

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

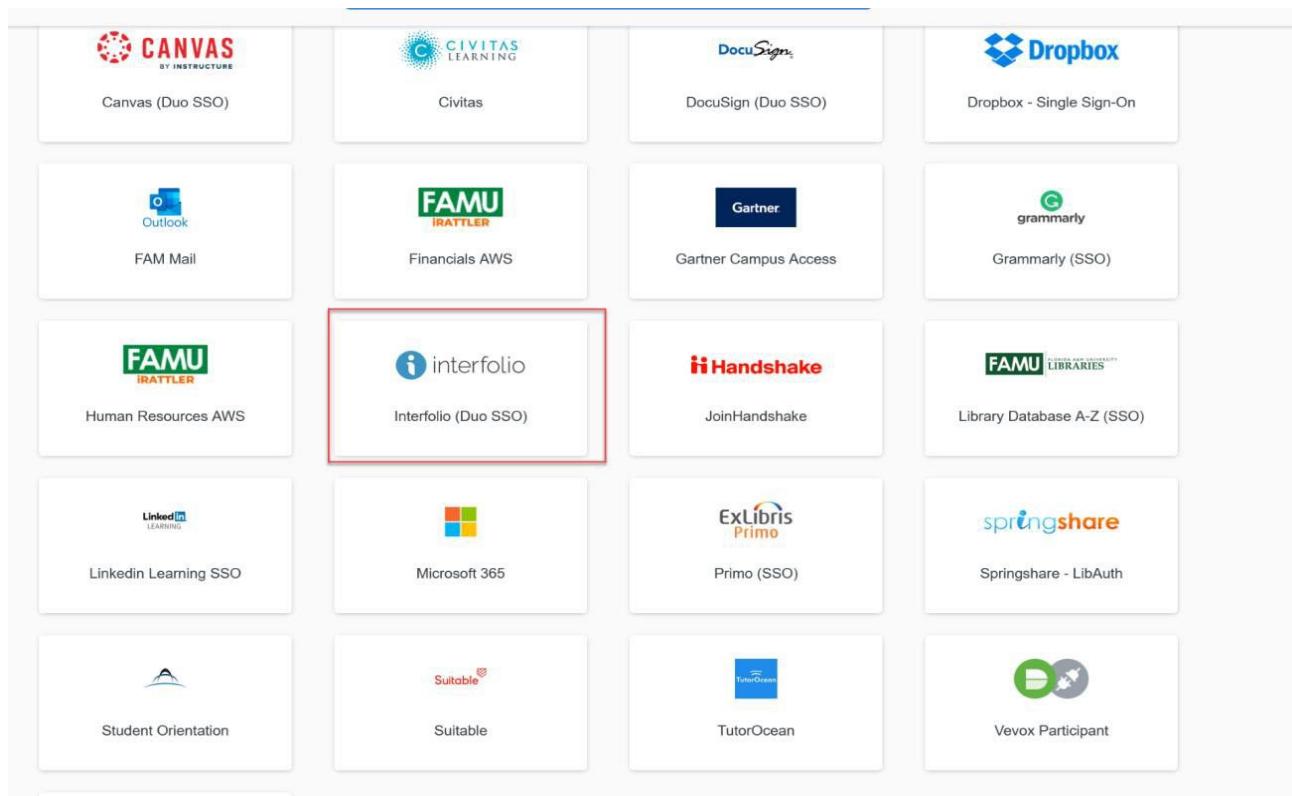
- Scroll through the available tiles until you find the **Interfolio** tile. Email academic.affairs@famu.edu, if you don't see an Interfolio tile.

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.

