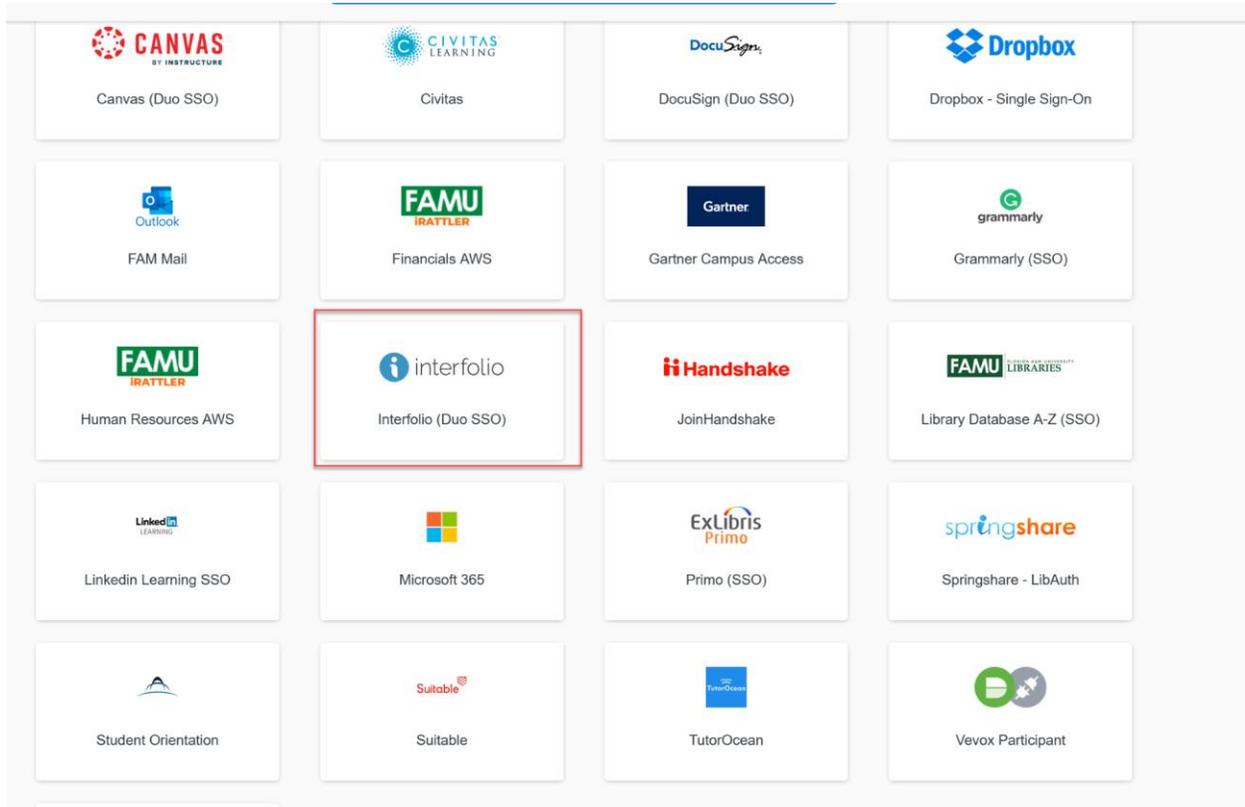


# Uploading Your Application into Interfolio

## 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://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



# Uploading Your Application into Interfolio

**Alternatively**, you may access Interfolio through a direct email notification.

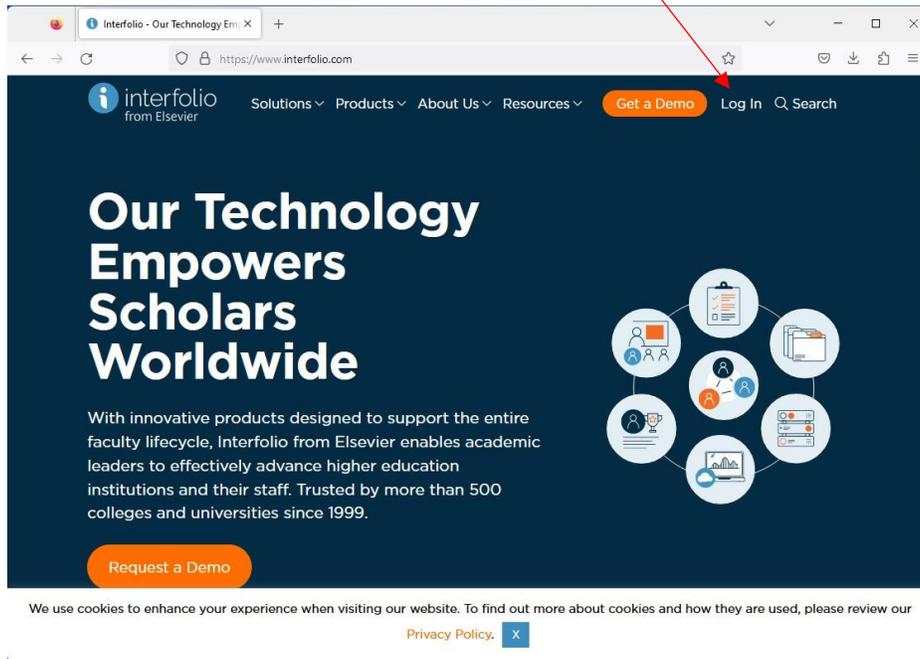
You should receive an official message from Interfolio informing you that a “Case” has been assigned to you. This email will contain a secure