# 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.
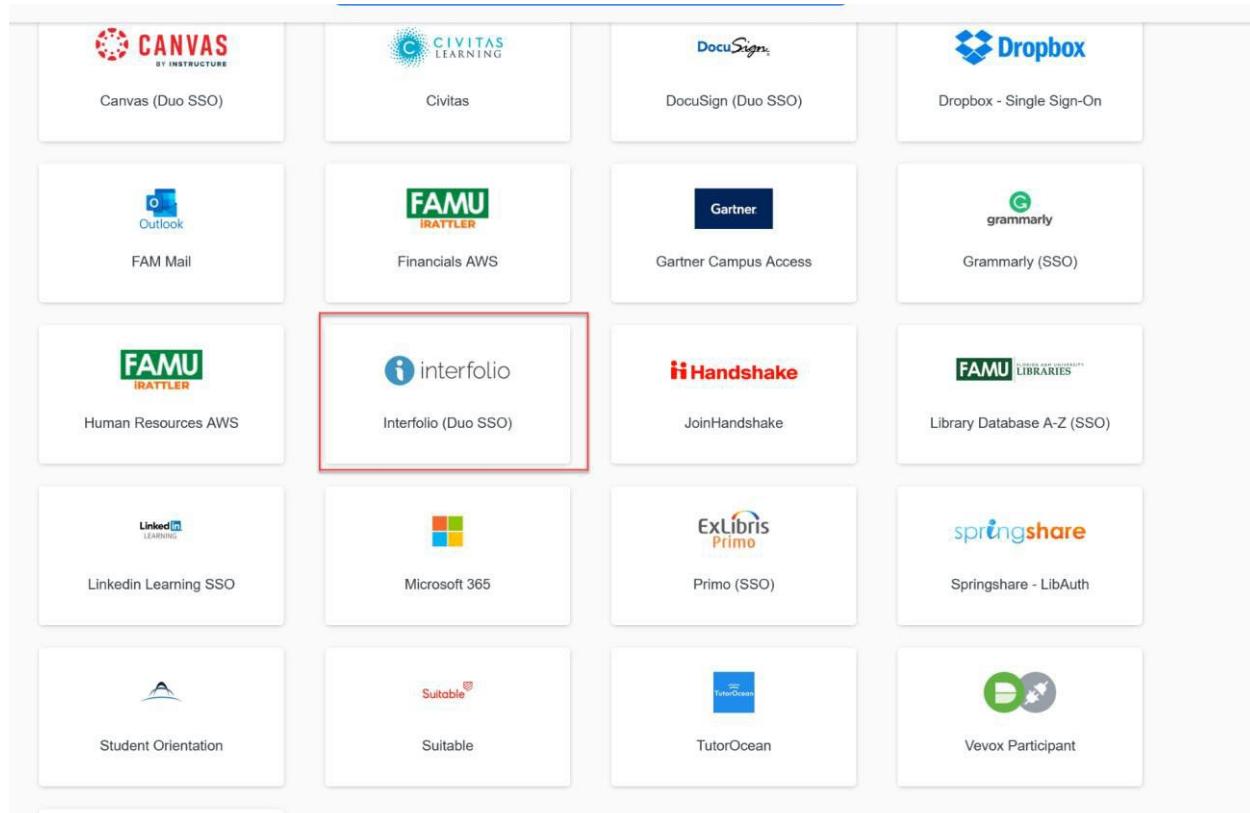
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Alternatively, you may access Interfolio through a direct email notification.
You should receive an official message from Interfolio informing you that a "Case" has been assigned to you. This email will contain a secure link that allows you to upload 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.