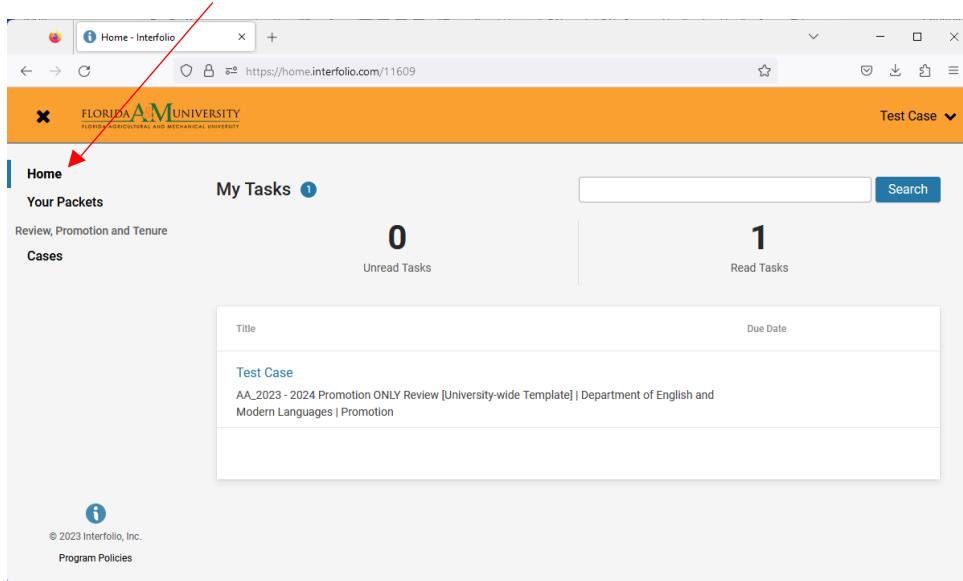
5. Begin Using Interfolio

- Email academic.affairs@famu.edu , if you are unable to log on.



Uploading Your Application into Interfolio

After logging in, Select Home:



Home

Your Packets

My Tasks 1

0 Unread Tasks

1 Read Tasks

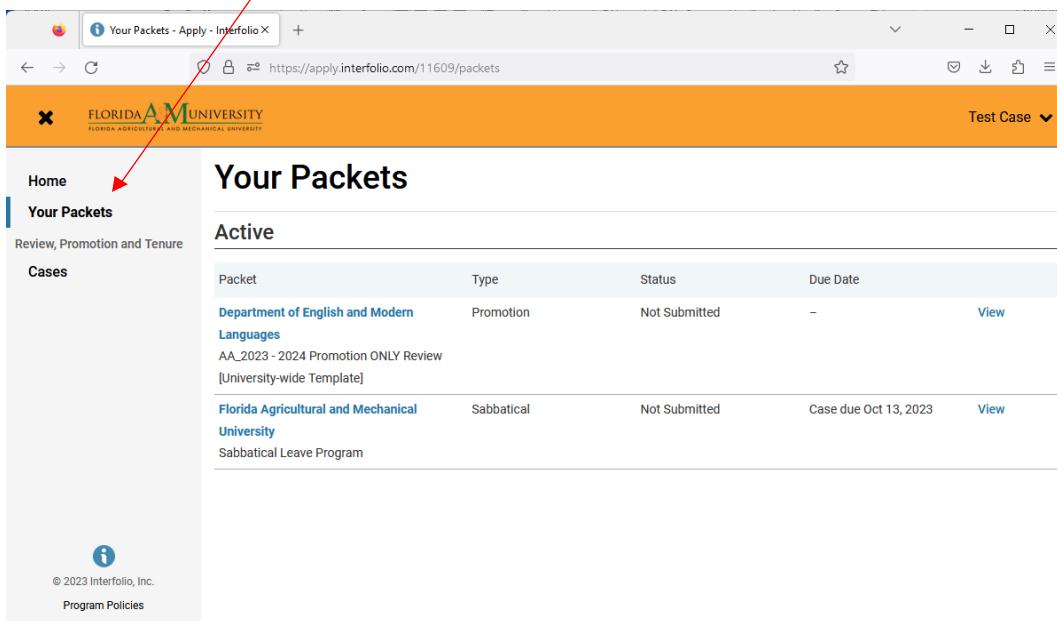
Test Case

AA_2023 - 2024 Promotion ONLY Review [University-wide Template] | Department of English and Modern Languages | Promotion

