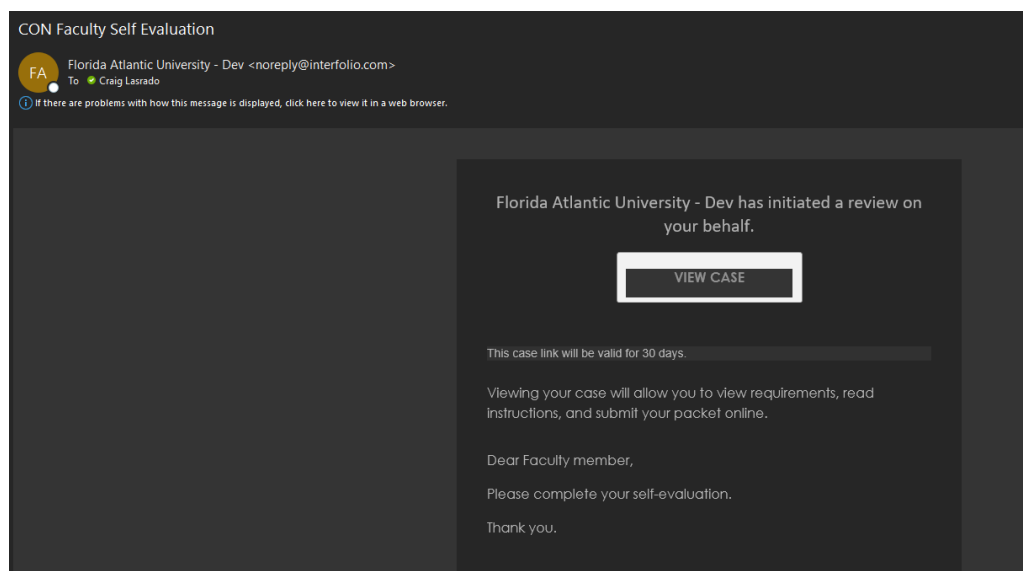
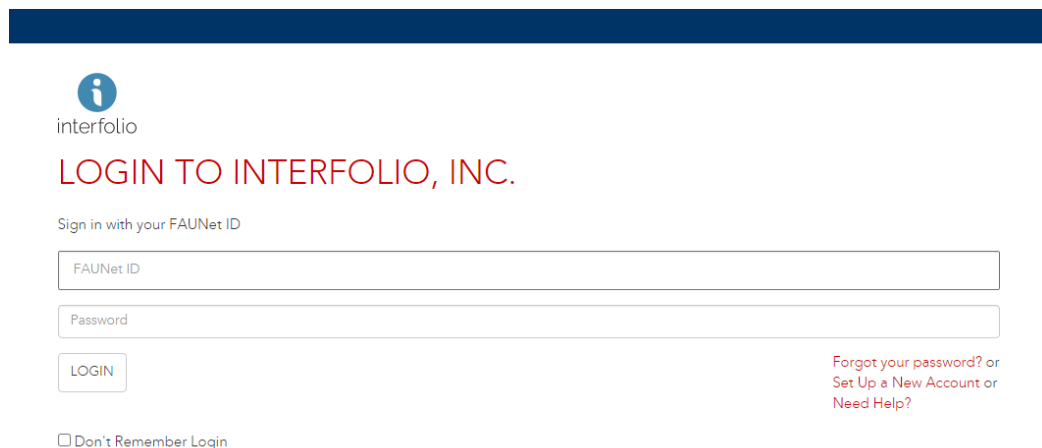


# Interfolio Instructions

1. When a case has been assigned you will receive an email like below:



2. Click on '**View Case**' which will take you the FAU's Interfolio SSO page.



- After you sign in and go through multi-factor authentication you will come to your packet overview page.

This is a development or test environment

## CON Annual evaluation

[View Instructions](#) | [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
College of Nursing	Review	Soft Deadline	

[Overview](#) | [Packet](#)

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

### Candidate Documents

Not Yet Submitted Unlocked Edit

Type	# Required	# Added
<input type="radio"/> Curriculum Vitae (CV)	1 required	0
<input checked="" type="checkbox"/> Spot scores	0 required	0
<input checked="" type="checkbox"/> Peer review	0 required	0
<input checked="" type="checkbox"/> Nursing Situations	0 required	0
<input checked="" type="checkbox"/> Miscellaneous	0 required	0
<input type="radio"/> Faculty Self-Evaluation - Teaching	39 required	0
<input type="radio"/> Faculty Self-Evaluation - Scholarship and Practice [Practice Teaching Track Faculty]	68 required	0
<input type="radio"/> Faculty Self-Evaluation - Service	32 required	0
<input type="radio"/> Faculty Self-Evaluation - Scholarship and Research [Tenure and Tenure-Earning Faculty]	66 required	0
<input type="radio"/> Faculty Self-Evaluation - Administrative	12 required	0
<input type="radio"/> Faculty Self-Evaluation - Promotion and Tenure	1 required	0


- To view your packet home screen, you can click on **'Packet'** or **'Edit'** buttons

College of Nursing Review

Overview
Packet

**+** Expand All
**-** Collapse All

Edit



5. You will then see your **packet home screen** where you can fill out forms and upload documents.

**CON Annual evaluation** [View Instructions](#) [Preview Packet](#)

Unit: College of Nursing | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date:

Overview | **Packet**

[Expand All](#) [Collapse All](#)

**▼ Candidate Documents** [Submit](#) **0 of 1** Required Files

Not Yet Submitted **Unlocked**

**Curriculum Vitae (CV)** 1 required, 0 Added [Add](#)

No files have been added yet.

**Spot scores** 0 Added [Add](#)

No files have been added yet.

**Peer review** 0 Added [Add](#)

No files have been added yet.

**Nursing Situations** 0 Added [Add](#)

No files have been added yet.

**Miscellaneous** 0 Added [Add](#)

No files have been added yet.

**Faculty Self-Evaluation - Teaching** 39 required questions, [Fill Out Form](#)

6. To fill out a form, go to your packet home screen shown on step 5 and click on the 'Fill Out Form' button for the corresponding form.

**Faculty Self-Evaluation - Teaching** 39 required questions, [Fill Out Form](#)

This form has not been complete.

7. To upload any required or optional documents go to your packet home screen shown on step 5 click on the 'Add' button for the corresponding document upload field.

**Curriculum Vitae (CV)** 1 required, 0 Added [Add](#)

No files have been added yet.