



FLORIDA ATLANTIC UNIVERSITY

YOUR  
FUTURE  
AWAITS

**Interfolio: FAR, RPT, and Dossier**

Office of the Provost





# What is Interfolio?

- A digital platform that consists of:
  - Dossier
  - Faculty Activity Reporting (FAR/F180)
  - Review, Promotion, and Tenure (RPT)
- Notes to remember:
  - Google Chrome
  - Cache and cookies



# Interfolio Dossier

- All materials needed throughout an academic career can be uploaded and managed, while confidential letters of recommendation can be requested and stored.
- Prepare and organize for upcoming evaluations or reviews.
- Never expires and we will store your documents indefinitely.
- Access limited solely to the user and transferrable from institution to institution



# Interfolio FAR

- Hub for faculty activity
- Annual Assignments and Activity Reporting
- Vita Builder
- RPT integration



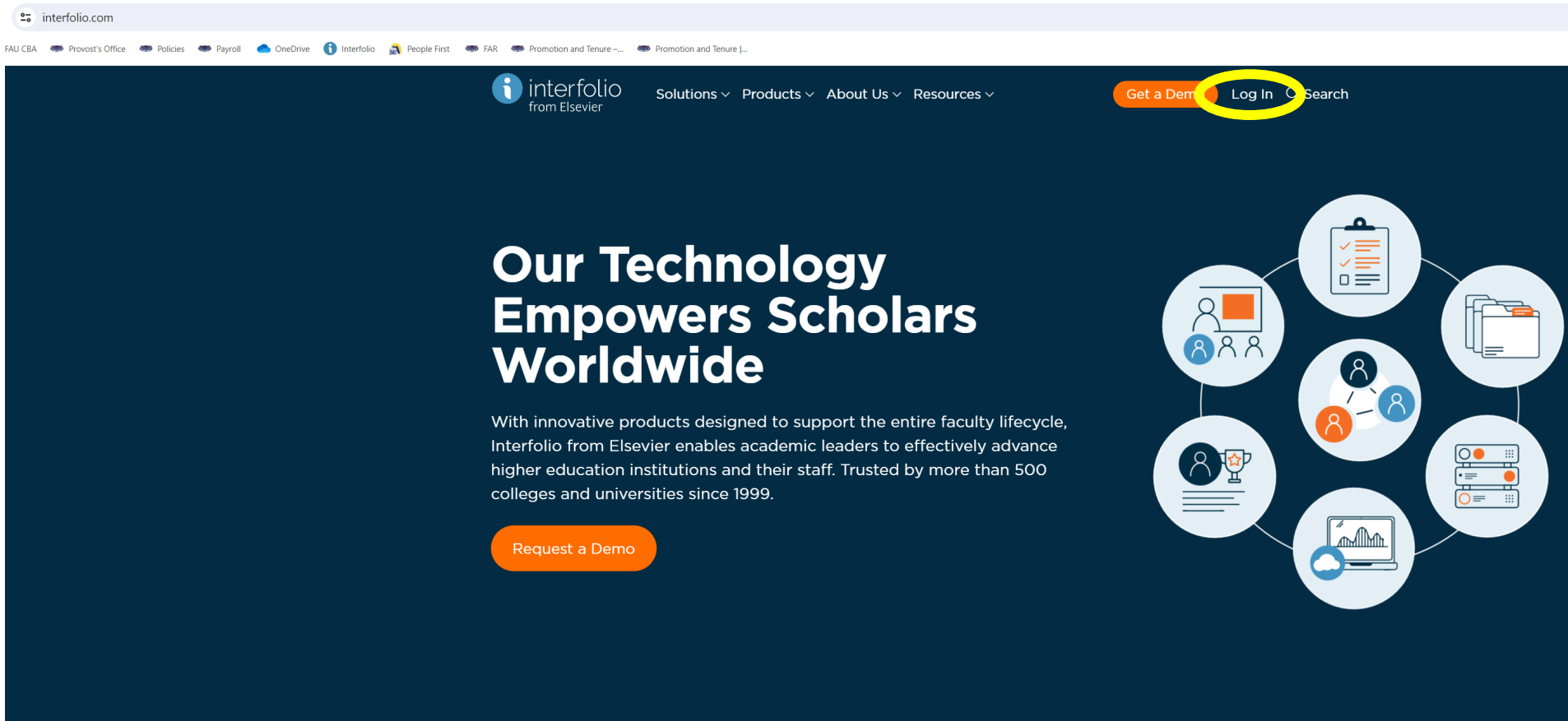
# Interfolio RPT

- Promotion and Tenure
- Post-tenure Reviews
- Sabbatical Applications
- College-specific processes
- Faculty Annual Reviews (Pilot phase)



