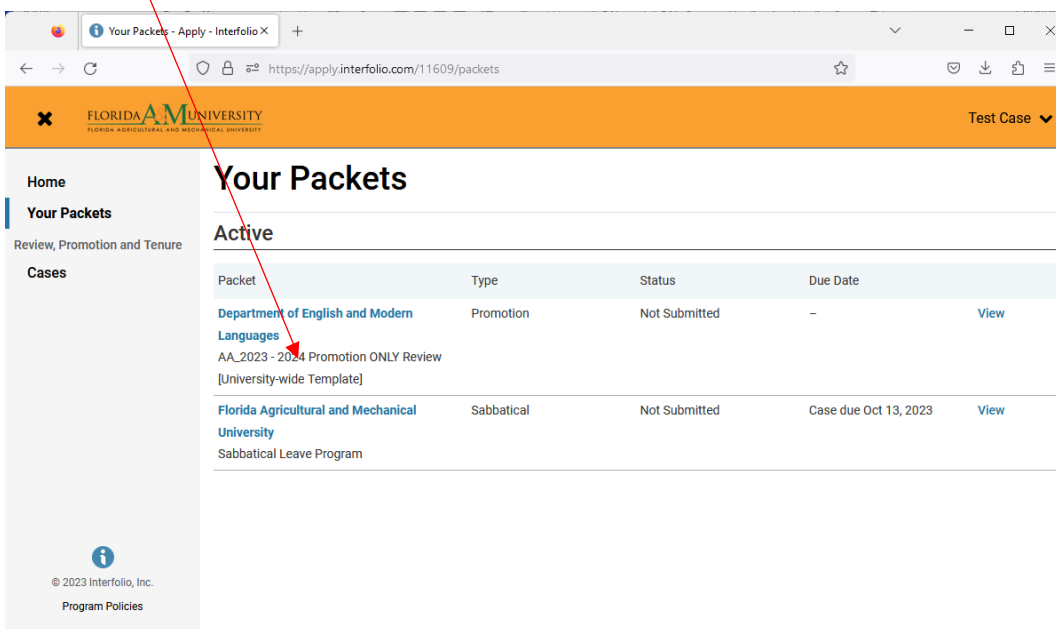


# Uploading Your Application into Interfolio

Make sure you have reviewed the guidelines for the program you are applying to avoid delays. Have all of your documents ready for uploading. PDF is the preferred format.

After logging into Interfolio, you should see the application in “Your Packets.” Select the application to open it.

## Applications

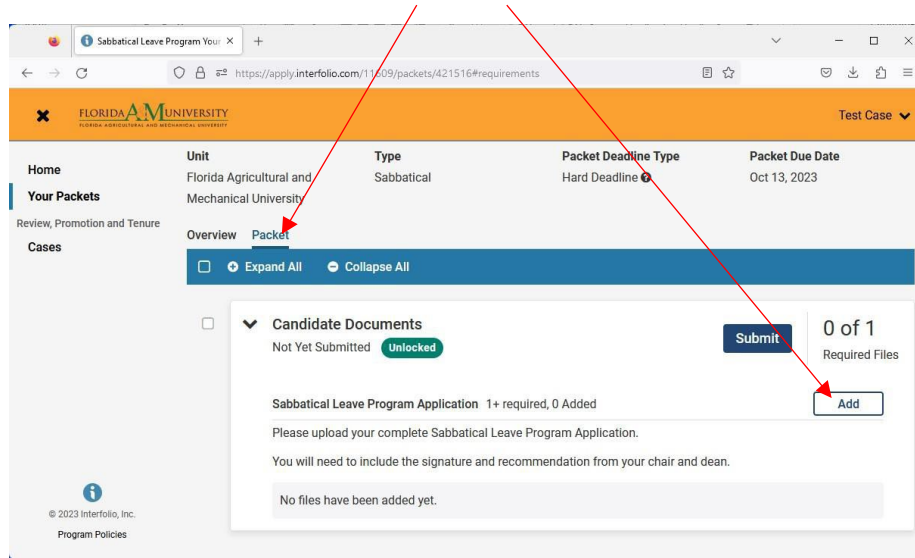


The screenshot shows a web browser window with the URL <https://apply.interfolio.com/11609/packets>. The page header includes the Florida Agricultural and Mechanical University logo and a "Test Case" dropdown. The left sidebar has a "Your Packets" section with a "Cases" link. The main content area is titled "Your Packets" and shows a table of active applications.

