

How to Log into Interfolio

Tuesday, February 12, 2019

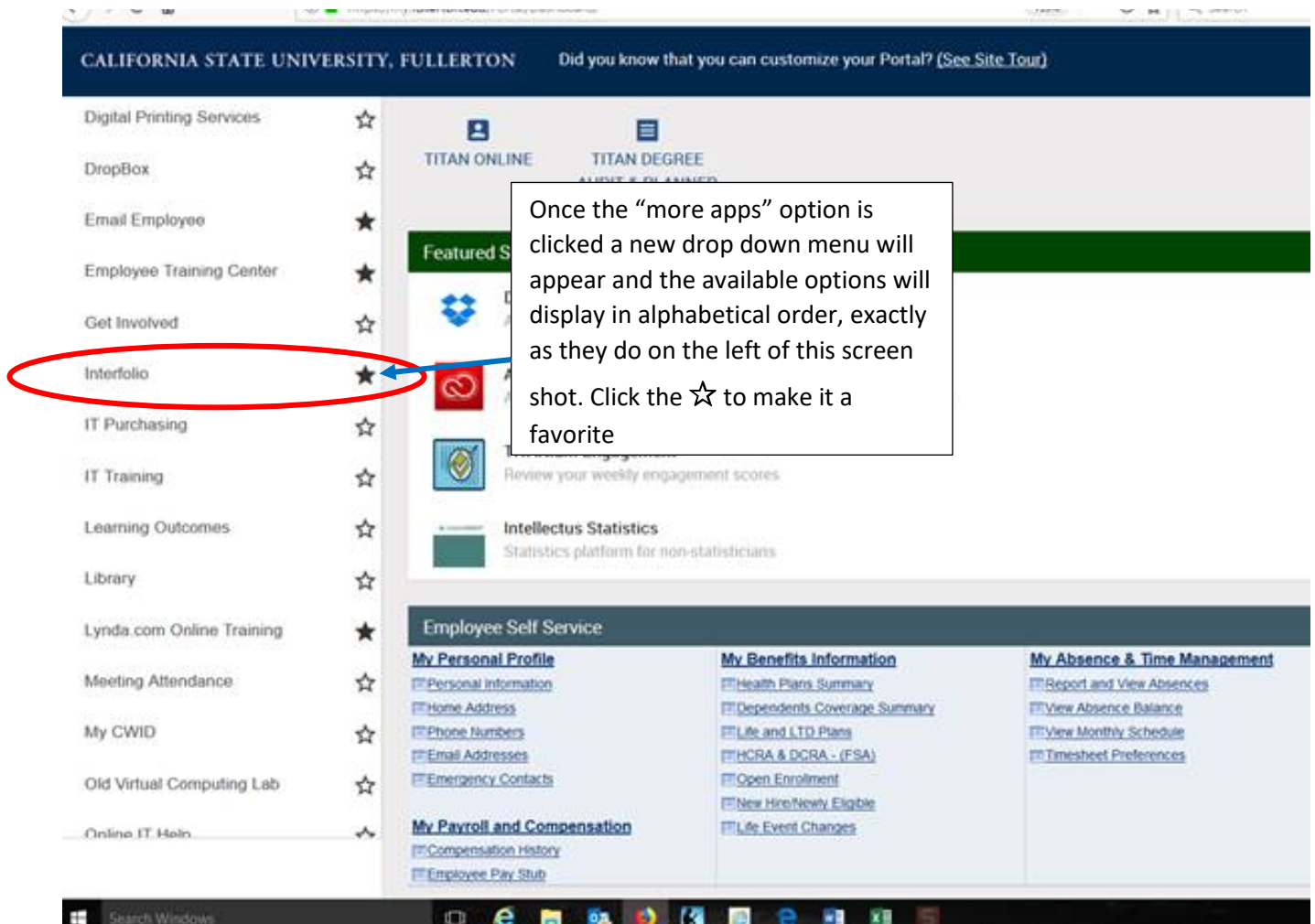
1:35 PM

To Log into Interfolio there are two options, but both will ultimately get you to the same place