link that allows you to upload and manage your required documents. The message will appear similar to the example below:



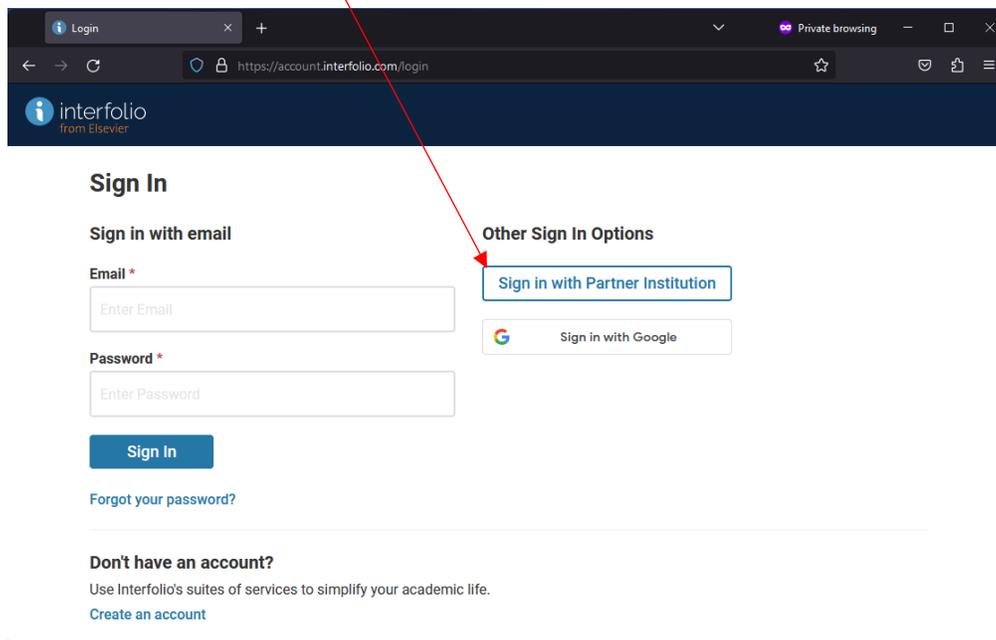
Selecting “View Case” should take you to the Interfolio login. If, not, you can utilize the iRattler Selection Matrix on the page above or use the instructions below to manually log into the system.

# Uploading Your Application into Interfolio

Accessing the Interfolio website, [www.interfolio.com](https://www.interfolio.com) and select Log In