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Program Policies

Now, select Your Packets



Your Packets

Active

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

Home

Your Packets

Review, Promotion and Tenure

Cases

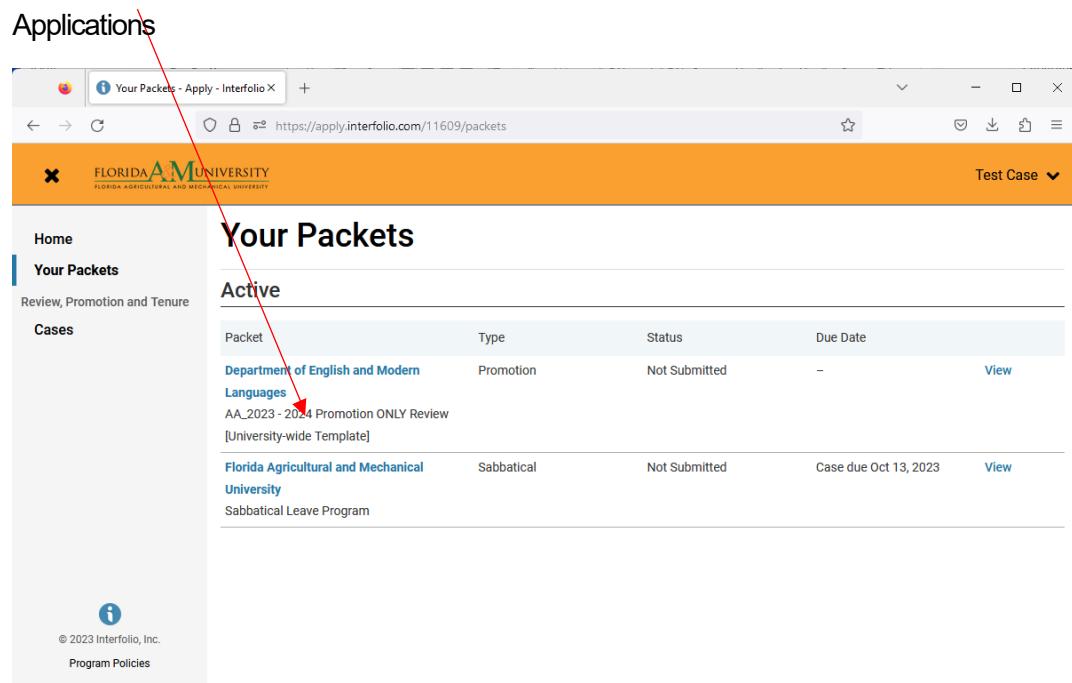
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Program Policies

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.



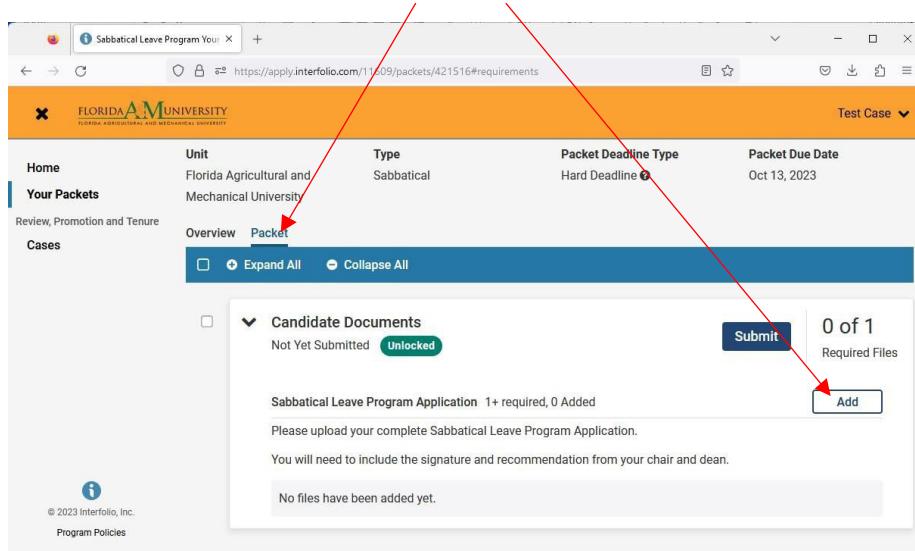
The screenshot shows a web browser window with the title "Your Packets - Apply - Interfolio". The URL is https://apply.interfolio.com/11609/packets. The page is titled "Your Packets" and shows two active applications:

