

## Accessing your file

1. Access your file from the Welcome email by clicking **VIEW CASE**, or by going to <https://account.interfolio.com/login>



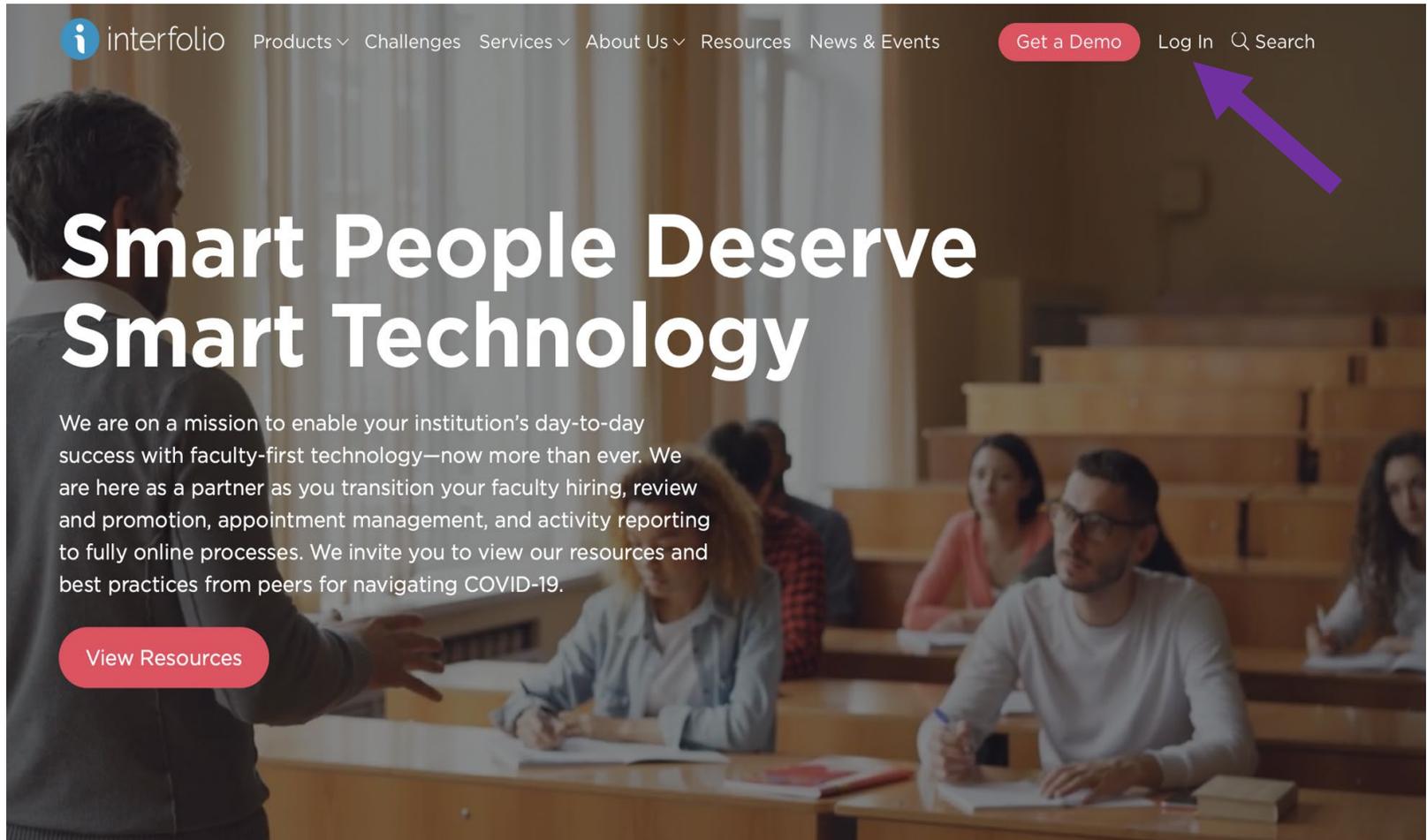
San Francisco State University has initiated a review on your behalf.

**VIEW CASE**

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Powered by **Interfolio** | [Support](#)

2. If you are signing in through the website <https://account.interfolio.com/login>, click **LOG IN** at the top right.



- From the log in page, click on **PARTNER INSTITUTION** and then search for San Francisco State University from the drop down menu and select **SIGN IN**. Sign in with your SFSU credentials on the next page.

