### 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://irattler.famu.edu
  - 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

- Once inside Interfolio, you can access tools related to:
  - Faculty Activity Reporting
  - Review, Promotion, and Tenure (RPT)
  - Dossier Management
  - Committee Review Materials



*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:

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
Florida Agricultural and Mechanical University has initiated a case on your behalf. VIEW CASE
This case link will be valid for 30 days. Afterwards, you can access your case by signing in with your partner institution credentials. Viewing your case will allow you to view requirements, read instructions, and submit your packet online.
Powered by Interfolio from Elsevier   Support

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.



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

#### Select Sign-in with Partner Institutions

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Use Interfolio's	s suites of services to s	simplify your academic	c life.		
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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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	Florida Agricultural and Mechanical University Sabbatical Leave Program	Sabbatical	Not Submitted	Case due Oct 13, 2023	View
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Now, select the Sabbatical Leave, Professional Development Leave, or Faculty Travel Program Applications





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:

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Home Your Packets Review, Promotion and Tenure Cases	Unit Type Packet Deadline Florida Agricultural and Sabbatical Hord Deadline Mechanical University Overview Packet Collapse All Collapse All Coll	e Type Packet Due Date Oct 13, 2023 Preview Submit 1 of 1 Required Files
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You can verify your submission by reviewing your Packets' status in Interfolio:

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	Florida Agricultural and Mechanical University Sabbatical Leave Program	Sabbatical	Last Submitted on Sep 17, 2023	Case due Oct 13, 2023	View
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