

Uploading Your Application into Interfolio

9/2023

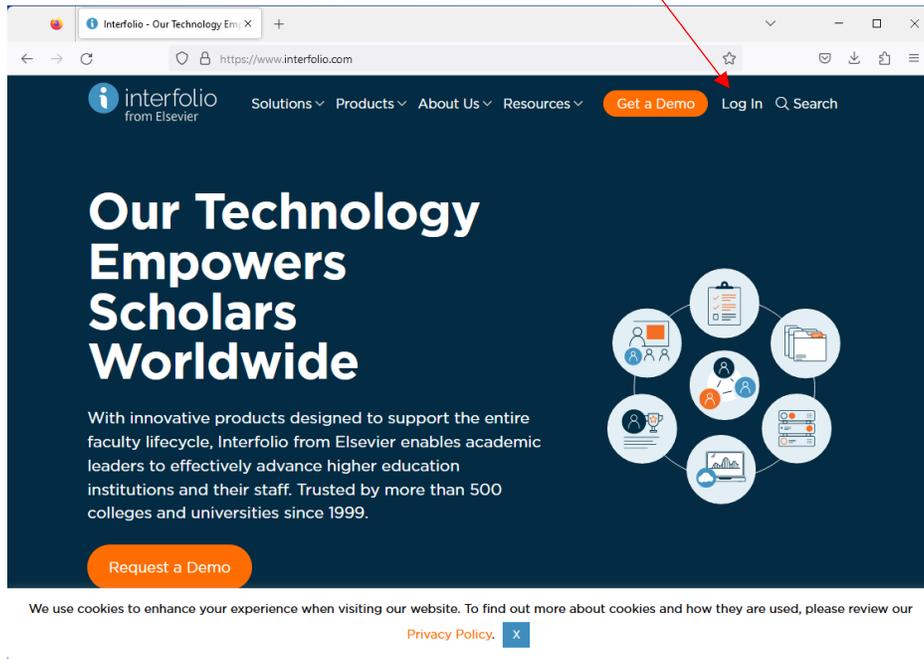
You should receive an email from Interfolio indicating that a “Case” is available for you. The email will look similar to this:



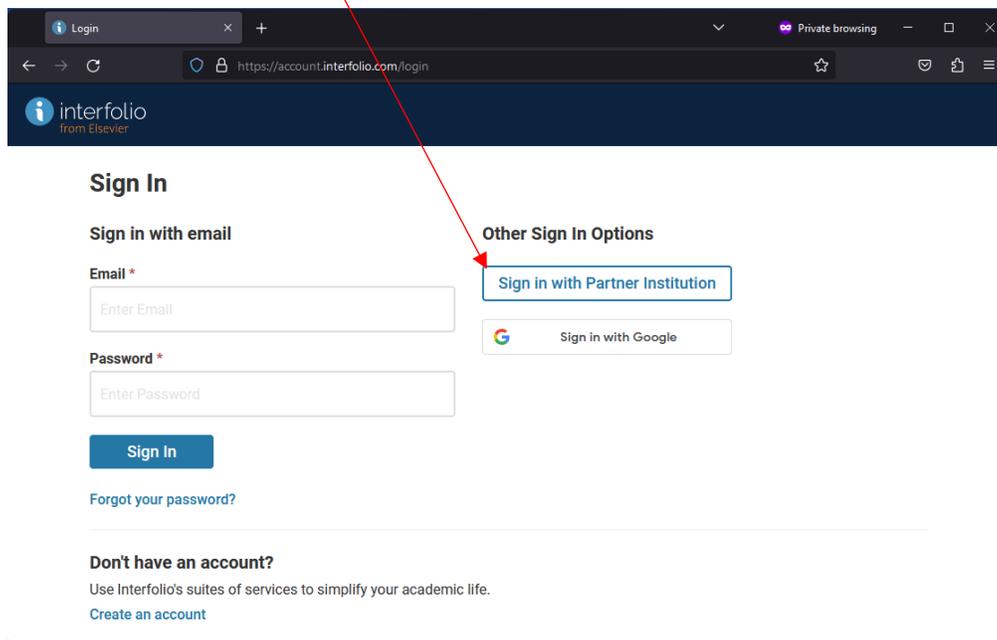
Selecting “View Case” should take you to the Interfolio login screen. If not, you can utilize the instructions on the next page to manually log into the system.

