How to Log in
To Log in to Interfolio there are 3 options to choose from, but the Process of Logging in is EXACTLY the same for all 3.

Option #1 - Logging in through the CSUF Portal, https://my.fullerton.edu/Portal/Dashboard/

1) On the CSUF Portal, Faculty can access Interfolio by selecting it under the "more apps" section on the left-hand side of the screen

2) It is recommended that you click the star ✽ next to the app, which will put it in your "favorites" and keep it more readily available for future reviews

***CONTINUE TO NEXT PAGE FOR NEXT STEP***
3) Once you have clicked the "Interfolio" app you will be directed to the screen below

a) On this screen, you will get a description of both Interfolio as it is used as an evaluation system and its corresponding product "Dossier"

***CONTINUE TO NEXT PAGE FOR NEXT STEP***
i) Dossier is a digital safe where you can store your documents that you submit for your reviews and utilize them for future reviews

4) Click the blue-button "Interfolio Login" and that will redirect you to Interfolio's login page and Interface

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<tr>
<th><strong>Option #2</strong> - Sign in using the hyperlinked button in the email that came from <a href="mailto:noreply@interfolio.com">noreply@interfolio.com</a></th>
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</thead>
<tbody>
<tr>
<td>1) When you receive access to an Interfolio case an email will be sent from <a href="mailto:noreply@interfolio.com">noreply@interfolio.com</a></td>
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<tr>
<td>2) To login</td>
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<tr>
<td>a) Click the button “View Case” and follow the steps in the Process portion</td>
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<th><strong>Option #3</strong> - Go Directly to the Interfolio login page and favorite this website in your preferred Internet browser, <a href="https://account.interfolio.com/login?logout_message=sso">https://account.interfolio.com/login?logout_message=sso</a></th>
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Process:

1) Click the “Partner Institution” Button
   a) **IGNORE** the "email*" and “password*” options
      i) Using these options will only cause frustration and waste your time
2) Enter search term “full” in the search box
3) Select California State University – Fullerton from the dropdown menu
4) Click “Sign In”
5) Enter CSUF credentials and Duo Authentication (if needed)
   a) *Please keep in mind that all Interfolio cases for faculty serving as reviewers are assigned cases based on their most current email address.*
Step #1

Step #2

Step #3, Click this option

***CONTINUE TO NEXT PAGE FOR NEXT STEP***
***END OF TUTORIAL***