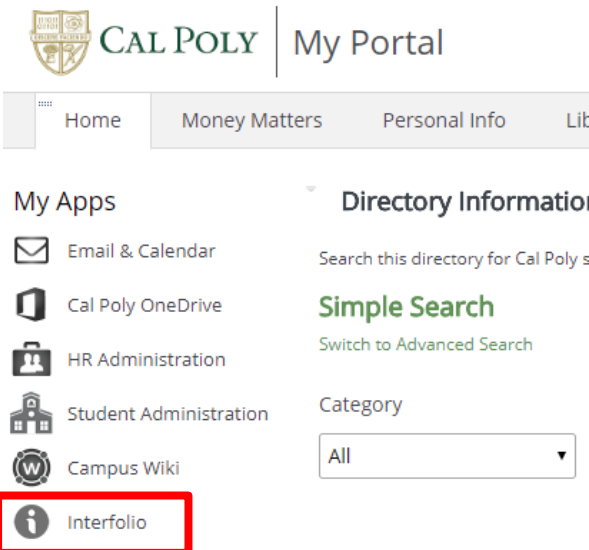
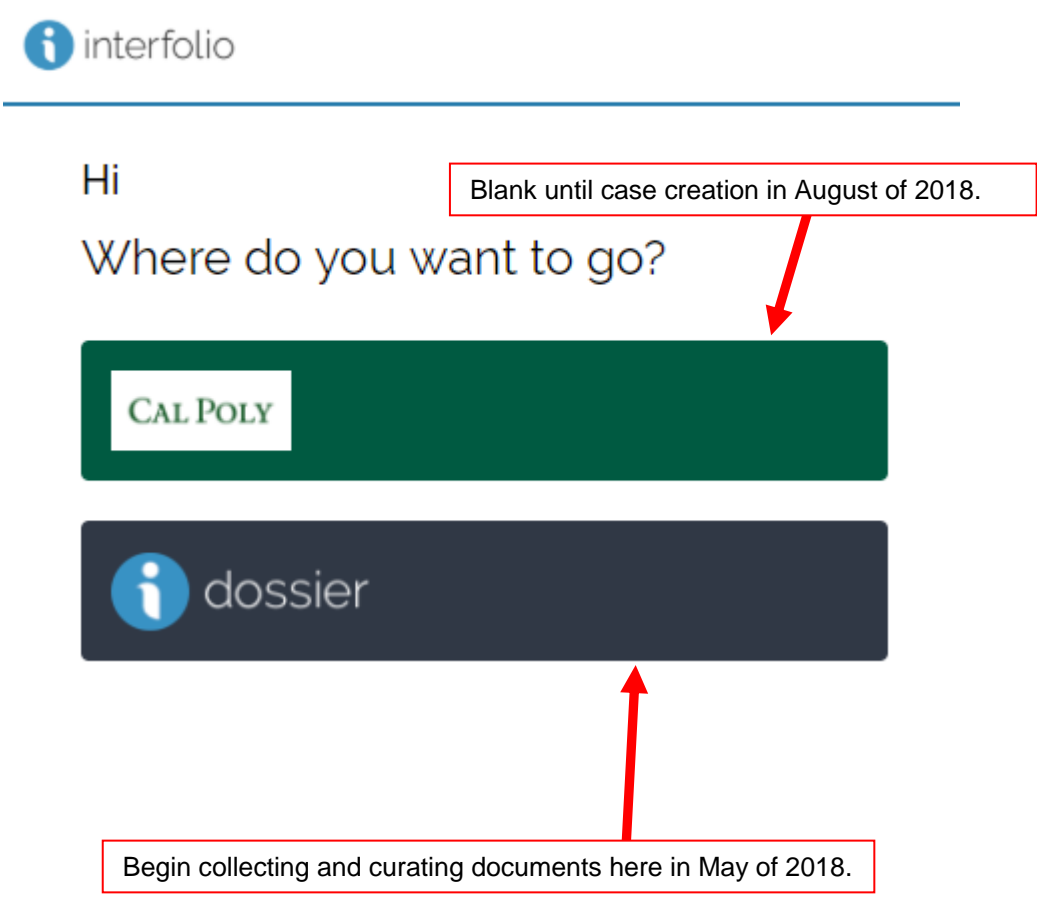