Packet	Type	Status	Due Date	Action
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

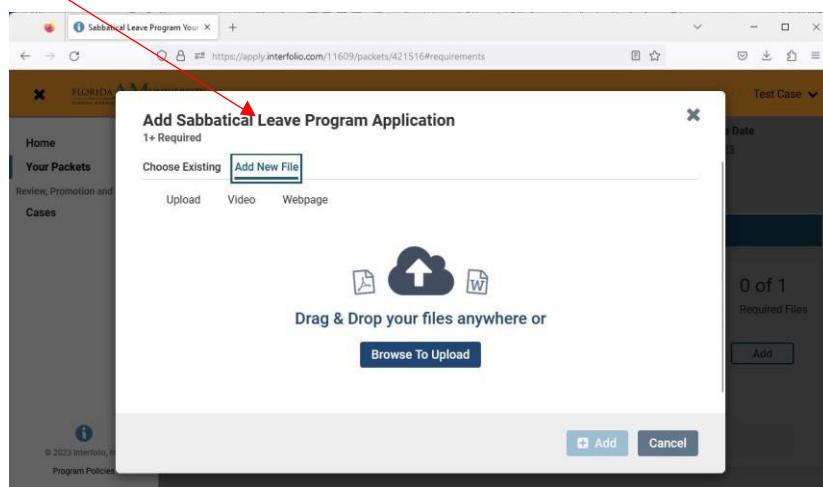
The sidebar on the left includes links for "Home", "Your Packets", "Review, Promotion and Tenure", and "Cases". The footer contains copyright information for Interfolio, Inc. and links for "Program Policies" and an information icon.

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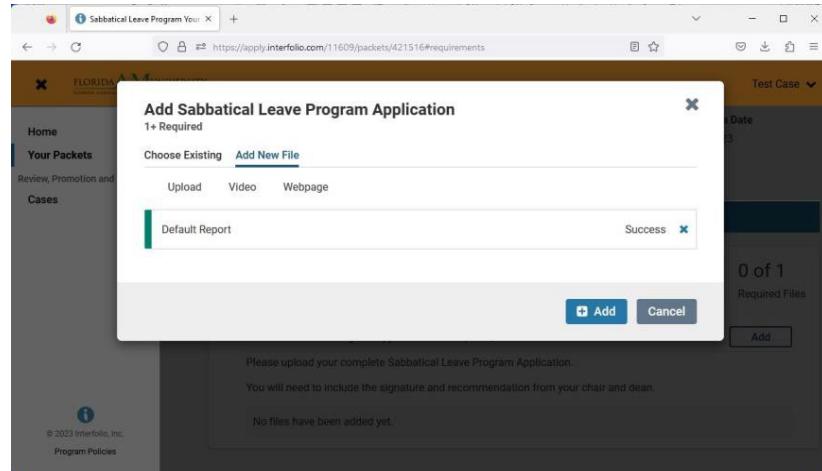
There are two options: Overview and Packet. Select Packet and then ADD to upload documents



