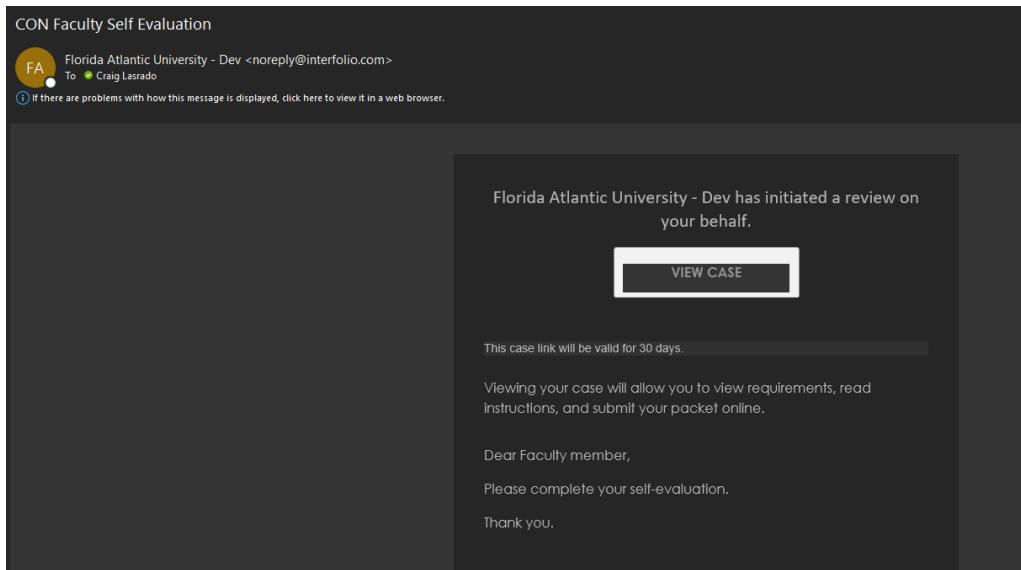


Interfolio Instructions

1. When a case has been assigned you will receive an email like below:



2. Click on 'View Case' which will take you the FAU's Interfolio SSO page.



interfolio

LOGIN TO INTERFOLIO, INC.

Sign in with your FAUNet ID

[Forgot your password?](#) or
[Set Up a New Account](#) or
[Need Help?](#)

[Don't Remember Login](#)

3. After you sign in and go through multi-factor authentication you will come to your packet overview page.

This is a development or test environment

CON Annual evaluation

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
College of Nursing	Review	Soft Deadline	

[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.](#)

Candidate Documents

Not Yet Submitted Unlocked

[Edit](#)

Type	# Required	# Added
Curriculum Vitae (CV)	1 required	0
Spot scores	0 required	0
Peer review	0 required	0
Nursing Situations	0 required	0
Miscellaneous	0 required	0
Faculty Self-Evaluation - Teaching	39 required	0
Faculty Self-Evaluation - Scholarship and Practice [Practice Teaching Track Faculty]	68 required	0
Faculty Self-Evaluation - Service	32 required	0
Faculty Self-Evaluation - Scholarship and Research [Tenure and Tenure-Earning Faculty]	66 required	0
Faculty Self-Evaluation - Administrative	12 required	0
Faculty Self-Evaluation - Promotion and Tenure	1 required	0

4. To view your packet home screen, you can click on 'Packet' or 'Edit' buttons

College of Nursing [Review](#)

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

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

[Edit](#)



5. You will then see your **packet home screen** where you can fill out forms and upload documents.

CON Annual evaluation

Unit: College of Nursing | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: [empty]

[View Instructions](#) | [Preview Packet](#)

Overview **Packet**

Expand All Collapse All

Candidate Documents (Not Yet Submitted Unlocked) Submit **0 of 1** Required Files

Curriculum Vitae (CV) 1 required, 0 Added Add
No files have been added yet.

Spot scores 0 Added Add
No files have been added yet.

Peer review 0 Added Add
No files have been added yet.

Nursing Situations 0 Added Add
No files have been added yet.

Miscellaneous 0 Added Add
No files have been added yet.

Faculty Self-Evaluation - Teaching 39 required questions, Fill Out Form

6. To fill out a form, go to your packet home screen shown on step 5 and click on the 'Fill Out Form' button for the corresponding form.

Faculty Self-Evaluation - Teaching 39 required questions, Fill Out Form

This form has not been complete.

7. To upload any required or optional documents go to your packet home screen shown on step 5 click on the 'Add' button for the corresponding document upload field.

Curriculum Vitae (CV) 1 required, 0 Added Add

No files have been added yet.