Instruction	Screenshot/Details
<b>How to Login to Interfolio from Your My Cal Poly Portal</b>	
<p>1) Log in to your My Cal Poly Portal.</p> <p>2) Under the “My Apps”, select <b>Interfolio</b>.</p>	
<p>3) On the next page, you will be given the option to access your dossier or visit the Cal Poly Interfolio page.</p> <p>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.</p> <p><b>Note: Until review cases are created in August of 2018, there will be no need to access this page.</b></p> <p>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.</p> <p><b>Note: Starting May of 2018, you will be able to access the dossier and begin uploading documents for later inclusion in your electronic WPAF.</b></p>	 <p>Blank until case creation in August of 2018.</p> <p>Begin collecting and curating documents here in May of 2018.</p>

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.

“Cal Poly”-

Would you like to come directly to California Polytechnic State University-San Luis Obispo when you sign in to Interfolio? You can change this at any time in your account settings.

Yes

No

Cal Poly

Cassie Stevenson

Home

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

## Welcome back, Cassie Stevenson

### Your Action Items

There are no items assigned to you at this time. Use the navigation menu to the left to navigate to other areas of your account.

“dossier”-

Would you like to come directly to Interfolio Dossier when you sign in to Interfolio? You can change this at any time in your account settings.

Yes

No

interfolio

Cassie Stevenson

Home

Deliveries

Letters

Materials

Collections

Shared with Me

## Dossier

Deliveries	My Letters of Rec.	Letters to Write
0 in progress	0 not received	0

CS Cassie

Your profile is incomplete. Complete my profile

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”.