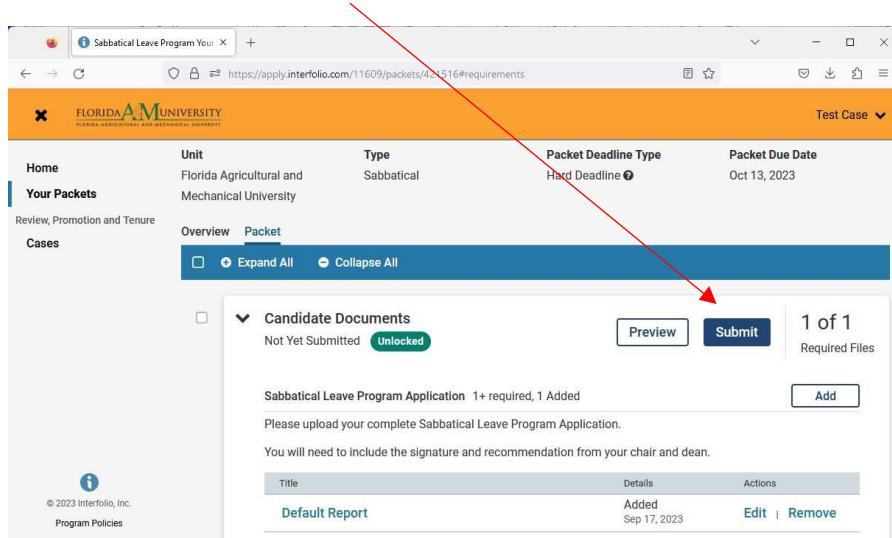
Next, select Add New File and upload the PDF of your application, this is an example of Sabbatical Leave application, but other programs are similar.



Uploading Your Application into Interfolio

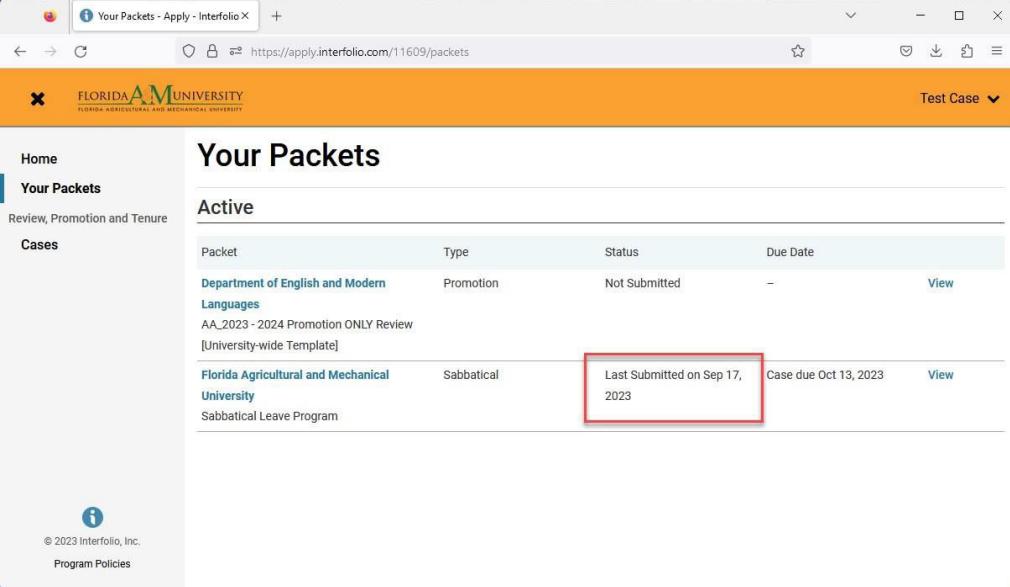


After uploading all of your documents and prior to the application deadline, “Submit” your application:



Uploading Your Application into Interfolio

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



Home

Your Packets

Review, Promotion and Tenure

Cases

FLORIDA A&M UNIVERSITY
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

Test Case

Your Packets

Active

Packet	Type	Status	Due Date	Action
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	Last Submitted on Sep 17, 2023	Case due Oct 13, 2023	View

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Program Policies