# How to login

- Log on to: [www.Interfolio.com](http://www.Interfolio.com)



The screenshot shows the Interfolio website homepage. The browser's address bar displays "interfolio.com". The website's navigation bar includes links for "FAU CBA", "Provost's Office", "Policies", "Payroll", "OneDrive", "Interfolio", "People First", "FAR", "Promotion and Tenure...", and "Promotion and Tenure [...]". The main header features the Interfolio logo (a blue circle with a white 'i') and the text "interfolio from Elsevier". To the right of the logo are links for "Solutions", "Products", "About Us", and "Resources". Further right are buttons for "Get a Demo" and "Log In", with the "Log In" button highlighted by a yellow circle. A search icon is also present. The main content area has a dark blue background. On the left, the text "Our Technology Empowers Scholars Worldwide" is displayed in large white font. Below this, a paragraph states: "With innovative products designed to support the entire faculty lifecycle, Interfolio from Elsevier enables academic leaders to effectively advance higher education institutions and their staff. Trusted by more than 500 colleges and universities since 1999." An orange button labeled "Request a Demo" is positioned below the paragraph. On the right side of the main content area, there is a circular diagram consisting of eight light blue circles connected by lines. Each circle contains a white icon representing a different aspect of the faculty lifecycle: a person at a computer, a checklist, a folder, a person with a star, a person with a magnifying glass, a person with a gear, a person with a document, and a person with a laptop.



# Sign in with Institution

## 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.

Q

Sign In

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

Arcadia Callahan ▾

Florida Atlantic University

Institution Settings

Switch Accounts

Interfolio Dossier

Florida Atlantic University

Farragut Square State University

Account Options

Account Settings

My Contacts

Resources

Interfolio Client Community

Product Help

Sign Out

- Type “Florida Atlantic University”
- Single Sign On (SSO)
- Use your FAU NetID & Password
- To access Dossier, you need to switch accounts



# Merging Dossier Accounts

## Settings

Basic Information

Email & Communications

ID Numbers

Subscription & Billing

Signing in & Password

### Email

+ Add Email

Email notifications related to your Dossier account (such as renewal notices) will only be sent to your primary email address.

Primary

abetancourt@fau.edu

If you have another account under a different email address you can merge the accounts to access all the information in one place. [Learn more about merging accounts](#)

Merge Accounts

### Communications

Note: you will always receive important messages and notifications about your account, such as when you reset your password, or when a requested letter or evaluation arrives.

☐ Yes, I'd like to be contacted by email about product updates, news, and best practices.

- Click **Account Settings**
- Click **Merge Accounts**.
- Type in the credentials for the account desired to merge.
- Check the boxes under *Before merging, please check the boxes below to acknowledge the following* after carefully reading each one.
- Click **Merge Accounts** when finished. The merge will be complete.





# Free Product Resources

- Click the link below for more help using Interfolio Dossier.
  - [https://product-help.interfolio.com/en\\_US/dossier](https://product-help.interfolio.com/en_US/dossier)
- Click the link below to access the course on Interfolio RPT Candidate Training (30 min).
  - <https://product-help.interfolio.com/review-promotion-tenure-training/review-promotion-tenure-candidate-training>
- Click the link below to access the course on Interfolio F180 – Activity Input for Faculty Users (45 min).
  - [https://rise.articulate.com/share/b-W22\\_IBGNgy3w4VxK45wt3fhL2ZYq1U#/](https://rise.articulate.com/share/b-W22_IBGNgy3w4VxK45wt3fhL2ZYq1U#/)



# Additional Support

- FAU Interfolio FAR Resource Page
  - <https://www.fau.edu/iea/fair/interfolio-far/>
- College Interfolio Contacts
  - <https://www.fau.edu/provost/for-faculty/promotion-tenure/>
- Rochelle Campbell, Associate *Director, Academic Personnel and Interfolio Institutional Administrator*
  - [rmaitland@fau.edu](mailto:rmaitland@fau.edu)
  - (561) 297-4747
- Interfolio Support
  - [interfolio-support@elsevier.com](mailto:interfolio-support@elsevier.com)
  - (877) 997-8807 *M-F, 9am-6pm EST*