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

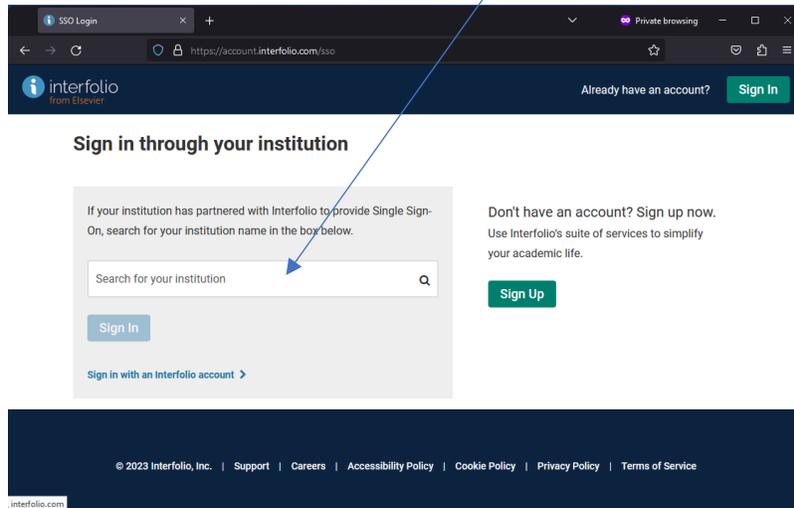


Select Sign-in with Partner Institution

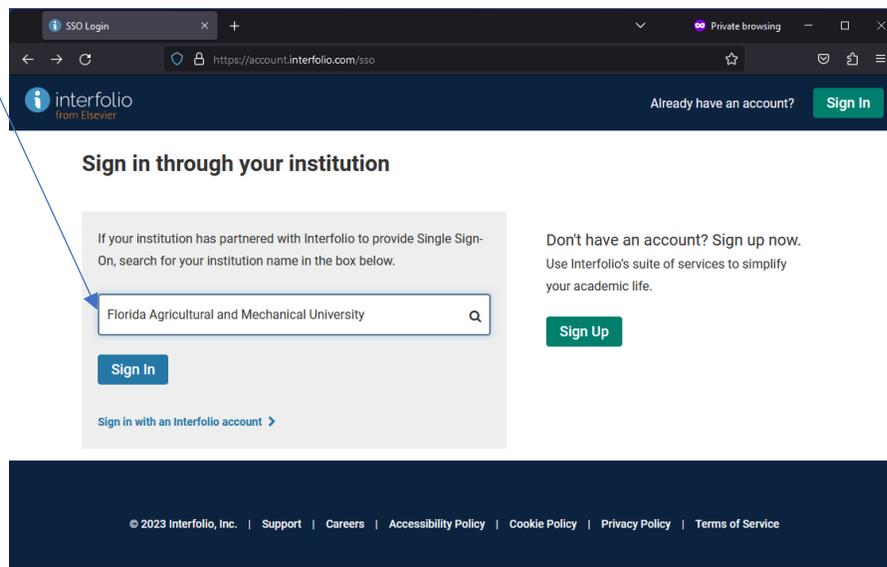


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Select Florida Agricultural and Mechanical University in the Search Box

