

Instruction	Screenshot/Details
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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".



- 4) Select "California Polytechnic State University-San Luis Obispo" from the drop-down menu and click "Sign In".

Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, select your institution name from the list below.

California Polytechnic State University-San Luis Obispo



Sign In

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

- 5) Login using your My Cal Poly Portal username and password.

CAL POLY

Username

username@calpoly.edu

Password

[Need Help?](#)

Login

6) On the next page, select "Cal Poly" to access your case.



Hi Adam,

Where do you want to go?



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

This is the date your WPAF packet is due.

Welcome back, Adam Beaker

Your Action Items

Adam Beaker

CSM-DEPT Promotion and Tenure College of Science & Mathematics | Promotion

Due: Nov 1, 2018



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

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

Adam Beaker

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.



Index of Materials

NOT YET SUBMITTED

Index of Materials, 1 Required | 0 Added

Edit



Resume

NOT YET SUBMITTED

Resume, 1 Required | 0 Added

Edit