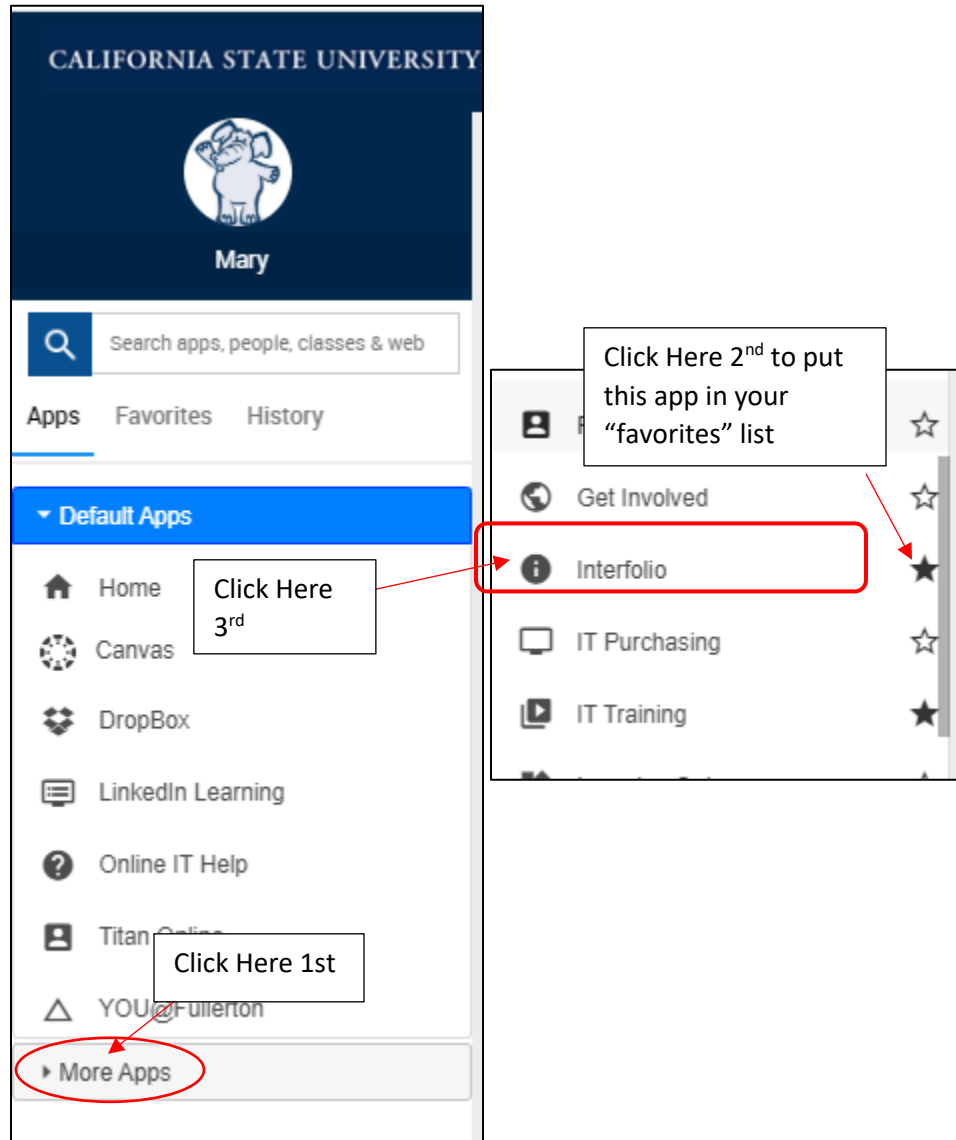


## How to Log in

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**.

