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

![Email Screenshot]

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.
Uploading Your Application into Interfolio

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

Select Sign-in with Partner Institution
Select Florida Agricultural and Mechanical University in the Search Box

Select Sign In
Uploading Your Application into Interfolio
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Sign In using your FAMU Credentials

After logging in, Select Home:
Now, select Your Packets

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

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

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