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Accessing the Interfolio website, www.interfolio.com and select Log In
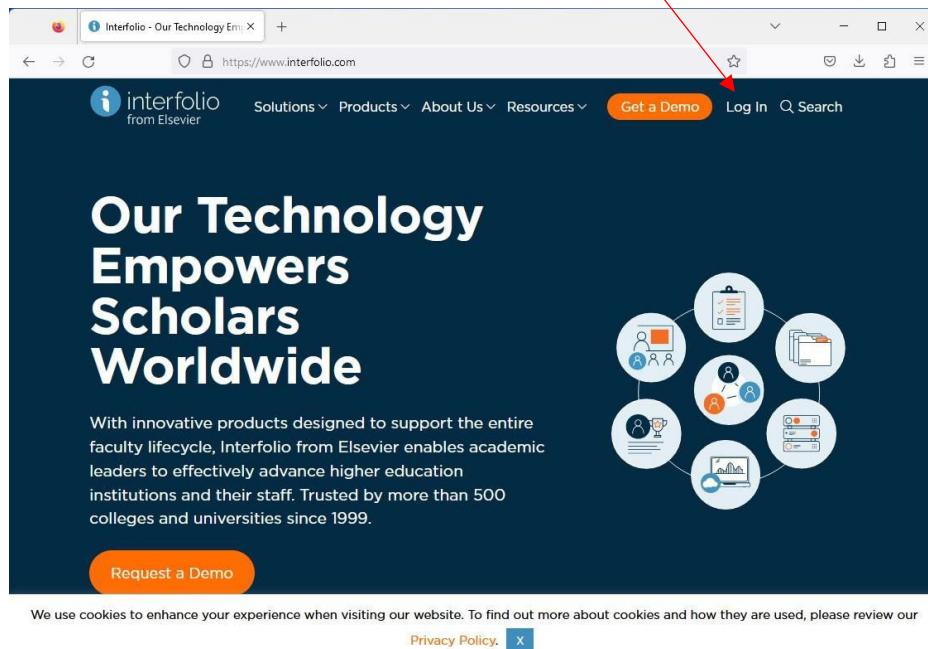
Select Sign-in with Partner Institutions
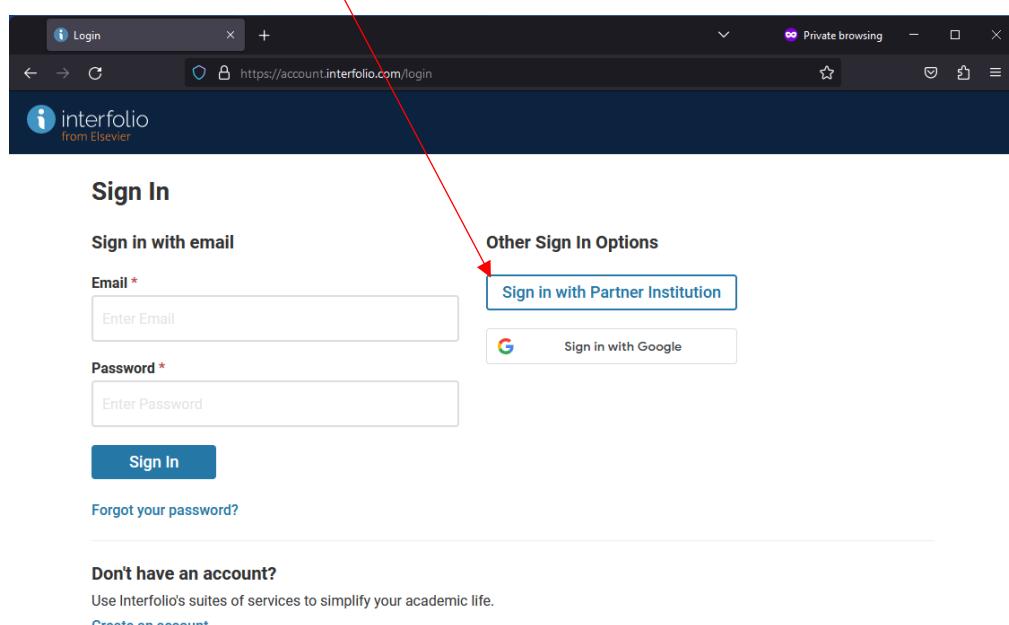
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Select Florida Agricultural and Mechanical University in the Search Box