**Sign In**

Sign in with email

Email \*  
Enter Email

Password \*  
Enter Password

Sign In

[Forgot your password?](#)

Or sign in with:

Partner Institution

Google

Don't have an account?  
Use Interfolio's suites of services to simplify your academic life.  
[Create an account](#)

interfolio

Already have an account? [Sign In](#)

## Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

San Francisco State University

Sign In

[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.  
Use Interfolio's suite of services to simplify your academic life.

[Sign Up](#)

## About your account

1. Select **"Your Packets."**

The screenshot shows a user interface for Lauren Ipsom at San Francisco State University. The top navigation bar includes the university logo and the user's name. A left-hand navigation menu lists 'Home', 'Your Packets', 'Review, Promotion and...', and 'Cases'. A purple arrow points to 'Your Packets'. The main content area is titled 'Welcome back, Lauren Ipsom' and 'Your Action Items'. It lists three items for review, each with a right-pointing arrow icon:

- Lauren Ipsom  
Promotion to Full Professor | San Francisco State University | Review
- Lauren Ipsom  
Short Review - AA | San Francisco State University | Review
- Lauren Ipsom  
Comprehensive Review - AA | San Francisco State University | Review

2. Under “Your Packets”, select which review you are applying for. You can view the status of your case under “Status”.

The screenshot shows the 'Your Packets' page for Lauren Ipsom. The page is divided into a header, a sidebar, and a main content area. The header includes the university logo and the user's name. The sidebar has navigation links for Home, Your Packets, Review, Promotion and Tenure, and Cases. The main content area is titled 'Your Packets' and shows a table of active review packets. The table has four columns: Packet, Type, Status, and Due Date. There are three rows of review packets. The second row, 'Short Review - AA', is highlighted with two purple arrows pointing to the 'Status' and 'Due Date' columns.

Packet	Type	Status	Due Date
<a href="#">San Francisco State University</a> Promotion to Full Professor	Review	Submitted Jun 29, 2020	-
<a href="#">San Francisco State University</a> Short Review - AA	Review	In Progress (Not Yet Submitted) Jun 25, 2020	-
<a href="#">San Francisco State University</a> Comprehensive Review - AA	Review	Not Submitted	-

## Adding documents to your file

1. To begin adding materials into your packet, select the **Edit** button to the right of each section. For instructions on how to format a CV, view sample summary table of student evaluations, how to complete sections of the eWPAF, and give titles to uploaded documents, select **View Instructions**.

San Francisco State University > Your Packets >

### Short Review - AA

Preview Packet

Unit	Type	Candidate Instructions
San Francisco State University	Review	<a href="#">View Instructions</a>

[Overview](#) [Packet](#)

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

#### Curriculum Vitae

Not Yet Submitted Unlocked

Type	# Required	# Added
● Curriculum Vitae	1 required	0

[Edit](#)

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Program Policies

2. To add a new file from your computer, click on the **ADD** tab under each category—CV, Departmental Criteria, etc.

## Short Review - AA Preview Packet

Unit: San Francisco State University      Type: Review      Candidate Instructions: [View Instructions](#)

Overview **Packet**

[Expand All](#) [Collapse All](#)

**Curriculum Vitae** Submit 0 of 1 Required Files

Not Yet Submitted **Unlocked**

Curriculum Vitae 1 required, 0 Added [Add](#)

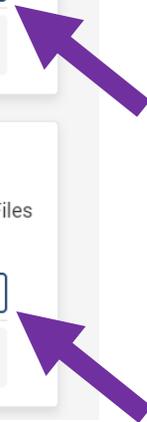
No files have been added yet.