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

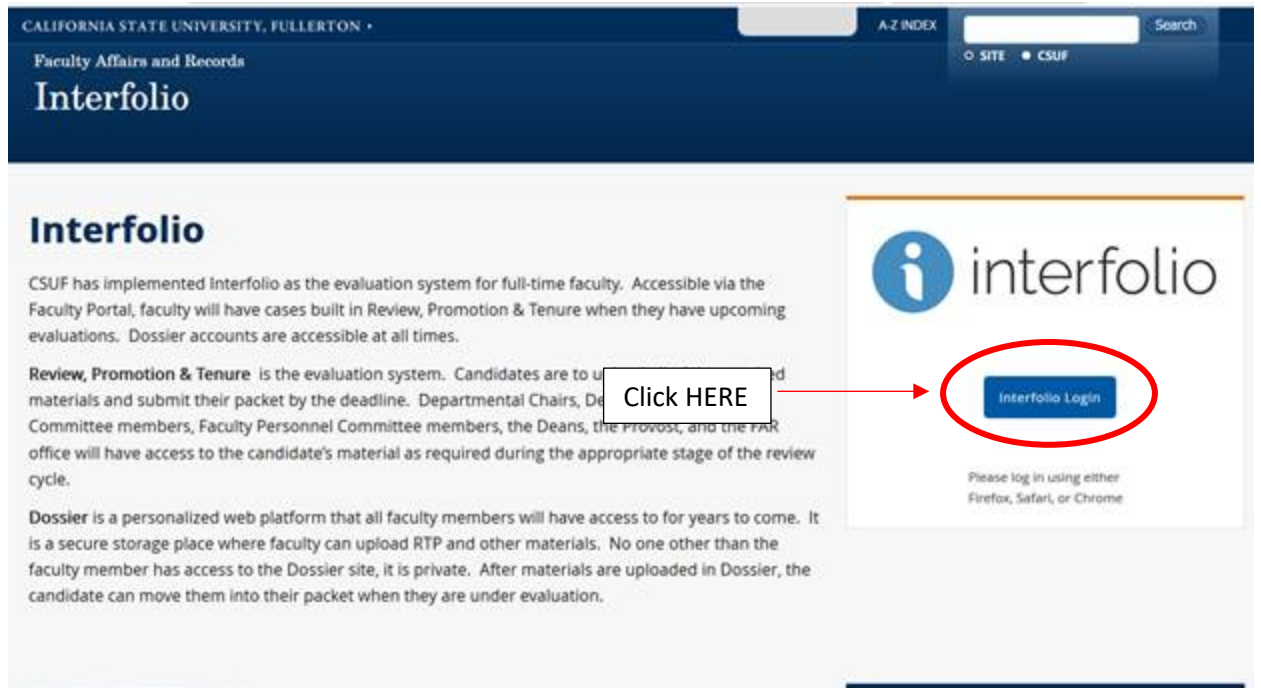
The screenshot shows the Titan Online dashboard for a user named Mary. At the top, there is a search bar and navigation tabs for 'Apps', 'Favorites', 'History', and 'IT'. The 'Favorites' tab is circled in red, with a callout box stating: 'All apps with their stars "☆" filled in are listed here'. Below the navigation, there is a 'Default Apps' section with a list of applications: Home, DropBox, Online IT Help, Titan Online, and 'More Apps'. The 'More Apps' link is circled in red, with a callout box pointing to it that says 'Click HERE'. To the right of the 'Default Apps' list, there are several application icons, including Adot and TITA. Below the dashboard, there are sections for 'Employee Self', 'My Personal Prof', and 'Human Resou'.

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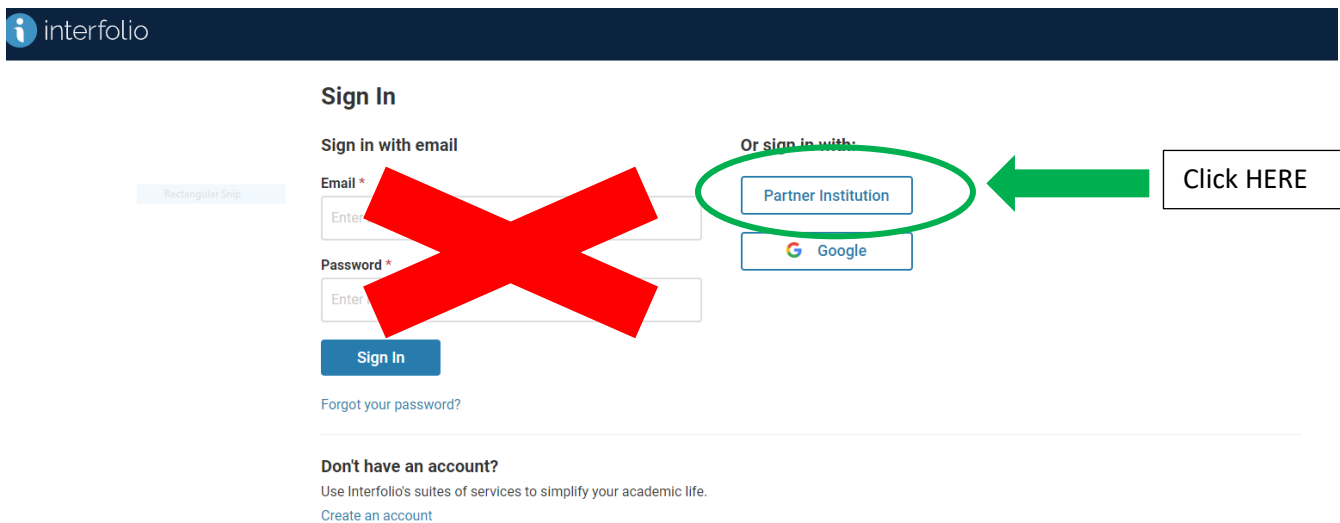
1. On the Titan Portal, Faculty can access Interfolio by selecting it under the "more apps" section on the left hand side of the screen
 - a. It is recommended that you click the star ☆ next to the app, which will put it in your "favorites" and keep it more readily available for future reviews
 - b. Once you have clicked the "Interfolio" app you will be directed to the screen below

