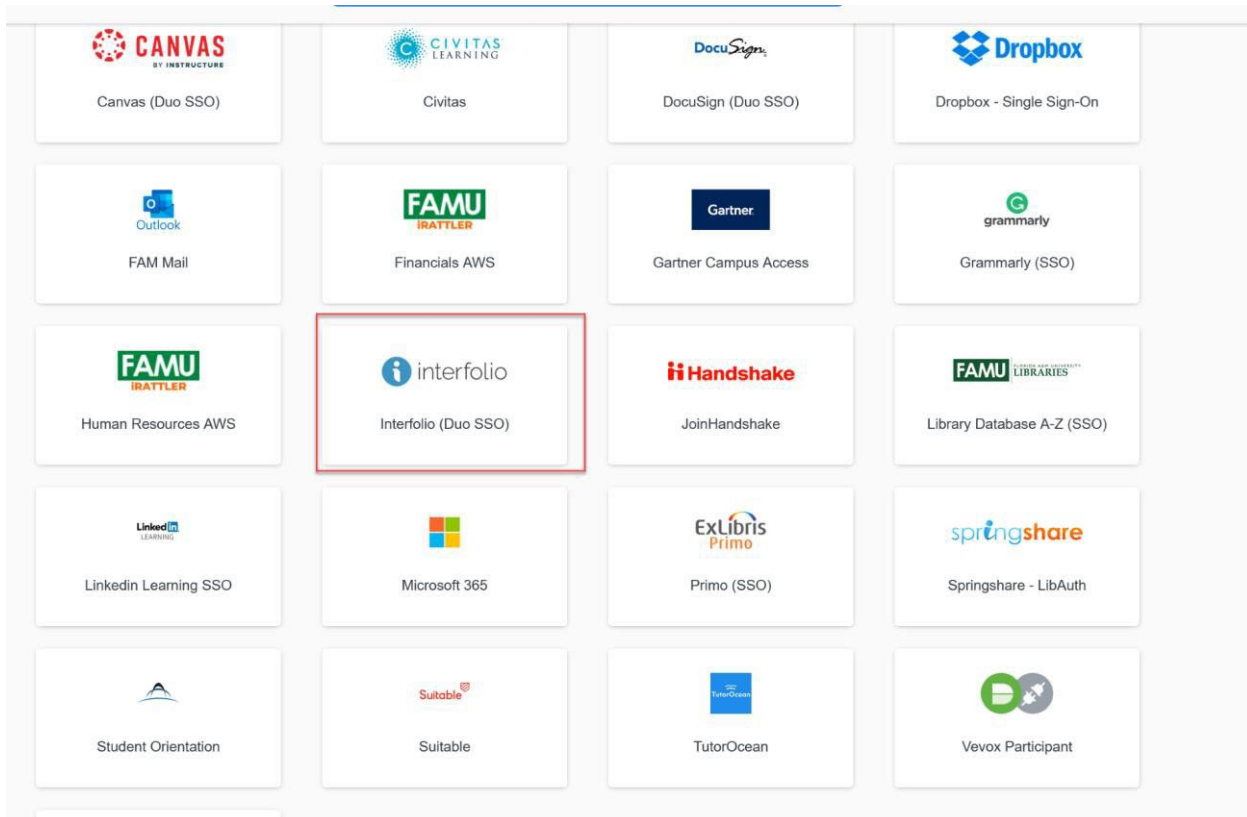


Uploading Your Application into Interfolio

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.

