### How to Login to Interfolio from Your My Cal Poly Portal

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Screenshot/Details</th>
</tr>
</thead>
</table>
| **1)** Log in to your My Cal Poly Portal.  
**2)** Under the “My Apps”, select Interfolio. | ![My Apps](image1) Interfolio highlighted |
| **3)** On the next page, you will be given the option to access your dossier or visit the Cal Poly Interfolio page.  
  a) “Cal Poly” – This will take you to the Cal Poly Interfolio ByCommittee homepage. During the review cycle, this is where candidates under review will access and compile their WPAF (cases). Similarly, reviewers will access the WPAFs they are responsible for reviewing here.  
  **Note:** Until review cases are created in August of 2018, there will be no need to access this page.  
  b) “dossier” – This will take you to your personal Interfolio dossier account. The dossier provides you with a space within Interfolio where you may begin uploading, collecting and curating materials that you want to include within your electronic WPAF submission.  
  **Note:** Starting May of 2018, you will be able to access the dossier and begin uploading documents for later inclusion in your electronic WPAF. | ![interfolio](image2) “Blank until case creation in August of 2018.”  
Hi  
Where do you want to go?  
CAL POLY  
**Begin collecting and curating documents here in May of 2018.**
4) On the next page, you are asked whether you would like your selection to your default page each time you login.

5) If you select “Yes”, then the next time you login you will not be asked “Where you want to go?” question.

6) After you are logged into Interfolio, you may move between these two accounts by selecting the drop-down arrow next to your name in the upper right hand corner of the page.

7) Then under “Switch Accounts”, click on either “Interfolio Dossier” or “California Polytechnic State University-San Luis Obispo”.
How to Login to Interfolio Directly from Interfolio’s Website

1) If you decide to go directly to Interfolio’s website ([https://account.interfolio.com/login](https://account.interfolio.com/login)), you will need to select “Partner Institution”.

2) From the drop down menu, select California Polytechnic State University-San Luis Obispo as your institution and click “Sign In”.

![Interfolio Sign In Screen](image-url)
3) Then the My Cal Poly Portal login page will appear. Please enter your Cal Poly username and password, and then select “Login”.

4) For more information, please refer to steps 3-7 in the section above (How to Login to Interfolio from Your My Cal Poly Portal).