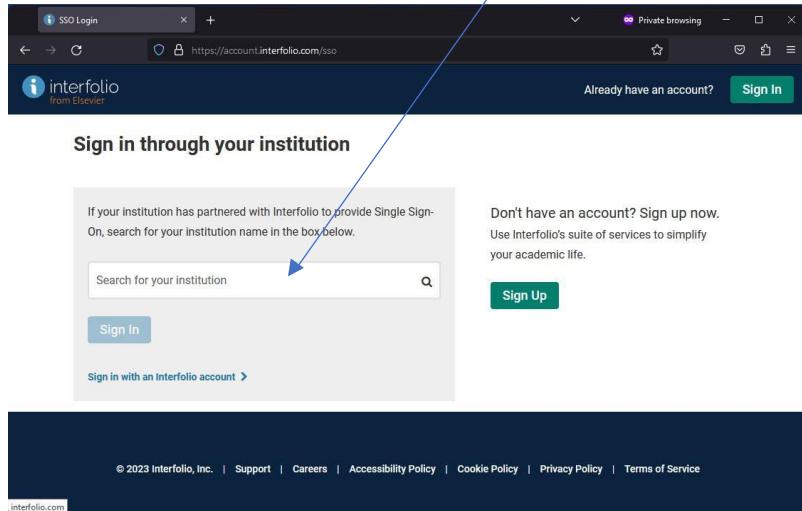
Select Sign In
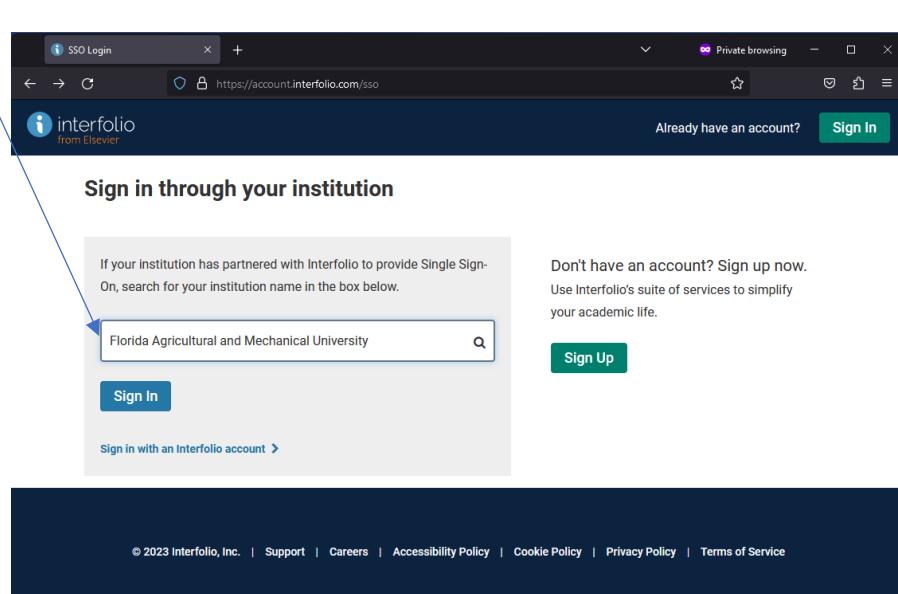
Sign In using your FAMU Credentials
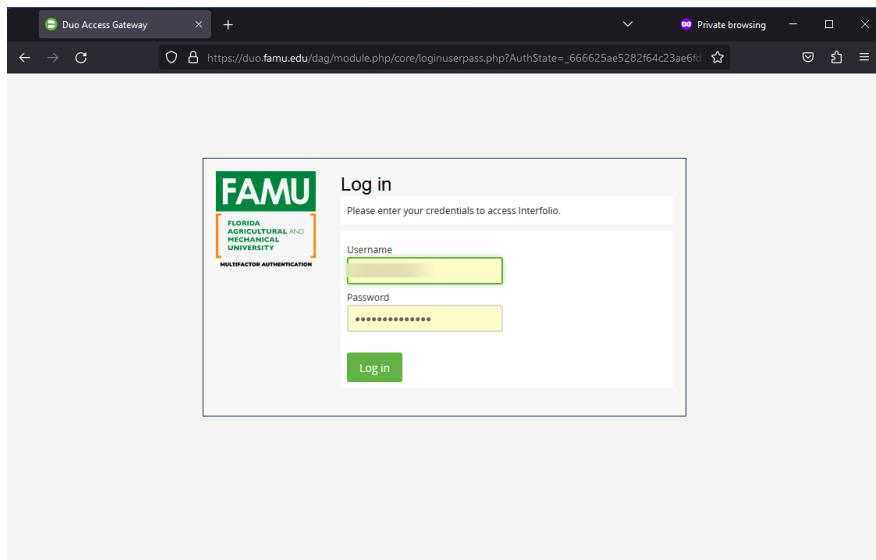
After logging in, Select Home:
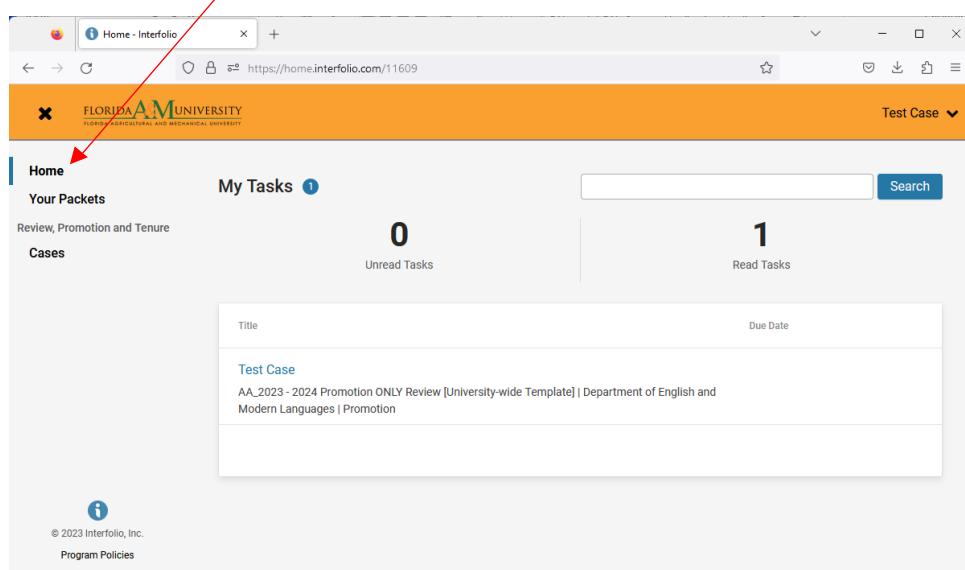
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Now, select Your Packets