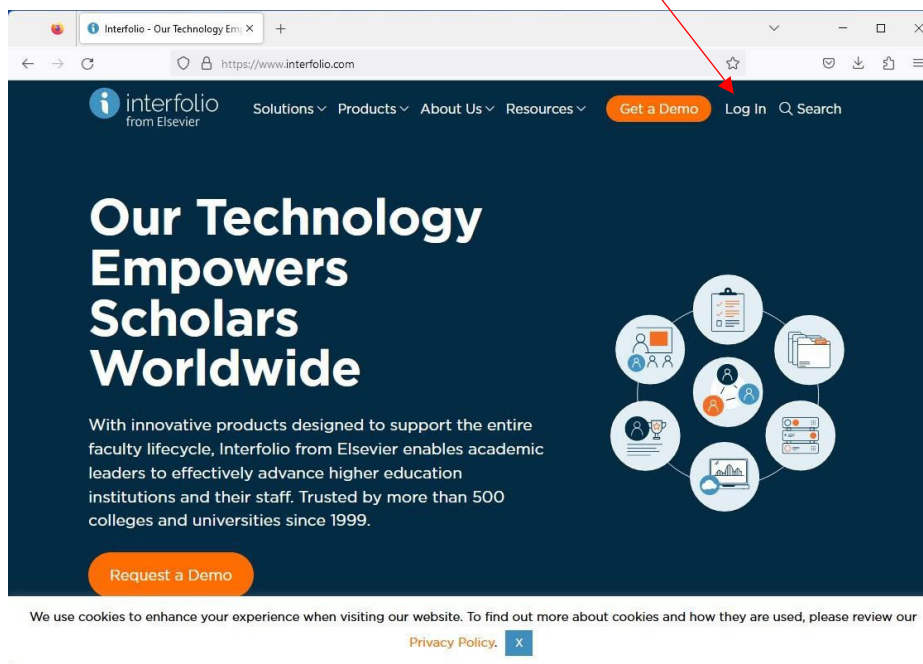
You should receive an official message from Interfolio informing you that a “Case” has been assigned to you. This email will contain a secure link that allows you to upload and manage your required documents. The message will appear similar to the example below:



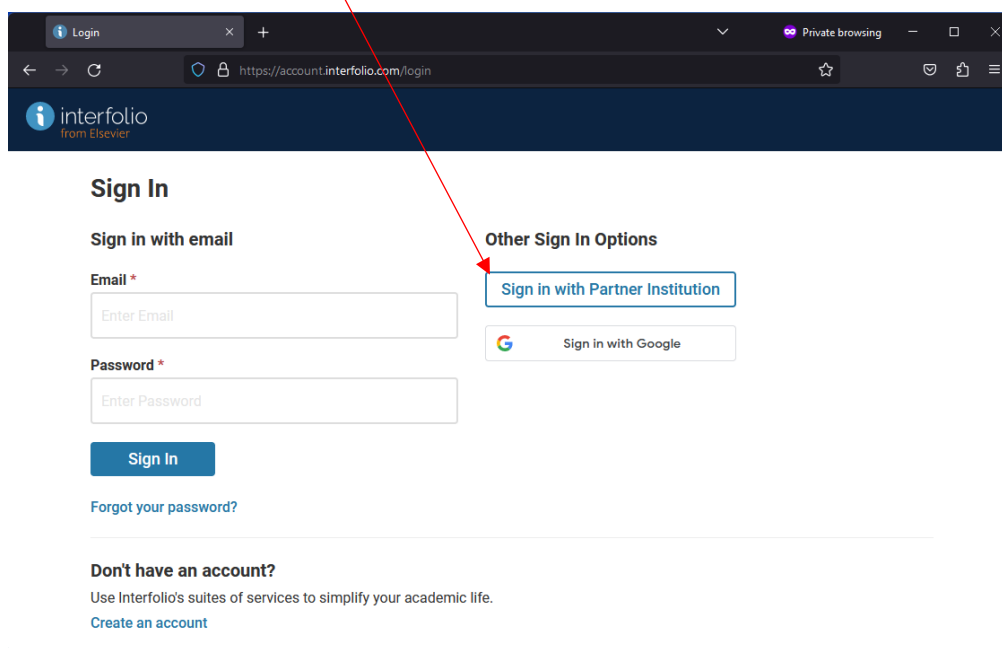
Selecting “View Case” should take you to the Interfolio login. If, not, you can utilize the iRattler Selection Matrix on the page above or use the instructions below to manually log into the system.

