## Accessing Case From The Notification Email

1) You will be notified that your case is ready via email. The email will be from “California Polytechnic State University-San Luis Obispo <noreply@interfolio.com>”

2) Select “View Case”.

3) To sign in, select “Partner Institution”.

### Screenshot/Details

**View Case** button highlighted in the image showing California Polytechnic State University-San Luis Obispo has initiated a review on your behalf. The sign in page with email and password fields, and a button to sign in, and an option to sign in with Google or Interfolio Partner Institution.
4) Select “California Polytechnic State University-San Luis Obispo” from the drop-down menu and click “Sign In”.

5) Login using your My Cal Poly Portal username and password.
6) On the next page, select “Cal Poly” to access your case.

7) On the home page under “Your Action Items”, you will see your case.

8) To begin building on your case (WPAF packet), click anywhere on the action item.

   This is the date your WPAF packet is due.

   Template name = This should have your college-department acronym as the prefix and the type of evaluation you are up for as the suffix.

9) Select “Edit Packet”.

   Overview
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   Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward submitting your packet.