How to Find your Review Packet after Logging in

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1:53 PM

After Logging into Interfolio following one of the two options outlined in the Log-in tutorial, CSUF faculty undergoing review, will be redirected to the "Home" page of their Interfolio User Profile

Interfolio Home Screen:

1) On the "Home" screen will be a list of your action items, otherwise known as review packets, which have been created for you to submit documents for your various types of reviews.

   a) Your review committees **CANNOT** see any of your portfolio or evaluation materials until they are uploaded and submitted through one of these review packets.

   b) So even if you have uploaded your documents into Interfolio's corresponding product **"Dossier,"** your reviewers will **NOT** have access to those materials until they are submitted through one of these packets

2) To open a packet to add material from this screen click either your hyperlinked name on the left or the hyperlinked word "view" on the right

   a) *A tutorial on how to add materials to a review packet will be included in a later chapter

Interfolio “Your Packets” Screen:

1) Review packets can also be located under “Your Packets” in addition to the “Home” Screen after logging in, but there are some differences

   a) To open any packets from either of these two screen portions click either the hyperlinked name of your department or the hyperlinked word "view"

   b) The “Your Packets” screen is divided into two parts:

      i) Active = these packets are NOT submitted

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ii) Completed = these are packets that have been previously submitted and provide you with a historical record of your evaluation submissions

c) The active portion of the “Your Packets” screen:

![Active Packets Screen]

2) The only portion of the left-hand menu that you can ignore is the “Cases” option
a) This option only becomes important when you step into the role of the “reviewer” rather than the faculty member being reviewed
Active Review Packet Break Down:
1) Whether you open a review packet from the options on the “Home” screen or from the options on the “Your Packets” screen you will be directed to the screen below where you will be able to:
   a) See the packet “overview”
   b) Be able to open the packet in “edit” mode

![Image of packet overview with instructions]

Click here or here to move into “Edit mode” where you can add materials to packets

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