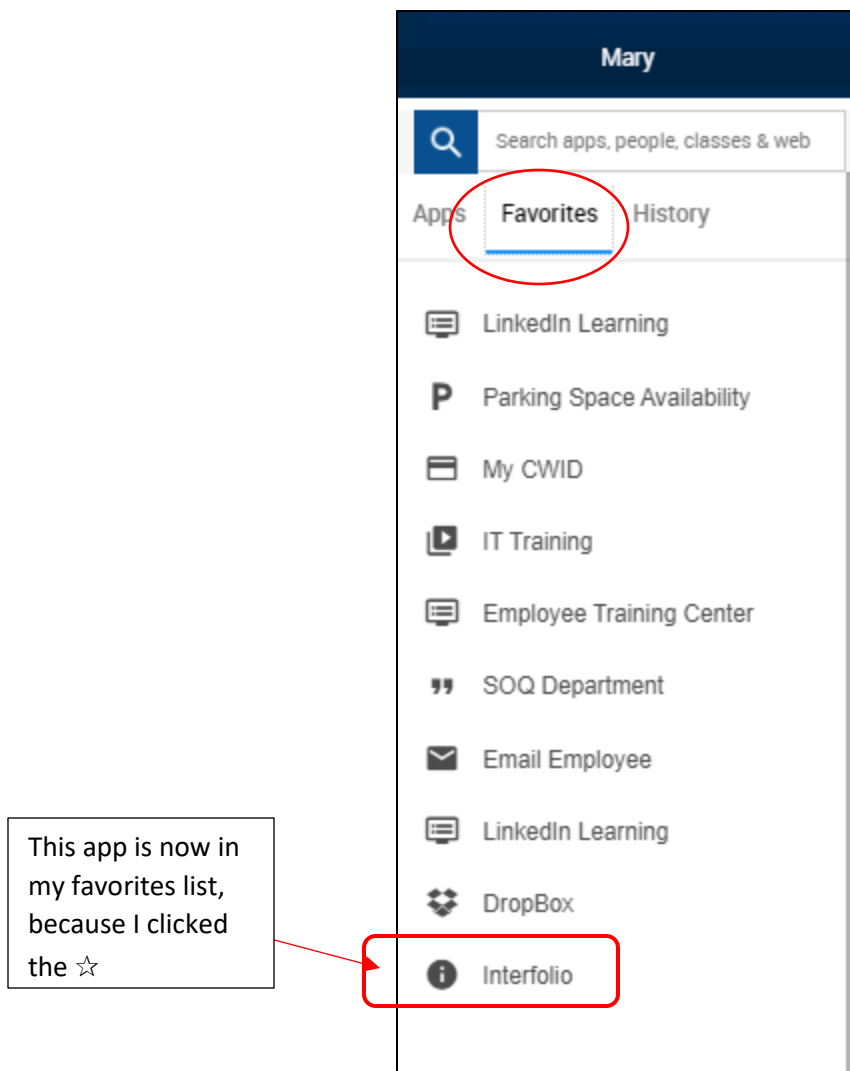
**Option #1** - Logging in through the CSUF Portal, <https://my.fullerton.edu/Portal/Dashboard/>