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- i. On this screen you will get a description of both Interfolio as it is used as an evaluation system and its corresponding product "Dossier"
 - 1. Dossier is a digital safe where you can store your documents that you submit for your reviews and utilize them for future reviews
- ii. Click the blue button "Interfolio Login" and that will redirect you to Interfolio's login page and Interface

Option #2 - Go Directly to the Interfolio login page and favorite this website in your preferred Internet browser, https://account.interfolio.com/login?logout_message=ss0



Clicking the blue "Interfolio login" button displayed in step 1.b which you get to by logging in through the Titan Portal, will get you to this exact same screen as the one displayed above and the following steps are the **SAME** for **BOTH** login options

- 1. Sign in by first clicking the "Partner Institution" Button. Doing so will redirect you to a search screen

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2. **IGNORE** the "sign in with email" option
 - a. Using this option will only cause frustration and waste your time
3. Use the search term "**full**" to find Cal State Fullerton
 - a. Click to select "California State University Fullerton" and click the "Sign in" button
 - b. This action will cause you to be re-directed to the correct sign in screen for CSUF personnel



Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

California State University-Fullerton

Sign In

[Sign in with an Interfolio account >](#)

Don't have an account? Use Interfolio's suite of services.

[Sign Up](#)



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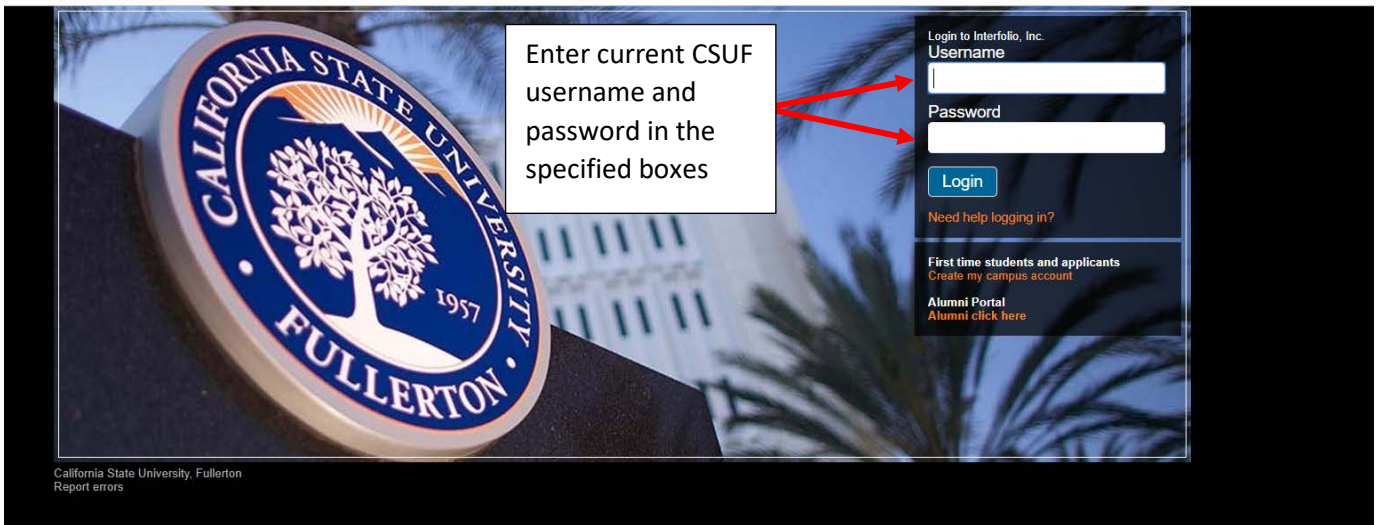
Make sure that California State University Fullerton is the university you select

After you have selected the university listed above, click HERE

Don't have an account? Use Interfolio's suite of services.

[Sign Up](#)

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4. Once on this Screen, input your most current CSUF credentials
 - a. They will be the same ones that you use to sign into the Titan Portal or any other CSUF interface.
 - b. ***Please keep in mind that all Interfolio cases for faculty undergoing evaluation are made with their most current email address.**

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