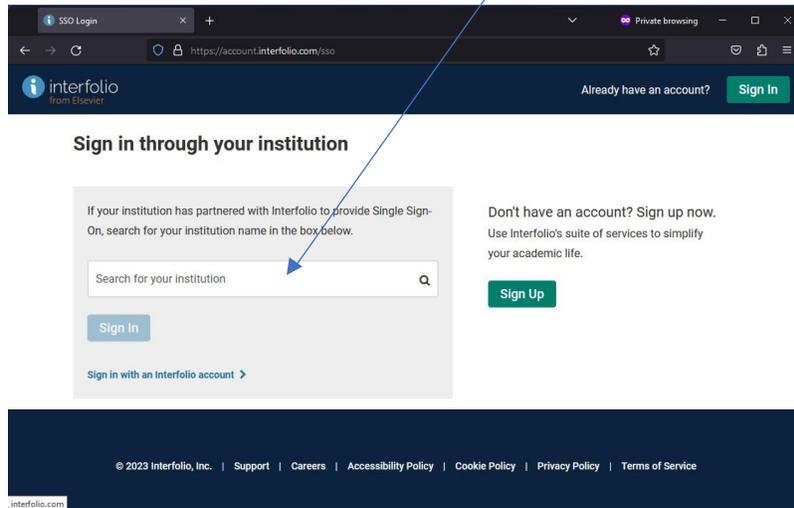


Select Sign-in with Partner Institutions

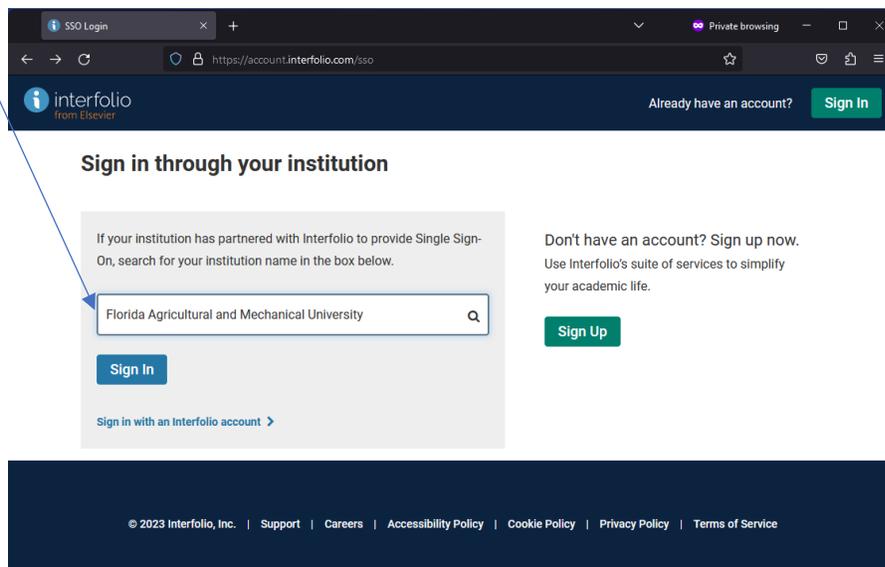


# Uploading Your Application into Interfolio

Select Florida Agricultural and Mechanical University in the Search Box

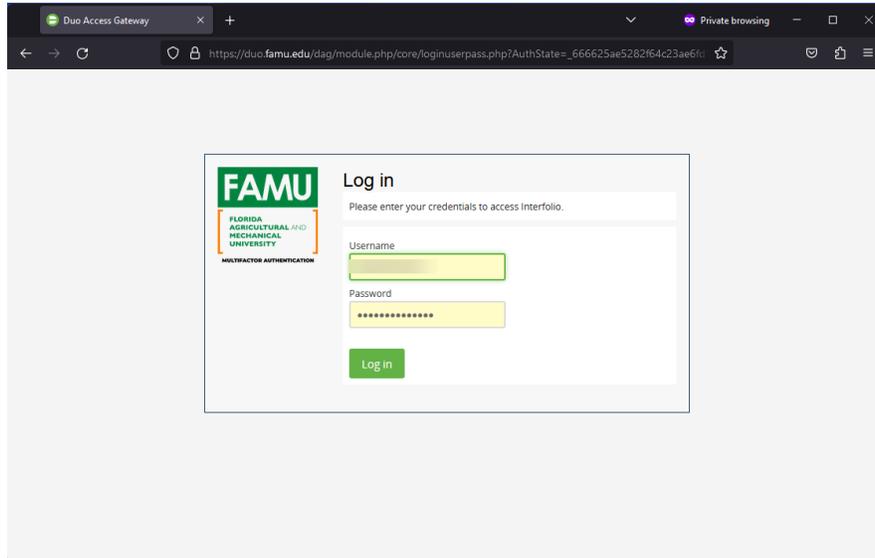


Select Sign In

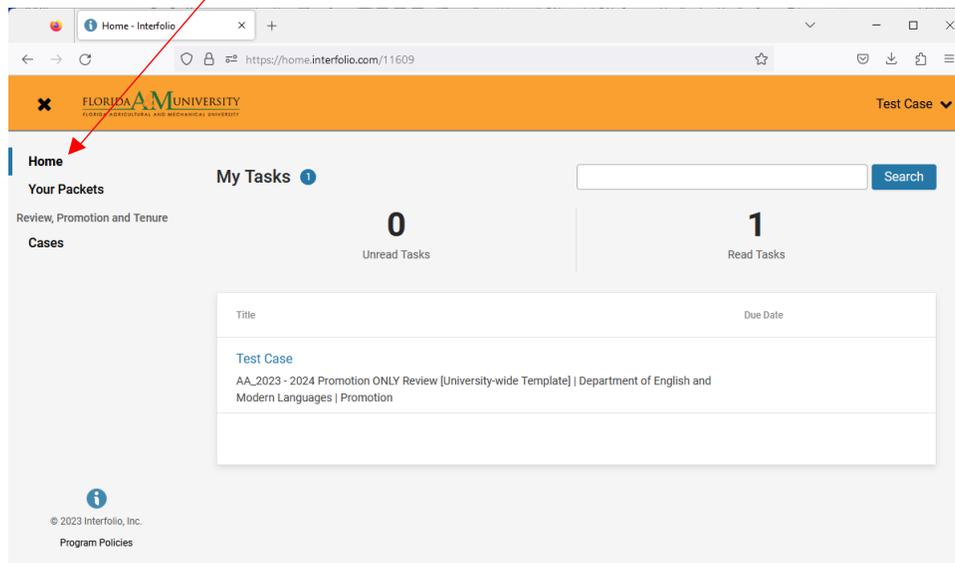


# Uploading Your Application into Interfolio

Sign In using your FAMU Credentials



After logging in, Select Home:



# 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 A&M University logo and a 'Test Case' dropdown. The left sidebar contains navigation options: '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.

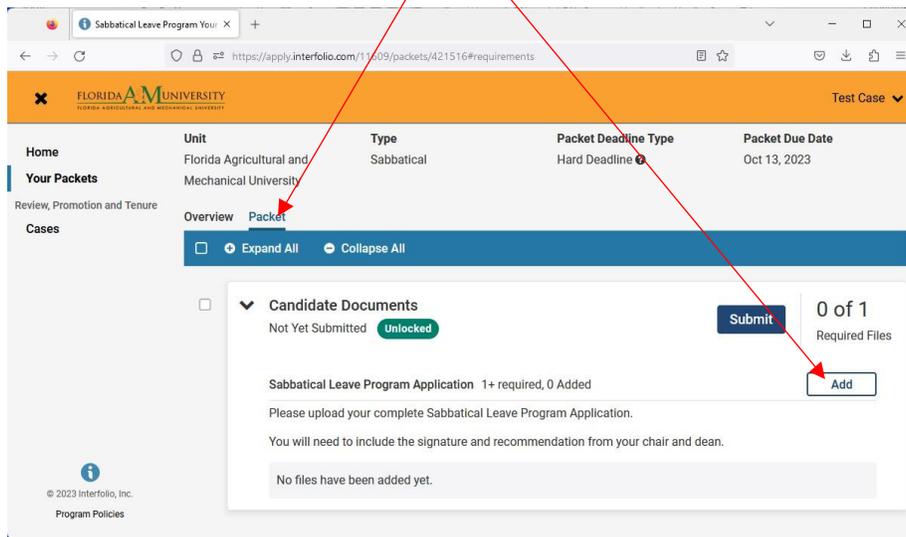
Packet	Type	Status	Due Date	
<a href="#">Department of English and Modern Languages</a> AA_2023 - 2024 Promotion ONLY Review [University-wide Template]	Promotion	Not Submitted	-	<a href="#">View</a>
<a href="#">Florida Agricultural and Mechanical University</a> Sabbatical Leave Program	Sabbatical	Not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