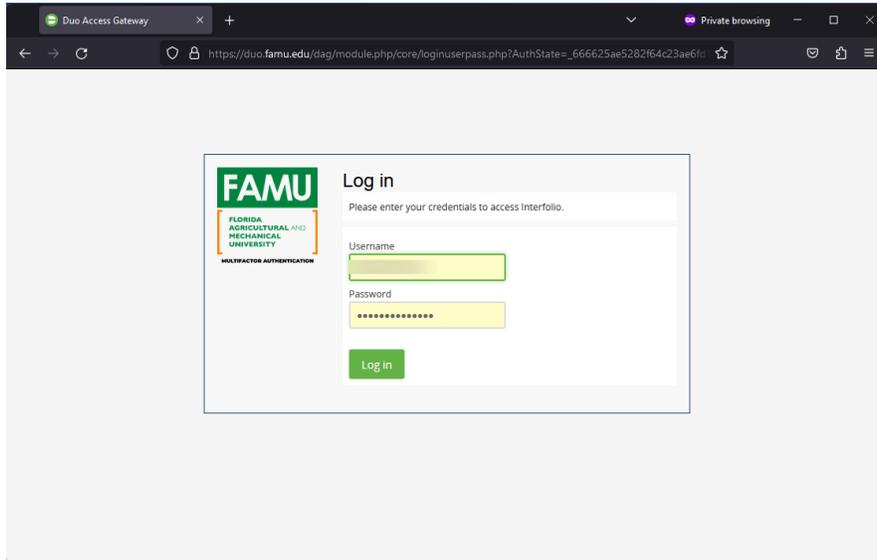


Select Sign In

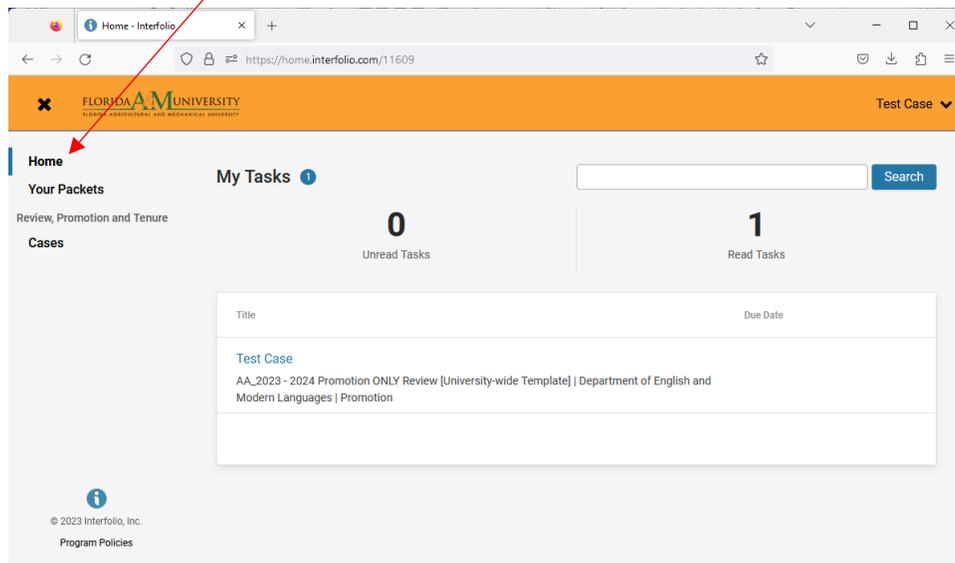


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Sign In using your FAMU Credentials

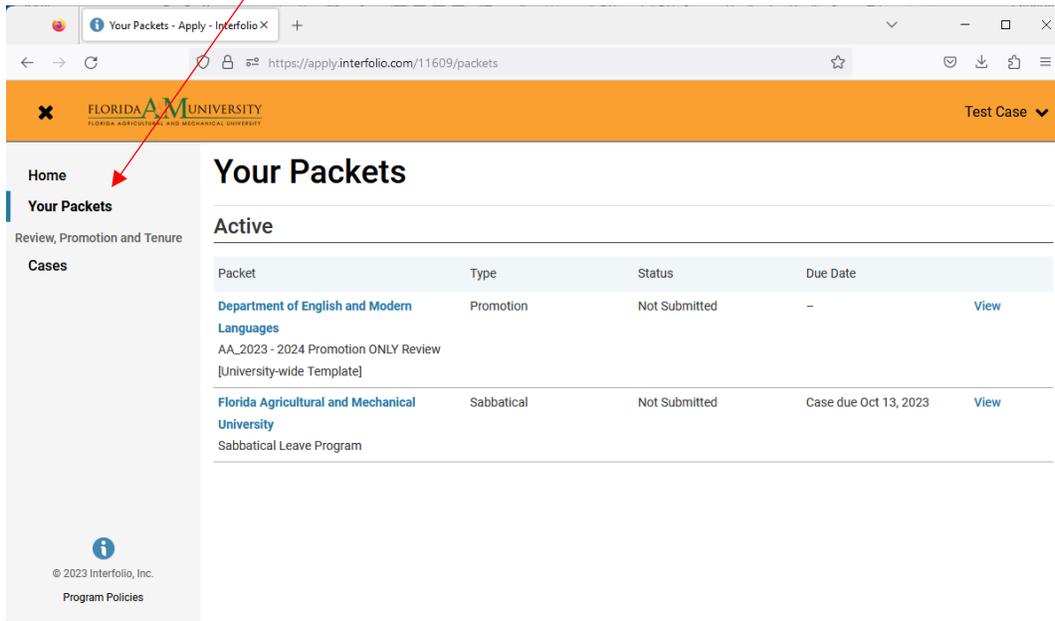


After logging in, Select Home:



