

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

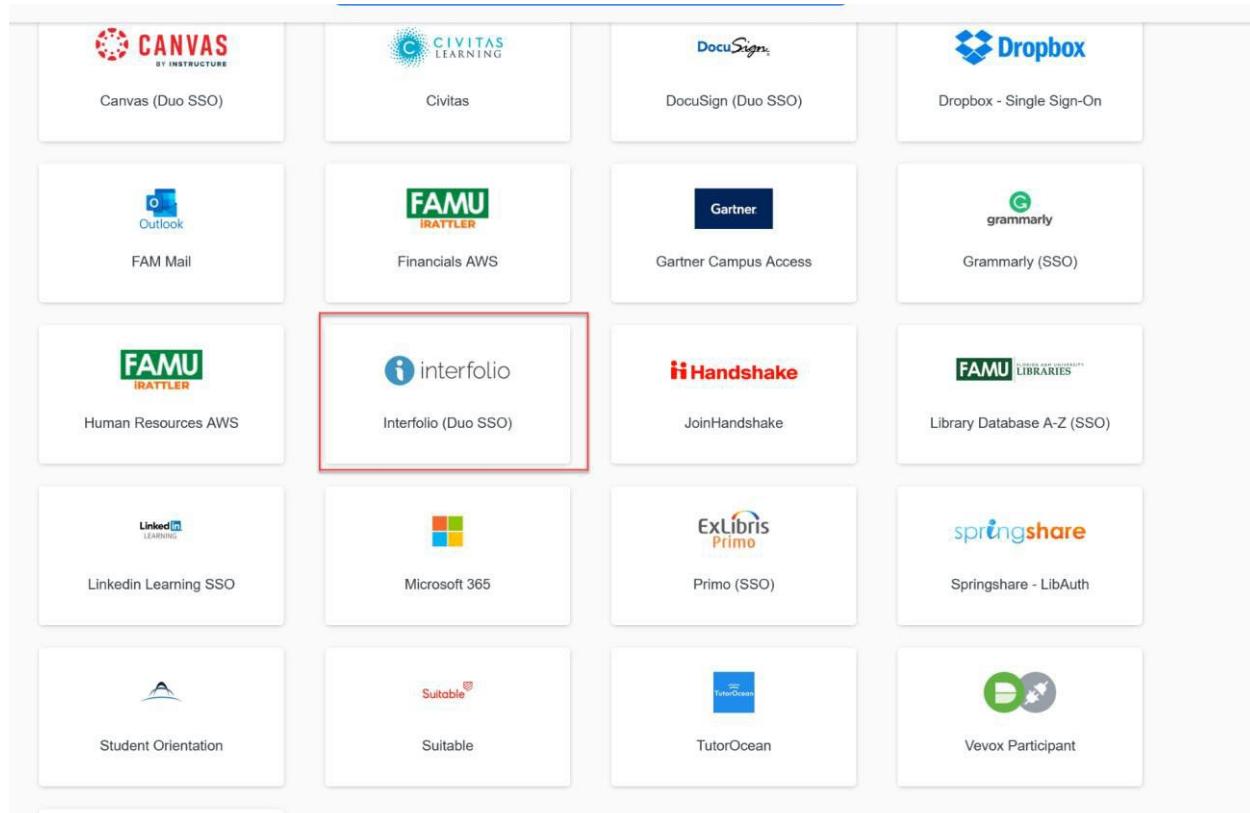
- Scroll through the available tiles until you find the **Interfolio** tile.