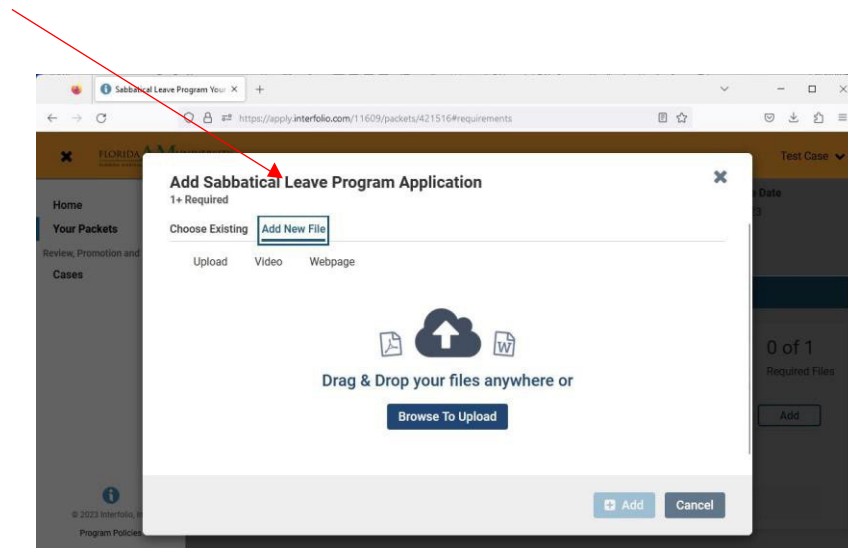
Packet	Type	Status	Due Date	
<a href="#">Department of English and Modern Languages</a> AA_2023 - 2024 Promotion ONLY Review [University-wide Template]	Promotion	Not Submitted	–	<a href="#">View</a>
<a href="#">Florida Agricultural and Mechanical University</a> Sabbatical Leave Program	Sabbatical	Not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

# Uploading Your Application into Interfolio

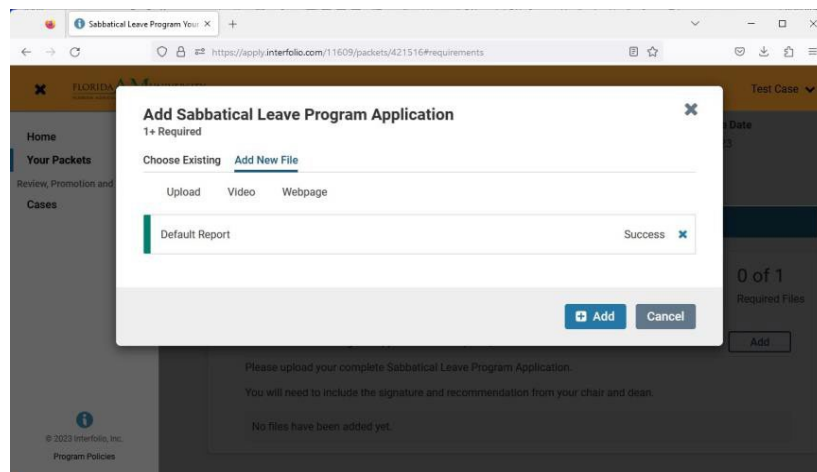
There are two options: Overview and Packet. Select Packet and then ADD to upload documents



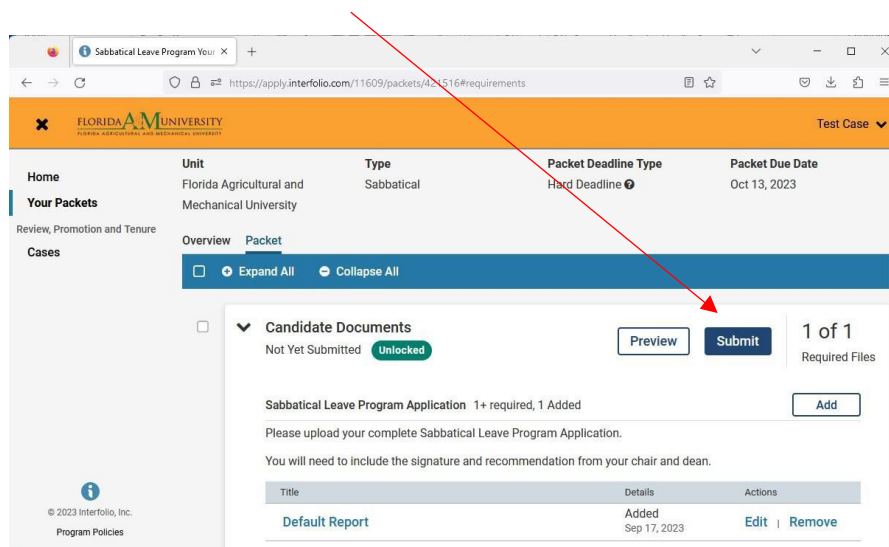
Next, select Add New File and upload the PDF of your application, this an example of Sabbatical Leave application, but other programs are similar.



# Uploading Your Application into Interfolio



After uploading all of your documents and prior to the application deadline, "Submit" your application:



# Uploading Your Application into Interfolio

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

The screenshot shows the 'Your Packets' page in the Interfolio application. The page is titled 'Your Packets' and is for the user 'Florida A&M University'. The page displays a table of active cases. The first row is for the 'Department of English and Modern Languages' with a status of 'Not Submitted'. The second row is for 'Florida Agricultural and Mechanical University' with a status of 'Last Submitted on Sep 17, 2023', which is highlighted with a red box. The page also includes a sidebar with navigation links and a footer with copyright information.

Packet	Type	Status	Due Date	
Department of English and Modern Languages AA_2023 - 2024 Promotion ONLY Review [University-wide Template]	Promotion	Not Submitted	-	<a href="#">View</a>
Florida Agricultural and Mechanical University Sabbatical Leave Program	Sabbatical	Last Submitted on Sep 17, 2023	Case due Oct 13, 2023	<a href="#">View</a>