- 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

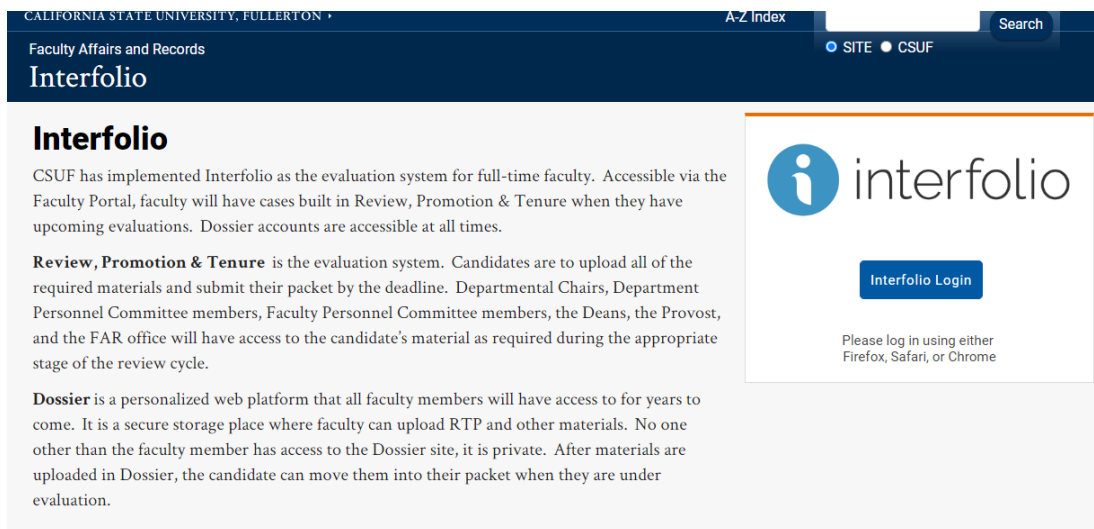


- 2) It is recommended that you click the star ☆ next to the app, which will put it in your "favorites" and keep it more readily available for future reviews

**\*\*\*CONTINUE TO NEXT PAGE FOR NEXT STEP\*\*\***



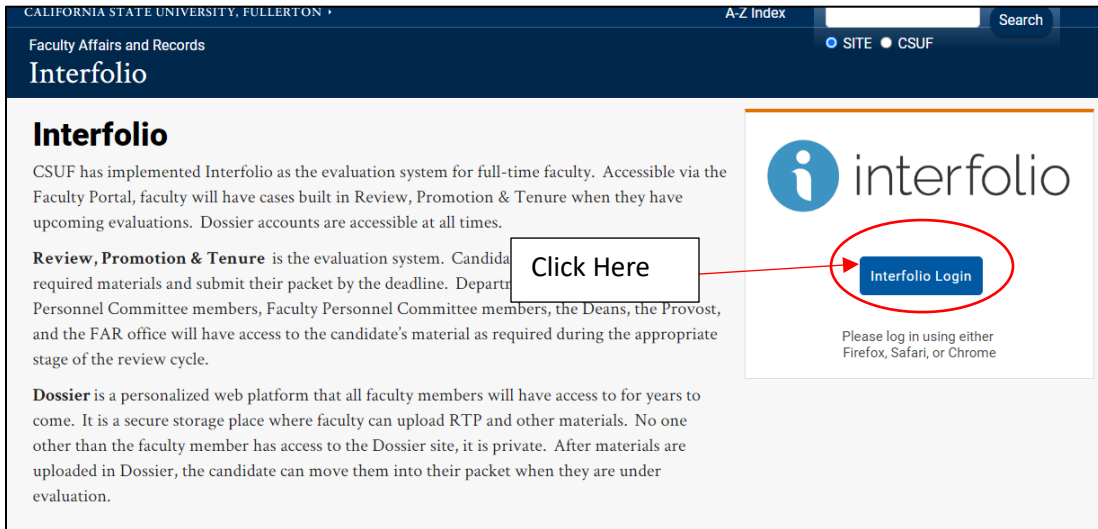
3) Once you have clicked the "Interfolio" app you will be directed to the screen below



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"