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

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

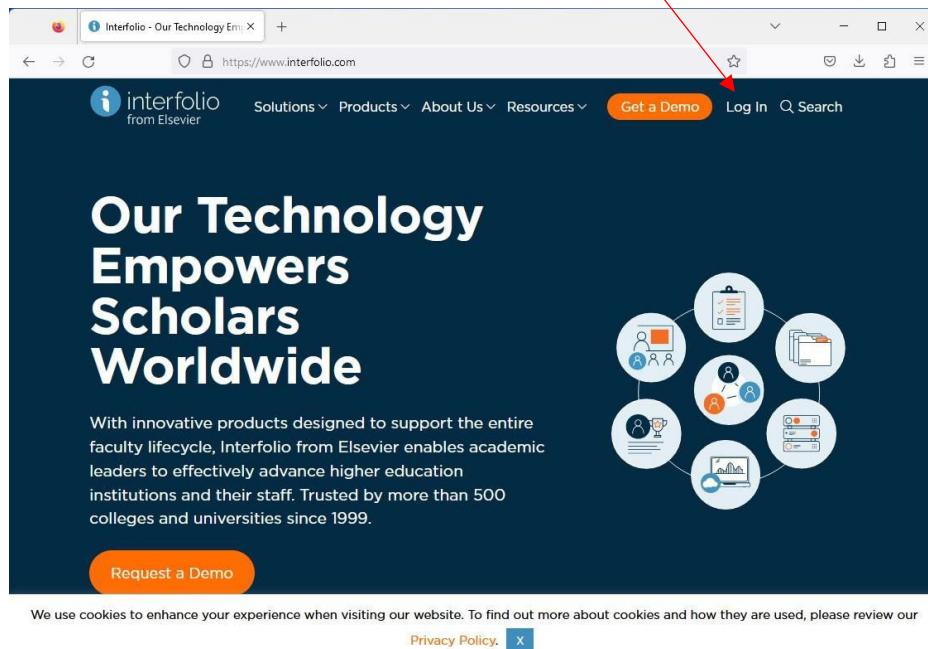
You should receive an official message from Interfolio informing you that a “Case” has been assigned to you. This email will contain a secure link that allows you to upload and manage your required documents. The message will appear similar to the example below:



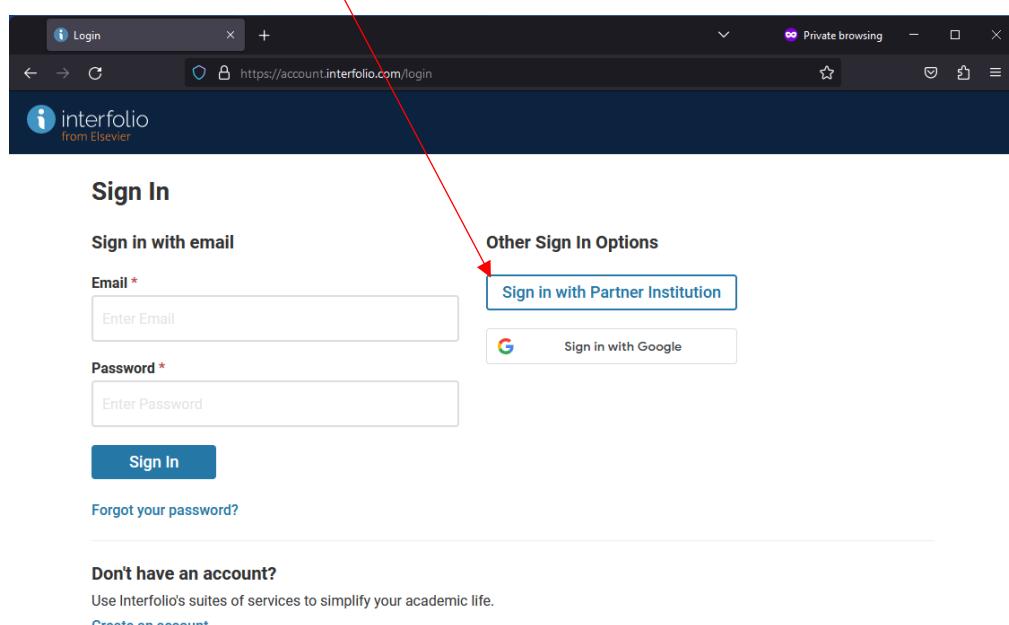
Selecting “View Case” should take you to the Interfolio login. If, not, you can utilize the iRattler Selection Matrix on the page above or use the instructions below to manually log into the system.