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

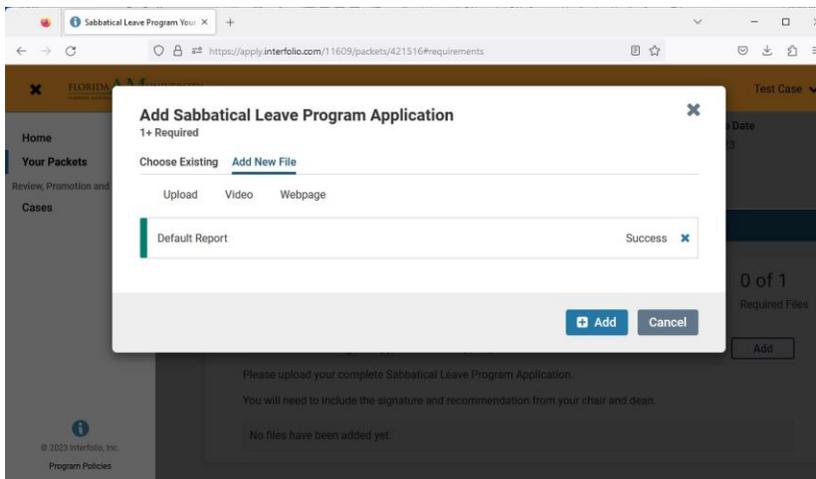
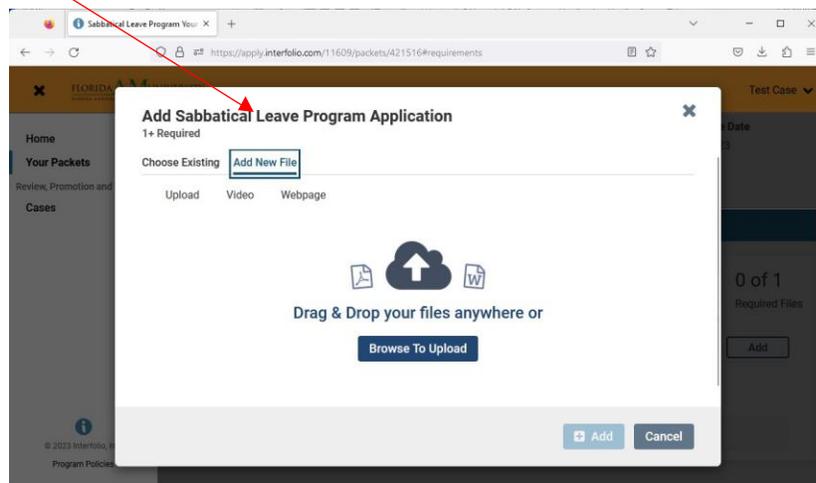
This screenshot is identical to the one above, showing the 'Your Packets' page. A red arrow points to the 'Department of English and Modern Languages' packet in the table, which is the first row of the 'Active' section.

# Uploading Your Application into Interfolio

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

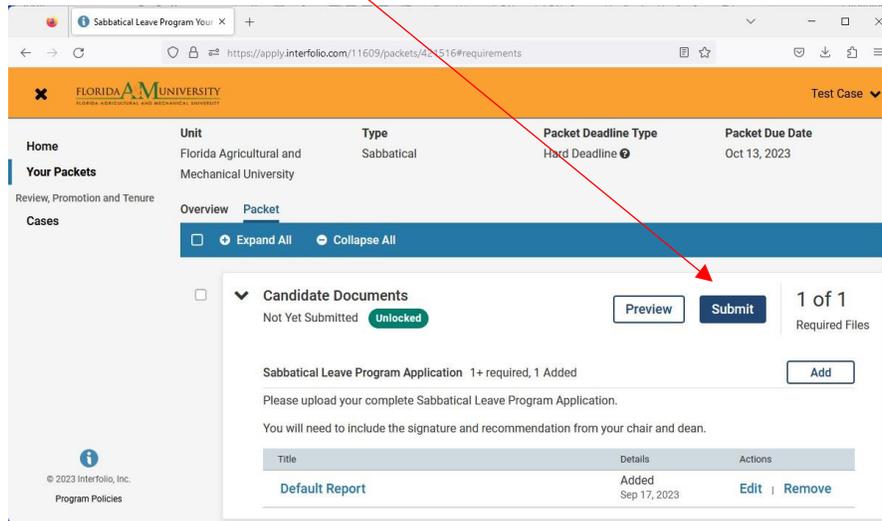


Now, select Add New File and upload the PDF of your application, this an example of Sabbatical Leave, all programs are similar.



# Uploading Your Application into Interfolio

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



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