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

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You will upload your application now, Select Packet and then Select ADD
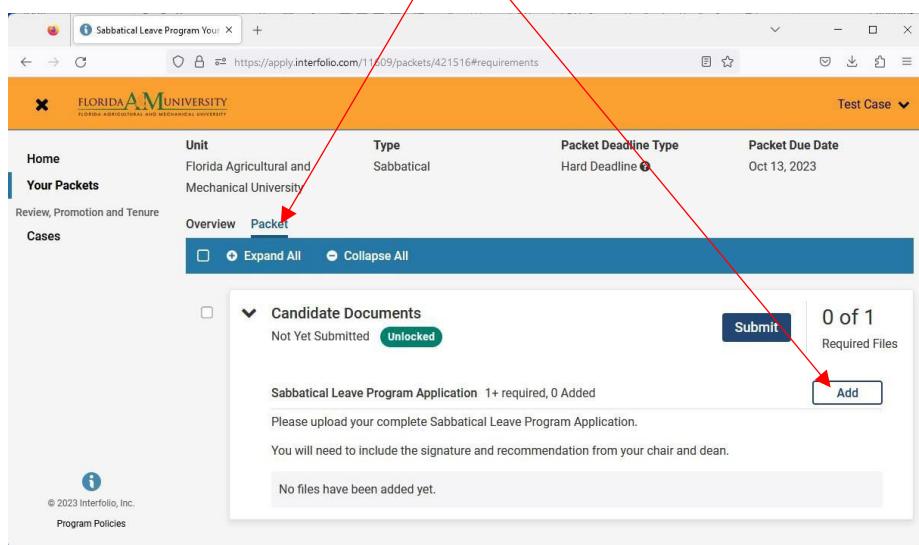
Now, select Add New File and upload the PDF of your application, this an example of Sabbatical Leave, *all programs are similar*.