Uploading Your Application into Interfolio

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

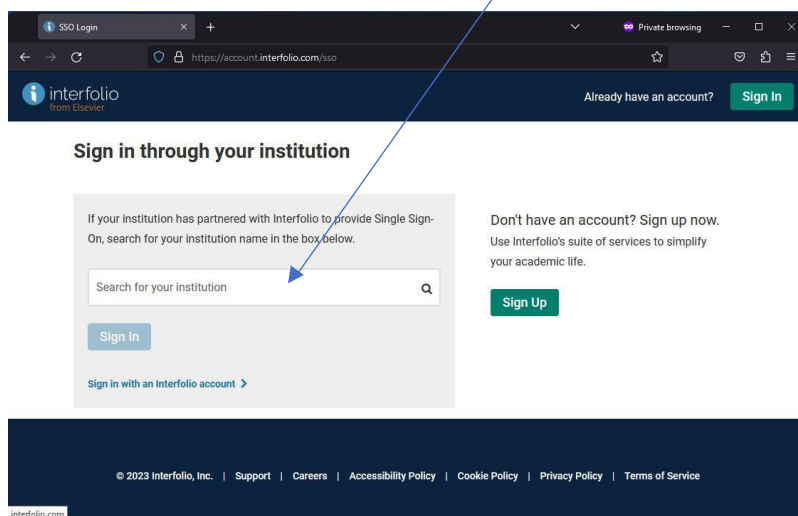


Select Sign-in with Partner Institutions



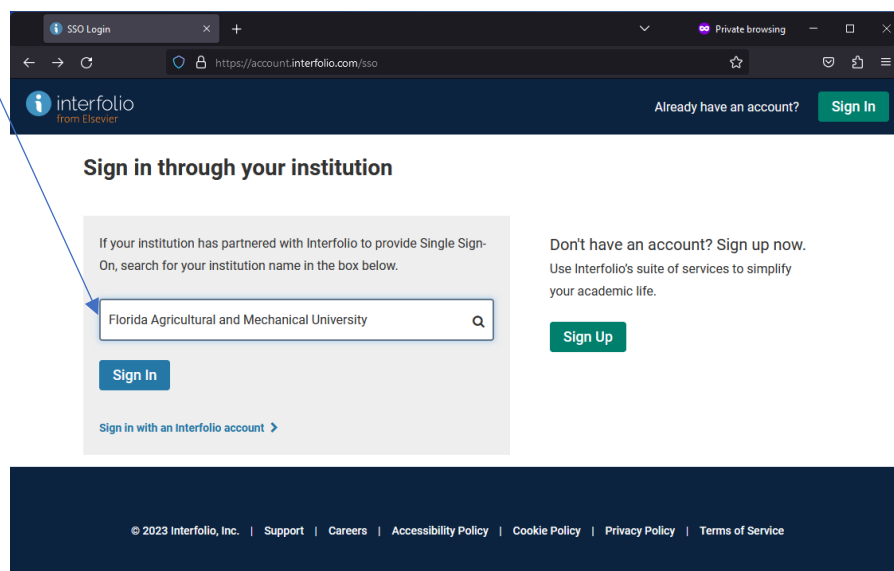
Uploading Your Application into Interfolio

Select Florida Agricultural and Mechanical University in the Search Box



The screenshot shows the Interfolio SSO Login page. The header includes the Interfolio logo and a "Sign In" button. The main heading is "Sign in through your institution". Below this, there is a search box labeled "Search for your institution" with a magnifying glass icon. A blue arrow points to this search box. To the right of the search box is a "Sign Up" button. At the bottom of the page, there is a footer with copyright information and links to Support, Careers, Accessibility Policy, Cookie Policy, Privacy Policy, and Terms of Service.