Cassie Stevenson

California Polytechnic State University-San Luis Obispo

Branding Settings

Switch Accounts

Interfolio Dossier

California Polytechnic State University-San Luis Obispo

Account Options

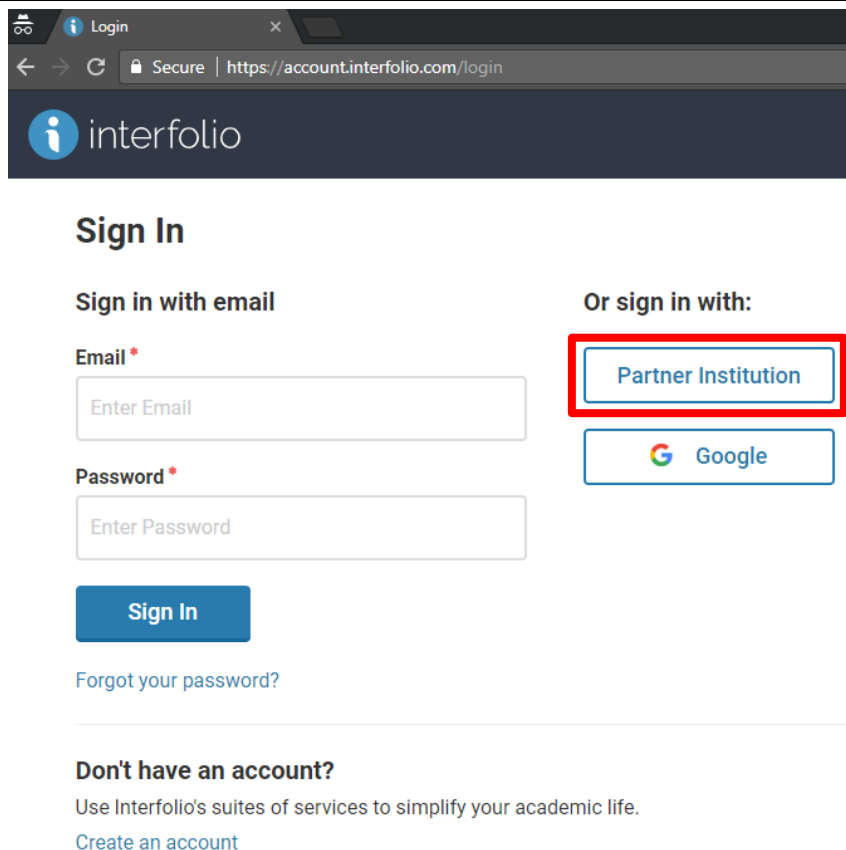
Account Settings

Product Help

Sign Out

## 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>), you will need to select "Partner Institution".

A screenshot of the Interfolio login page in a web browser. The browser's address bar shows the URL "https://account.interfolio.com/login". The page has a dark header with the Interfolio logo. Below the header, the title "Sign In" is displayed. There are two main sections: "Sign in with email" and "Or sign in with:". The "Sign in with email" section includes fields for "Email" and "Password", both with placeholder text "Enter [Email/Password]". Below these fields is a blue "Sign In" button and a link for "Forgot your password?". The "Or sign in with:" section features a red-bordered button labeled "Partner Institution" and a "Google" login button. At the bottom, there is a section titled "Don't have an account?" with the text "Use Interfolio's suites of services to simplify your academic life." and a link to "Create an account".

**Sign In**

Sign in with email

Email \*

Enter Email

Password \*

Enter Password

Sign In

[Forgot your password?](#)

Or sign in with:

Partner Institution

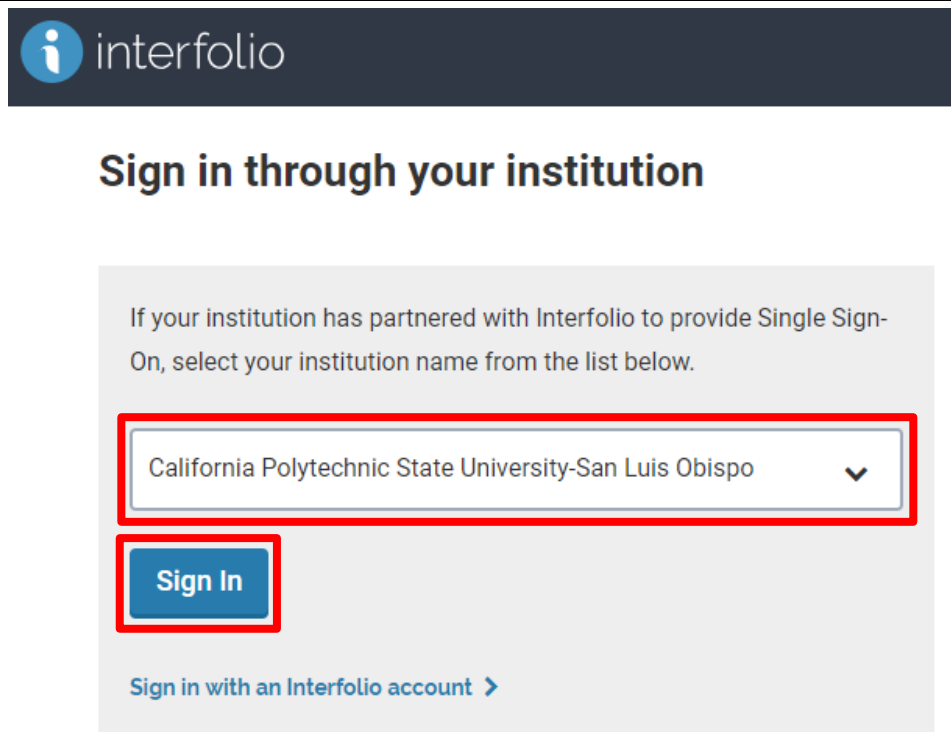
Google

Don't have an account?

Use Interfolio's suites of services to simplify your academic life.

[Create an account](#)

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

A screenshot of the Interfolio "Sign in through your institution" page. The page has a dark header with the Interfolio logo. Below the header, the title "Sign in through your institution" is displayed. The main content area has a light gray background and contains the text: "If your institution has partnered with Interfolio to provide Single Sign-On, select your institution name from the list below." Below this text is a red-bordered dropdown menu showing "California Polytechnic State University-San Luis Obispo" with a downward arrow. Below the dropdown is a red-bordered blue "Sign In" button. At the bottom, there is a link that says "Sign in with an Interfolio account >".

**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 >](#)

**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).

# CAL POLY

Username

Password

[Need Help?](#)

Login