**Departmental Criteria** Submit 0 of 1 Required Files

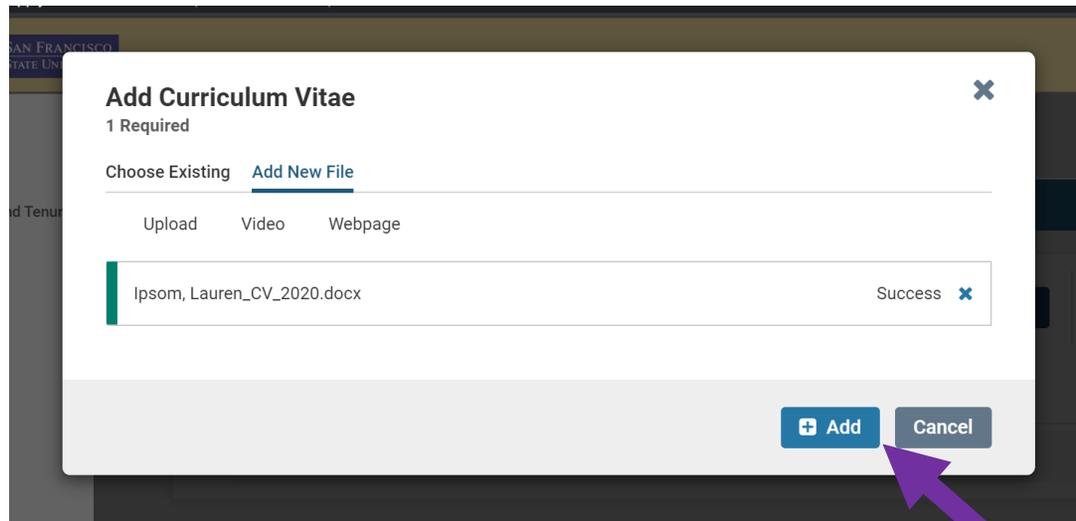
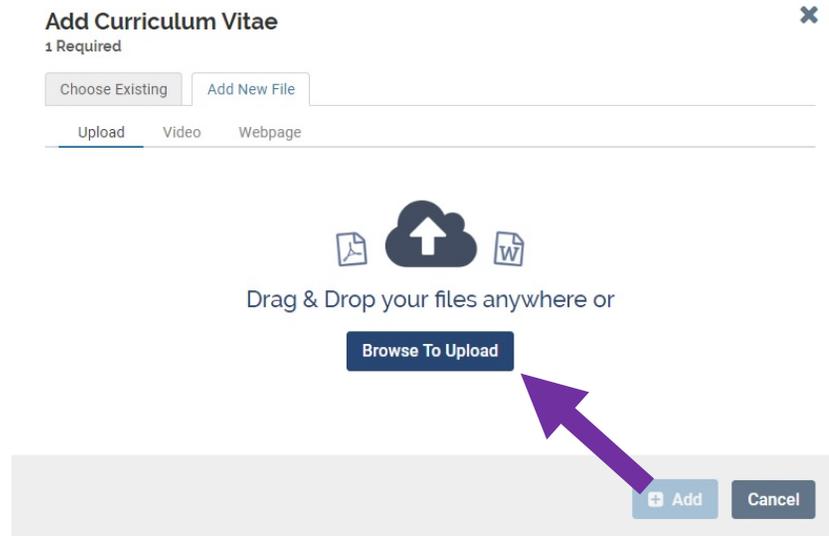
Not Yet Submitted **Unlocked**

Departmental RTP Criteria 1+ required, 0 Added [Add](#)

No files have been added yet.



3. Drag and drop a document directly from your computer, or click on **BROWSE TO UPLOAD** to search for files on your computer. Click the **ADD** button at the bottom once complete.



## Submitting your file for review

1. It is highly recommended that you preview your packet before submitting. To preview your packet, select **Preview Packet** at the top right corner. Confirm that your document was uploaded successfully by checking if the title of your file appears under “Title” next to the date stamp.

**Short Review - AA** **Preview Packet**

Unit: San Francisco State University      Type: Review      Candidate Instructions: [View Instructions](#)

Overview **Packet**

**Expand All**    **Collapse All**

**Curriculum Vitae**   Not Yet Submitted   **Unlocked**   [Preview](#)   **Submit**   1 of 1 Required Files

Curriculum Vitae 1 required, 1 Added   **Add**

Title	Details	Actions
<a href="#">Ipsom, Lauren_CV_2020</a>	Added Jun 26, 2020	<a href="#">Edit</a>   <a href="#">Remove</a>

**Departmental Criteria**   Not Yet Submitted   **Unlocked**   **Submit**   0 of 1 Required Files

Departmental RTP Criteria 1+ required, 0 Added   **Add**

No files have been added yet.

2. The preview page will show you exactly what reviewers will see when you submit your packet. Make sure all your documents are in there before submitting.