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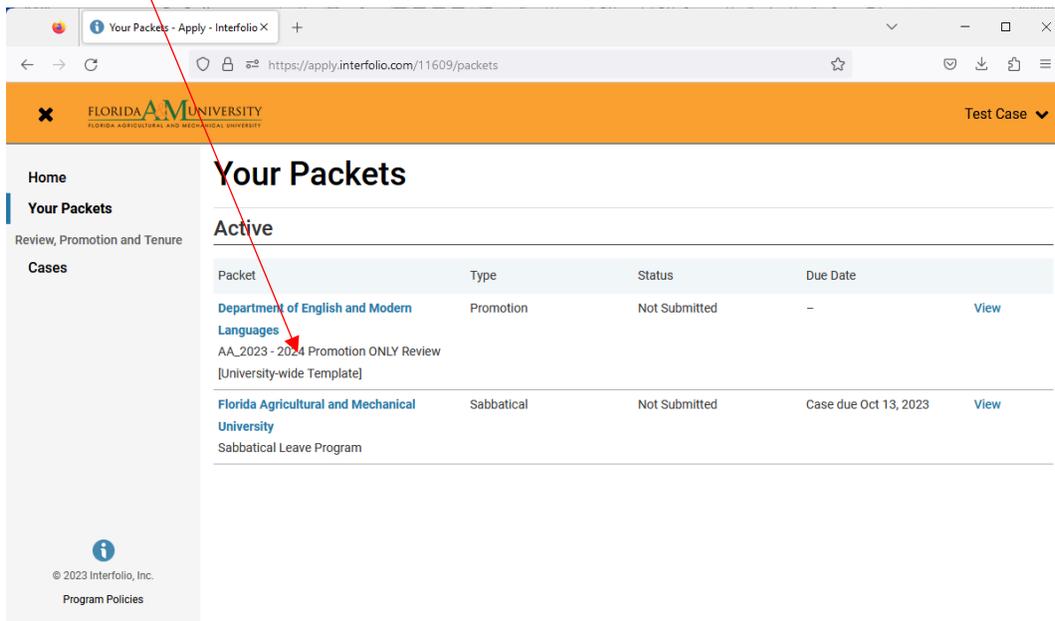
Now, select Your Packets



The screenshot shows a web browser window with the URL <https://apply.interfolio.com/11609/packets>. The page header includes the Florida A&M University logo and a 'Test Case' dropdown menu. The left sidebar contains navigation links: 'Home', 'Your Packets' (highlighted with a red arrow), 'Review, Promotion and Tenure', and 'Cases'. The main content area is titled 'Your Packets' and features an 'Active' section with a table of application 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 Application

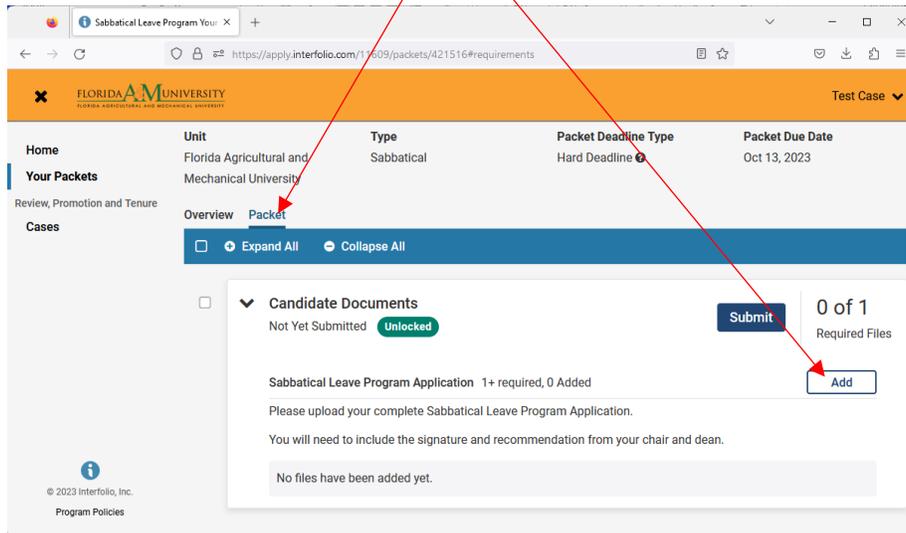


This screenshot is identical to the one above, showing the 'Your Packets' page. A red arrow points from the text above to the 'Sabbatical Leave Program' link in the table.