Uploading Your Application into Interfolio

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

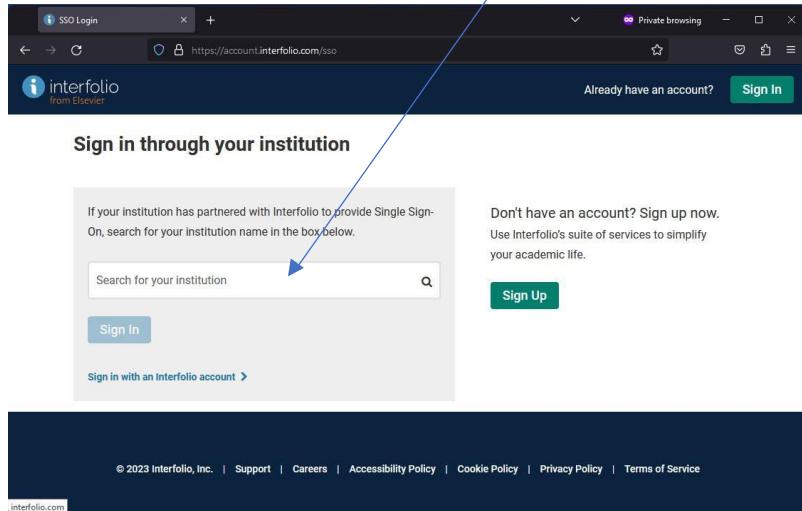


Select Sign-in with Partner Institutions

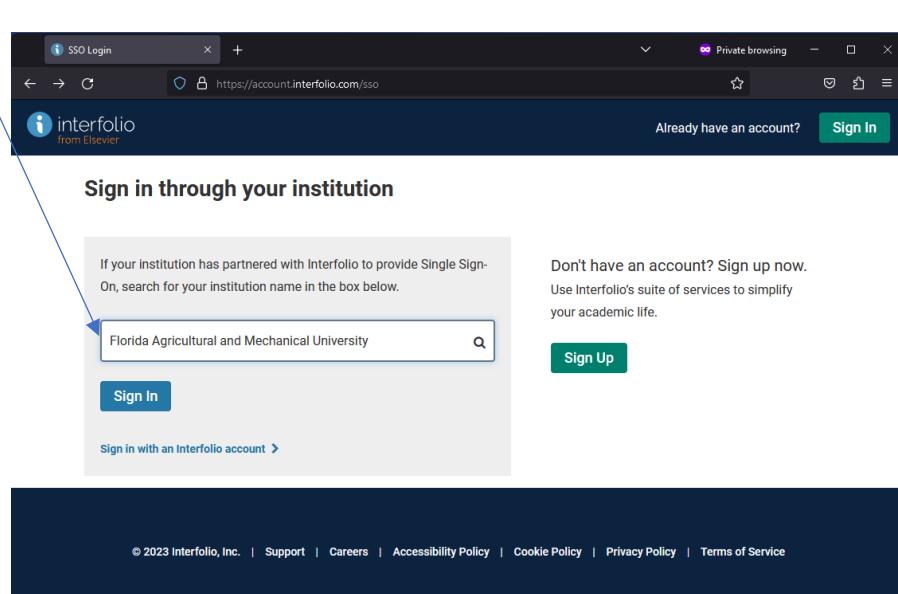


Uploading Your Application into Interfolio

Select Florida Agricultural and Mechanical University in the Search Box

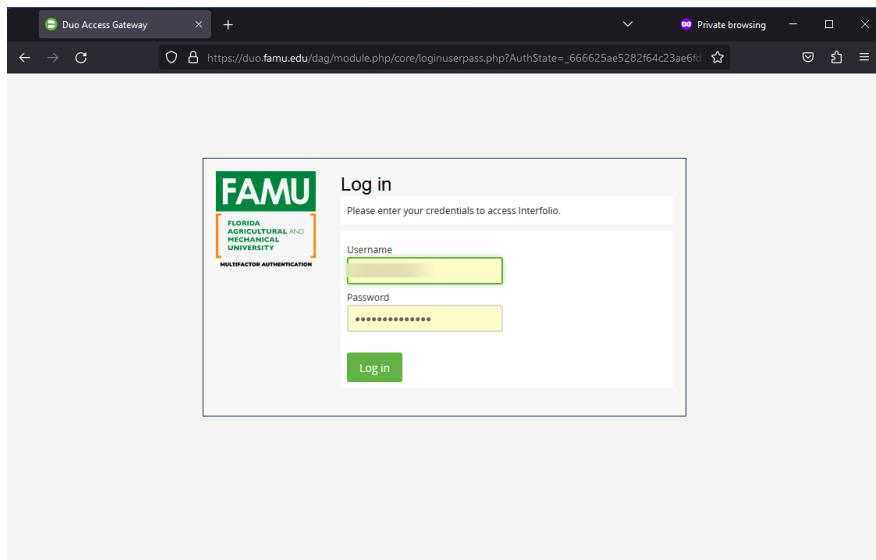


Select Sign In

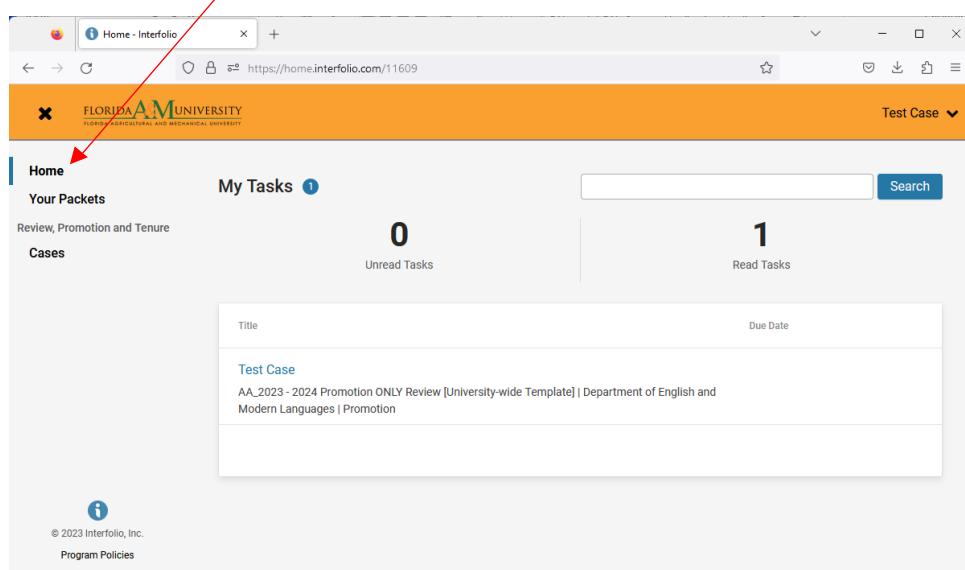


Uploading Your Application into Interfolio