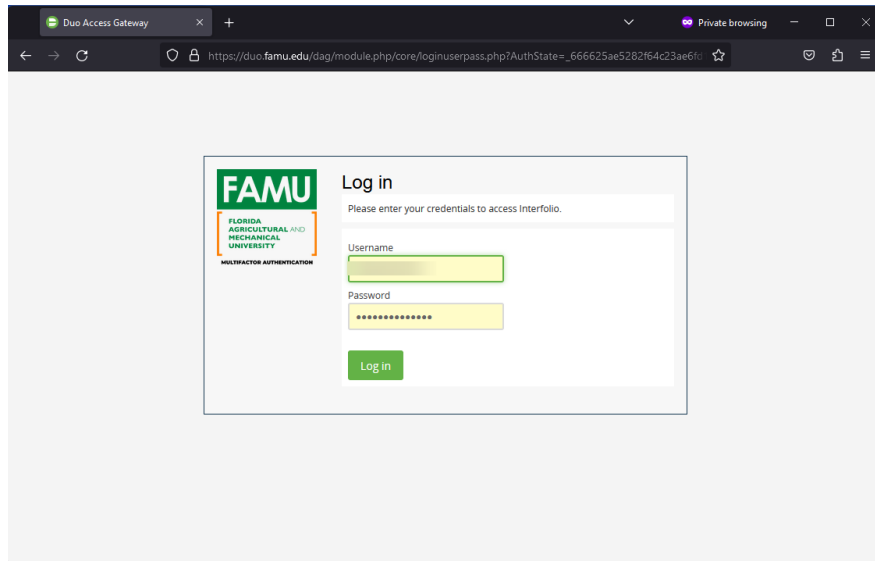
Select Sign In



The screenshot shows the Interfolio SSO Login page with the search box filled with "Florida Agricultural and Mechanical University". A blue arrow points to the "Sign In" button below the search box. The "Sign Up" button is also visible to the right. The footer at the bottom contains the same copyright and link information as the previous screenshot.

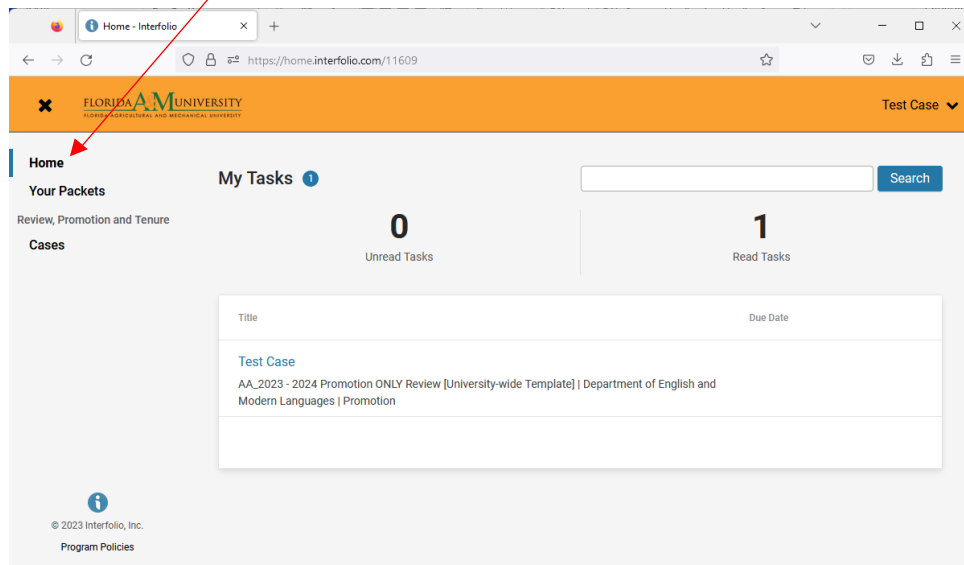
Uploading Your Application into Interfolio

Sign In using your FAMU Credentials



A screenshot of a web browser showing the Duo Access Gateway login page for FAMU. The browser's address bar displays the URL: `https://duo.famu.edu/dag/module.php/core/loginuserpass.php?AuthState=_666625ae5282f64c23ae6f0`. The login form is titled "Log in" and includes the FAMU logo (Florida Agricultural and Mechanical University) with the text "MULTIFACTOR AUTHENTICATION". The form prompts the user to "Please enter your credentials to access Interfolio." and contains fields for "Username" and "Password", both with yellow input boxes. A green "Log in" button is positioned below the password field.