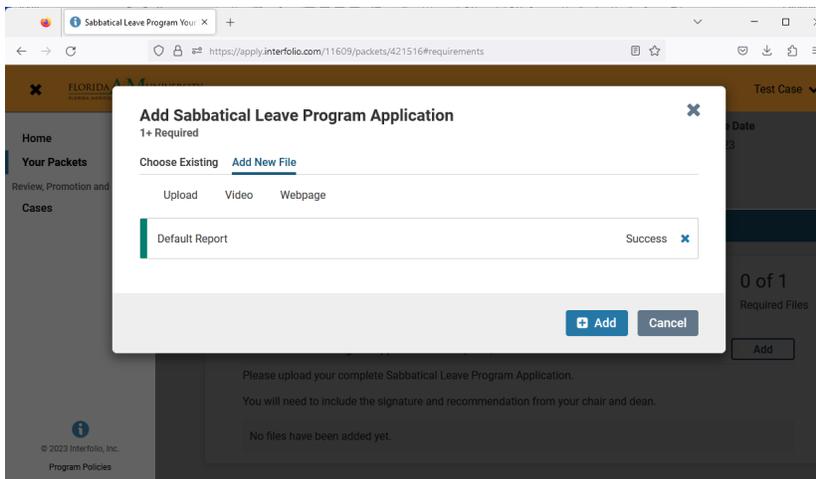
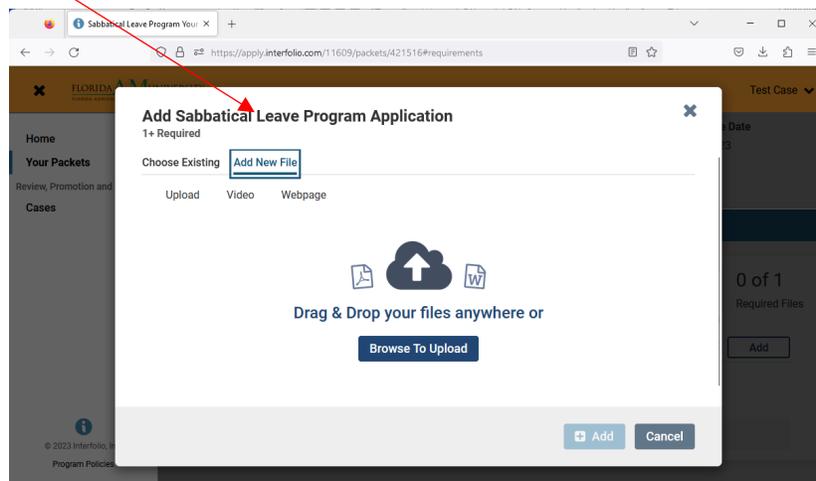
Packet	Type	Status	Due Date	
Department of English and Modern Languages AA_2023 - 2024 Promotion ONLY Review [University-wide Template]	Promotion	Not Submitted	-	View
Florida Agricultural and Mechanical University Sabbatical Leave Program	Sabbatical	Not Submitted	Case due Oct 13, 2023	View

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

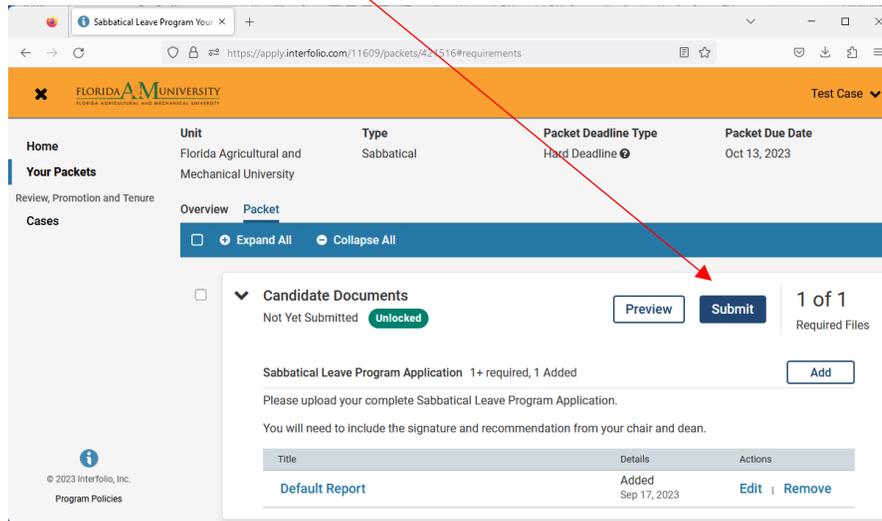


Now, select Add New File and upload the PDF of your application, this an example of Sabbatical Leave, all programs are similar.



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



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