Sign In using your FAMU Credentials



After logging in, Select Home:



Uploading Your Application into Interfolio

Now, select Your Packets

Your Packets

Packet	Type	Status	Due Date	Action
Department of English and Modern Languages	Promotion	Not Submitted	-	View
Florida Agricultural and Mechanical University	Sabbatical	Not Submitted	Case due Oct 13, 2023	View

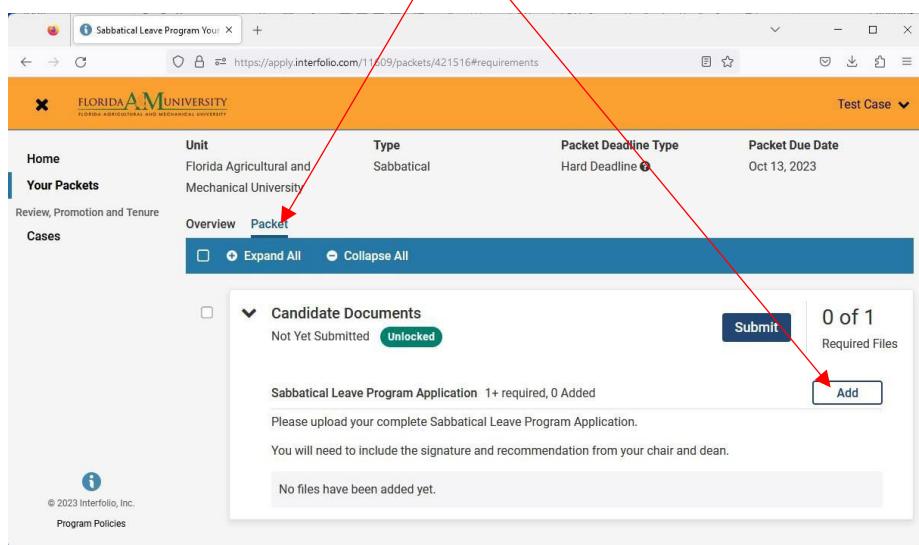
Now, select the Sabbatical Leave , Professional Development Leave, or Faculty Travel Program Applications