After logging in, Select Home:



A screenshot of the Interfolio Home dashboard after logging in. The browser's address bar shows `https://home.interfolio.com/11609`. The dashboard features an orange header with the FAMU logo and a "Test Case" dropdown menu. The main content area is divided into sections: "Home" (highlighted with a red arrow), "Your Packets" (containing "Review, Promotion and Tenure Cases"), "My Tasks" (showing "0 Unread Tasks" and "1 Read Tasks"), and a search bar. A table displays a task titled "Test Case" with the description "AA_2023 - 2024 Promotion ONLY Review [University-wide Template] | Department of English and Modern Languages | Promotion". The footer includes the copyright notice "© 2023 Interfolio, Inc." and a link to "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 includes the Florida Agricultural and Mechanical University logo and a 'Test Case' dropdown. The left sidebar has a 'Your Packets' link highlighted with a red arrow. The main content area is titled 'Your Packets' and shows a table of active 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

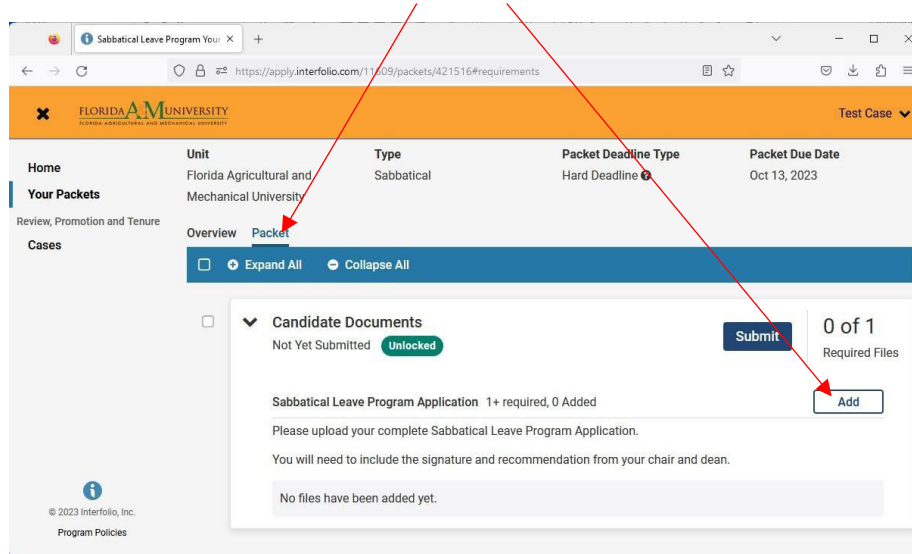
Now, select the Sabbatical Leave , Professional Development Leave, or Faculty Travel Program Applications

This screenshot is identical to the one above, but with a red arrow pointing to the 'Sabbatical Leave Program' link in the table.

