1) Verify you have uploaded all the required documents to your WPAF packet.

From “Edit Packet” page, you can tell whether you have fulfilled the requirement of a section by looking for the “COMPLETE” (green) or “INCOMPLETE” (grey) markers.

Note:
- Optional sections will show as complete even when empty.
- 1+ Required sections will show as complete after a single file has been added.
From the “Overview” page, you can tell whether you have fulfilled the requirement of a section by looking for the full circles.

**Note:**
- **Incomplete sections are missing the dark green left half of the circle.**
- **Complete sections have a completed circle.**
2) Once all section requirements have been satisfied, select “Edit Packet”.

Overview
Elmo Sesame

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.

[Buttons: Edit Packet, Preview Packet]

- **Index of Material**
  - NOT YET SUBMITTED
  - Edit

- **Curriculum Vitae (CV)**
  - NOT YET SUBMITTED
  - Edit

- **Professional Development Plan**
  - NOT YET SUBMITTED
  - Edit

- **Narrative - Optional**
  - NOT YET SUBMITTED
  - Edit

- **Summary of Courses Taught**
  - NOT YET SUBMITTED
  - Edit

- **Teaching Performance**
  - NOT YET SUBMITTED
  - Edit

- **Professional Growth and Achievement**
  - NOT YET SUBMITTED
  - Edit

- **Service to University, Students and Community**
  - NOT YET SUBMITTED
  - Edit
3) Then scroll down to the bottom and select the “Review & Submit” button.
4) On the “Review & Submit” page, make sure all the sections of your packet are displayed and checked. Only sections you have completed will show on this page; this is why it is very important that you “COMPLETE” all the sections of your WPAF packet before visiting this page.

**Note:** From this page, you can select “Preview Submission”. This allows you to see exactly how your WPAF packet will look for reviewers when they login to Interfolio.

5) Once you are happy with how your WPAF packet looks, make sure all the sections are checked and select the “Submit Section(s)” button.

**Note:**
- If you preview and decide changes need to be made, hit the “Cancel” button.
- Once you submit, the sections become locked and you are unable to make further edits.
6) Select “Return to Packet”

7) If you “Review & Submit” correctly, all of the sections should have “Submitted” and “Locked” icons. Please make sure you submit all sections before the deadline.