Your Packets

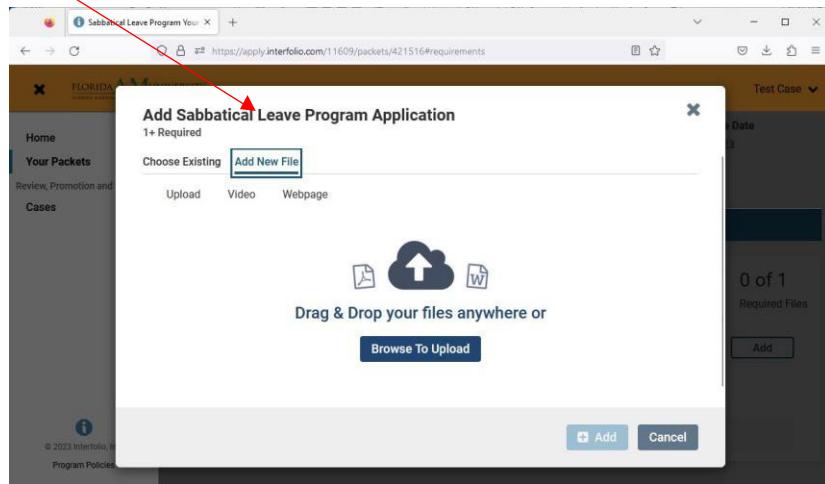
Packet	Type	Status	Due Date	Action
Department of English and Modern Languages	Promotion	Not Submitted	-	View
Florida Agricultural and Mechanical University	Sabbatical	Not Submitted	Case due Oct 13, 2023	View

Uploading Your Application into Interfolio

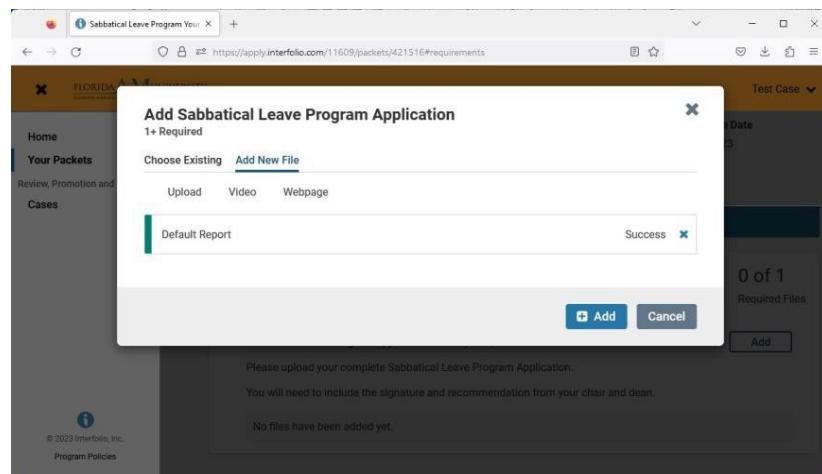
You will upload your application now, Select Packet and then Select ADD