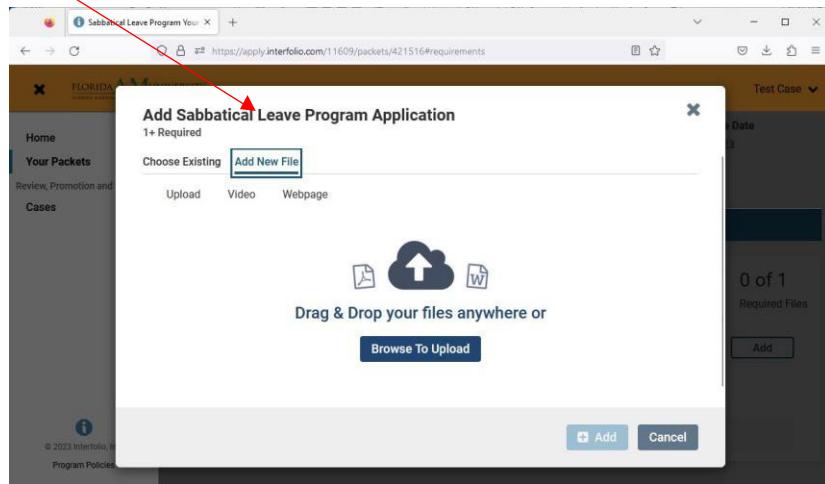
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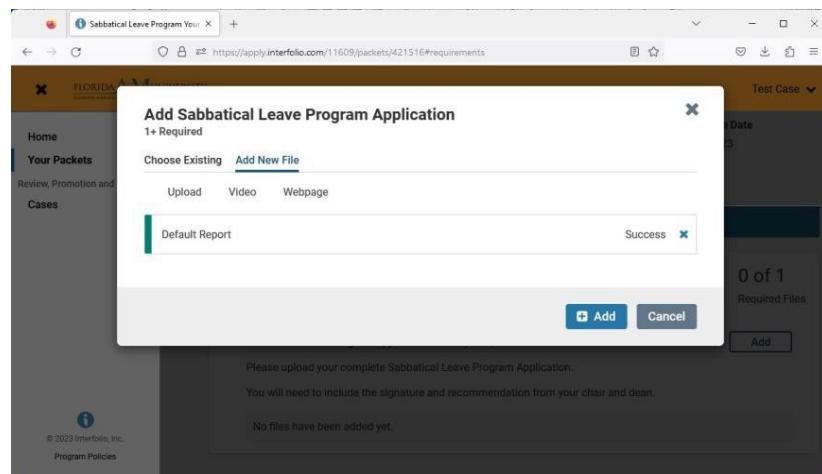
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Prior to the application deadline, "Submit" your application:

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