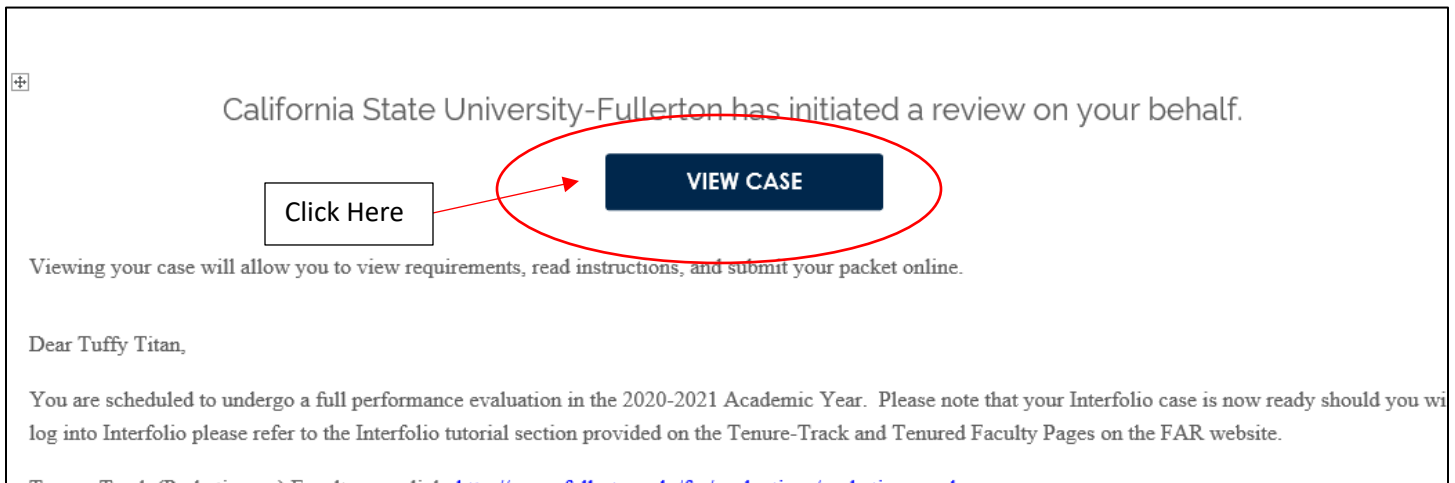
**\*\*\*CONTINUE TO NEXT PAGE FOR NEXT STEP\*\*\***

- 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



**Option #2** - Sign in using the hyperlinked button in the email that came from [noreply@interfolio.com](mailto:noreply@interfolio.com)

- 1) When you receive access to an Interfolio case an email will be sent from through the Interfolio Platform from [noreply@interfolio.com](mailto:noreply@interfolio.com)
- 2) To login
  - a) Click the button "View Case" and follow the steps in the Process portion



**Option #3** - Go Directly to the Interfolio login page and favorite this website in your preferred Internet browser, [https://account.interfolio.com/login?logout\\_message=sso](https://account.interfolio.com/login?logout_message=sso)

**\*\*\*CONTINUE TO NEXT PAGE FOR NEXT STEP\*\*\***

## Sign In

Sign in with email

Email \*

Password \*

Sign In

[Forgot your password?](#)

Or sign in with:

Partner Institution

 Google

### 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.**

**\*\*\*CONTINUE TO NEXT PAGE FOR NEXT STEP\*\*\***


## Sign In

Sign in with email

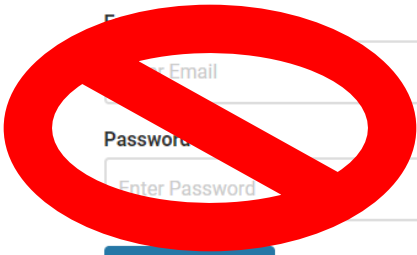
**Sign In**

[Forgot your password?](#)

Or sign in with:

**Partner Institution**  
 **Google**

Step #1



## 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.


Step #2

**California State University-Fullerton**  
**Sign In**  
[Sign in with an Interfolio account](#)

Step #3, Click this option

Don't have an account? Use Interfolio's suite of tools to manage your life.

**Sign Up**

 interfolio

## 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

**Step #4**

[Sign in with an Interfolio account](#)

Don't have an account? [Use Interfolio's Single Sign-On to get started.](#)



**Step #5**

Login to Interfolio, Inc.  
Username   
Password   
  
[Need help logging in?](#)

First time students and applicants  
[Create my campus account](#)

Alumni Portal  
[Alumni click here](#)

California State University, Fullerton  
[Report errors](#)

**\*\*\*END OF TUTORIAL\*\*\***