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

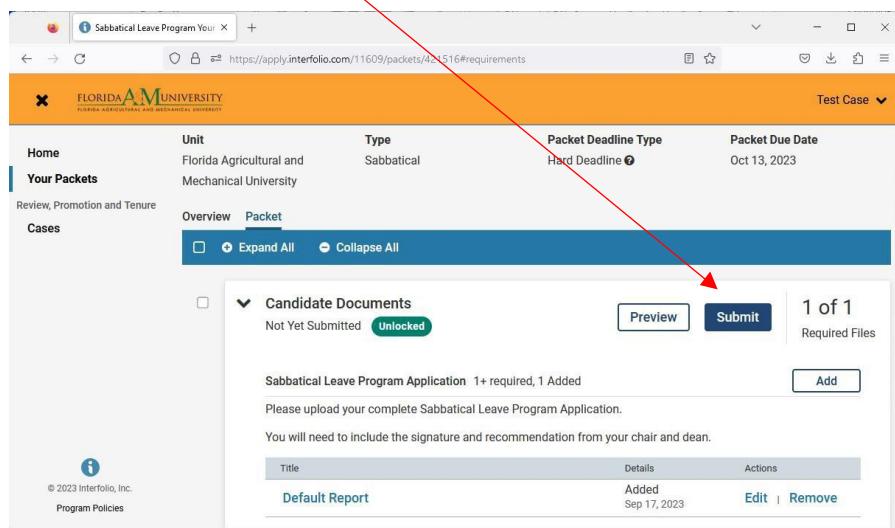


Uploading Your Application into Interfolio



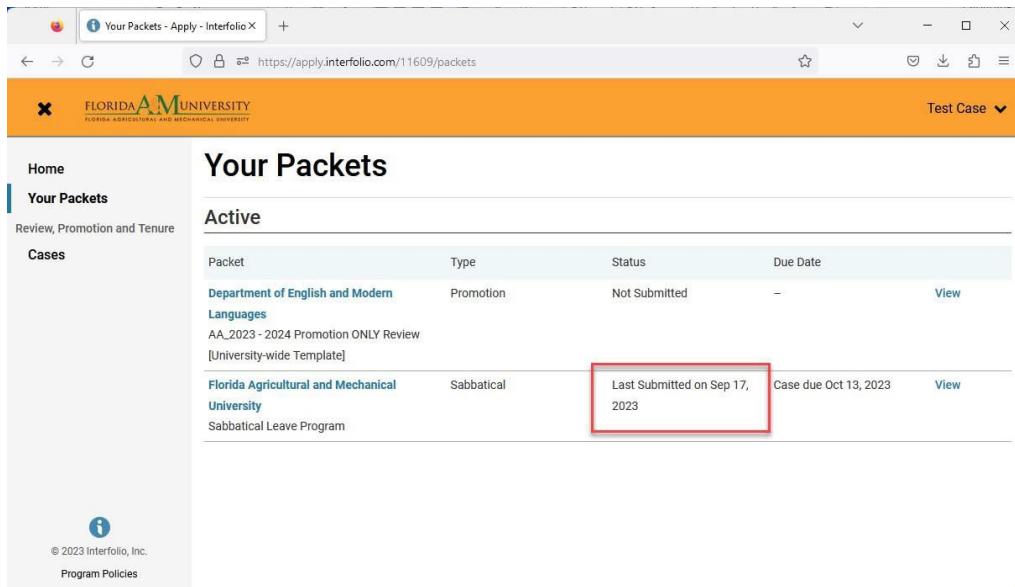
Uploading Your Application into Interfolio

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



The screenshot shows the 'Sabbatical Leave Program' application page. At the top, it displays the university logo and the packet type: 'Sabbatical'. It shows a 'Packet Deadline Type' of 'Hard Deadline' and a 'Packet Due Date' of 'Oct 13, 2023'. Below this, there are tabs for 'Overview' and 'Packet'. A red arrow points to the 'Submit' button in the 'Candidate Documents' section, which is currently 'Not Yet Submitted' and 'Unlocked'. The section also includes a 'Preview' button and a message: 'Please upload your complete Sabbatical Leave Program Application. You will need to include the signature and recommendation from your chair and dean.' At the bottom, there is a table with a single row: 'Default Report' (Title), 'Added Sep 17, 2023' (Details), and 'Edit | Remove' (Actions).

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



The screenshot shows the 'Your Packets' page. It lists 'Active' packets. One packet is highlighted with a red box: 'Florida Agricultural and Mechanical University Sabbatical Leave Program'. This packet is of type 'Sabbatical' and was 'Submitted on Sep 17, 2023'. The due date is 'Case due Oct 13, 2023'. There is a 'View' button next to the row. The page also includes a sidebar with links to 'Home', 'Your Packets', 'Review, Promotion and Tenure', and 'Cases', along with copyright information for Interfolio, Inc.