The screenshot displays a PDF preview interface. On the left is a sidebar menu with a search bar at the top right containing the text "Search PDF" and a "Search" button. The sidebar menu includes a dropdown arrow next to "CURRICULUM VITAE", followed by "Ipsom, Lauren\_CV\_2020" which is highlighted with a purple arrow. Below this are sub-items: "EXPERIENCE", "EDUCATION", "SKILLS", and "ACTIVITIES". Further down are "DEPARTMENTAL CRITERIA" and five "REBUTTAL TO..." items. The main preview area shows a resume for Lauren Ipsom, including contact information, a placeholder for a career objective, and sections for "EDUCATION" (listing a Ph.D. in Criminology and an MA in Political Science) and "EXPERIENCE" (listing a position at San Francisco State University). At the bottom of the preview area are navigation icons for search, zoom, and page navigation (1/1).

3. To submit, you must select each **“Submit”** button **next to each section** in order for reviewers to see the information. **Note that Interfolio will not allow you to submit the section if “Required File” is missing.**

**Short Review - AA** Preview Packet

Unit: San Francisco State University | Type: Review | Candidate Instructions: [View Instructions](#)

Overview | Packet

Expand All  Collapse All

**Curriculum Vitae** Not Yet Submitted Unlocked Preview Submit 1 of 1 Required Files

Curriculum Vitae 1 required, 1 Added Add

Title	Details	Actions
<a href="#">Ipsom, Lauren_CV_2020</a>	Added Jun 26, 2020	<a href="#">Edit</a>   <a href="#">Remove</a>

**Departmental Criteria** Not Yet Submitted Unlocked Submit 0 of 1 Required Files

Departmental RTP Criteria 1+ required, 0 Added Add

No files have been added yet.

**Confirm** ✕

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Curriculum Vitae at this time?

Yes No

## Adding files to dossier

Each document added to your file (presently or previously) is automatically stored in your Dossier, similar to a Cloud account. You may also upload files directly into the Dossier to be retrieved in this or future review cycles.

1. To access the Dossier, select your name on the top right corner and then select **INTERFOLIO DOSSIER** from the drop menu.

The screenshot displays the Interfolio user interface. At the top right, the user's name "Lauren Ipsom" is shown with a dropdown arrow. A purple arrow points to this name. Below the name, a dropdown menu is open, listing several options: "Switch Accounts", "Interfolio Dossier", "San Francisco State University", "Account Options", "Account Settings", "My Contacts", "Resources", "Product Help", and "Sign Out". A second purple arrow points to the "Interfolio Dossier" option. The main content area shows a "Short Review - AA" for "San Francisco State University" with a "Review" type. Below this, there are tabs for "Overview" and "Packet", and a blue bar with "Expand All" and "Collapse All" buttons. At the bottom, a "Curriculum Vitae" entry is shown as "Submitted" and "Locked".

2. To view and add files, go to **MATERIALS**. To add a file, click the **ADD FILES** tab.

The screenshot shows a user interface for 'My Materials'. The top header includes a close button (X) and the user's name 'Lauren Ipsom'. The left sidebar contains navigation options: Home, Deliveries, Letters, **Materials** (highlighted with a purple arrow), Collections, and Shared with Me. The main content area is titled 'My Materials' and features a search bar, a 'Filter' button, and a 'View Archived Materials' link. A '+ Add Files' button (highlighted with a purple arrow) is located in the top right of this section. Below these elements is a table listing materials with columns for Title, Type, and Status.

<input type="checkbox"/>	Title ↕	Type ↕	Status ▾
<input type="checkbox"/>	<b>Narrative</b> None +	Narrative	Received Jun 15, 2020 at 5:58 PM
<input type="checkbox"/>	<b>Ipsom, Lauren_CV_2020</b> None +	Curriculum Vitae	Received Jun 15, 2020 at 5:56 PM
<input type="checkbox"/>	<b>Ipsom, Lauren_CV_2020</b> None +	Curriculum Vitae	Received Jun 15, 2020 at 5:28 PM
<input type="checkbox"/>	<b>Ipsom, Lauren_Curricular Innovations</b> None +	Curricular Innovations	Received Jun 9, 2020 at 1:03 PM
<input type="checkbox"/>	<b>Ipsom, Lauren_Community Service_2018</b> None +	Community	Received Jun 9, 2020 at 1:03 PM

3. You can drag and drop a document directly from your computer, or click on **BROWSE TO UPLOAD** button to search for files on your computer. Click the **ADD** button at the bottom once complete.

NOTE: Items uploaded into your dossier are not uploaded into your packet. The dossier is for your reference and download of documents only.