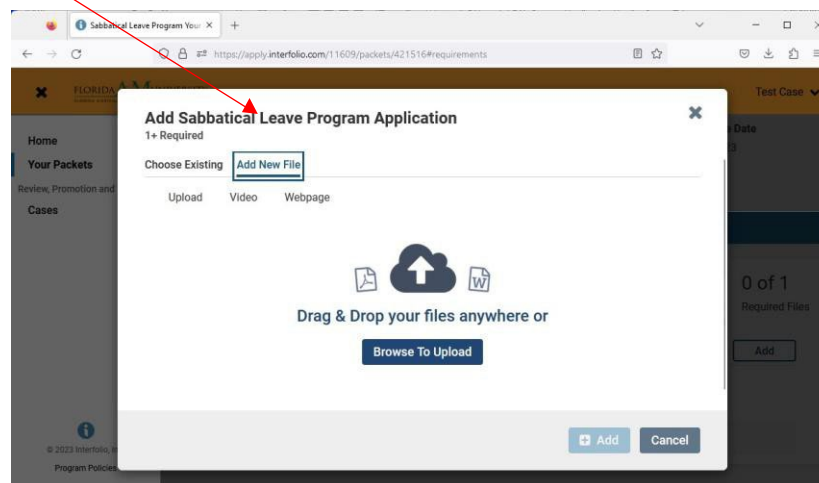
Packet	Type	Status	Due Date	
Department of English and Modern Languages AA_2023 - 2024 Promotion ONLY Review [University-wide Template]	Promotion	Not Submitted	-	View
Florida Agricultural and Mechanical University Sabbatical Leave Program	Sabbatical	Not Submitted	Case due Oct 13, 2023	View

Uploading Your Application into Interfolio

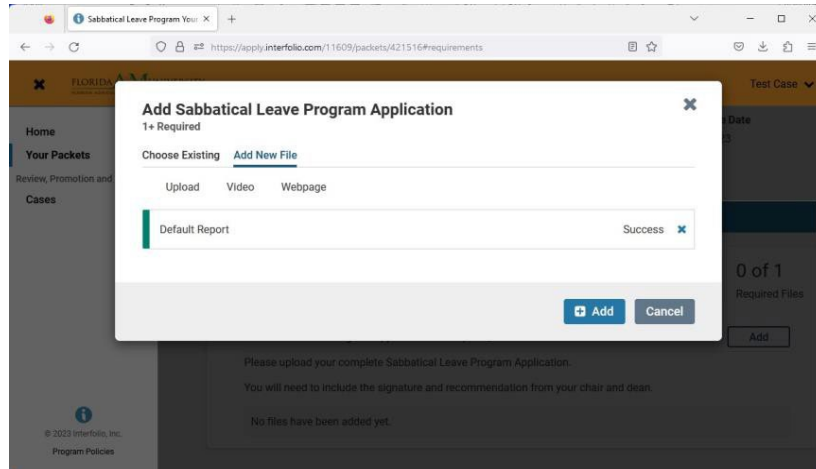
You will upload your application now, Select Packet and then Select ADD



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

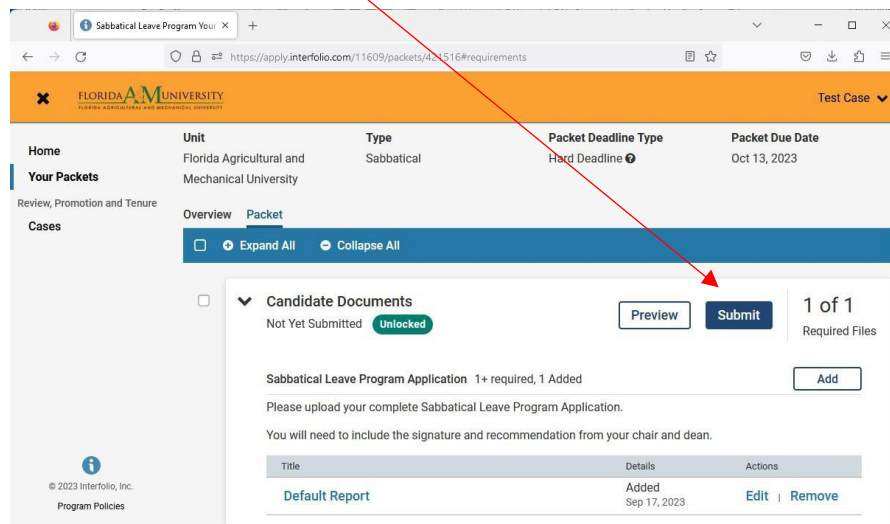


Uploading Your Application into Interfolio



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:

