# USING INTERFOLIO

Midpoint Review

# STEP 1: NOTIFICATION FROM INTERFOLIO

- **Once you have been assigned an Interfolio Case for Midpoint Review, you will receive a notification email that looks like this:**

**TARLETON STATE UNIVERSITY**
Member of The Texas A&M University System

Tarleton State University has initiated a
review on your behalf.

**VIEW CASE**

Viewing your case will allow you to view requirements, read
instructions, and submit your packet online.

Dear Skylar Candidate1,

Your midpoint review case has been created and is ready for you
to upload your documents.

Best,

Skylar Redlin

# STEP 2: LOG IN TO INTERFOLIO

- Go to the Tenure and Promotion information on the Tarleton State University website: https://www.tarleton.edu/cafa/faculty-affairs/tenure-and-promotion.html

- At the bottom of the page, click

Interfolio Login

- After going to the Interfolio site, click "Sign In with Partner Institution."

- Start typing "Tarleton" and Tarleton State University will pop up as the option; select it and click "Sign in."

- You will be prompted to sign in with your NTNET and password, which will require the Tarleton State DUO authentication.

# STEP 3: SELECT TARLETON STATE UNIVERSITY

- Once you log in, your screen should look like this:
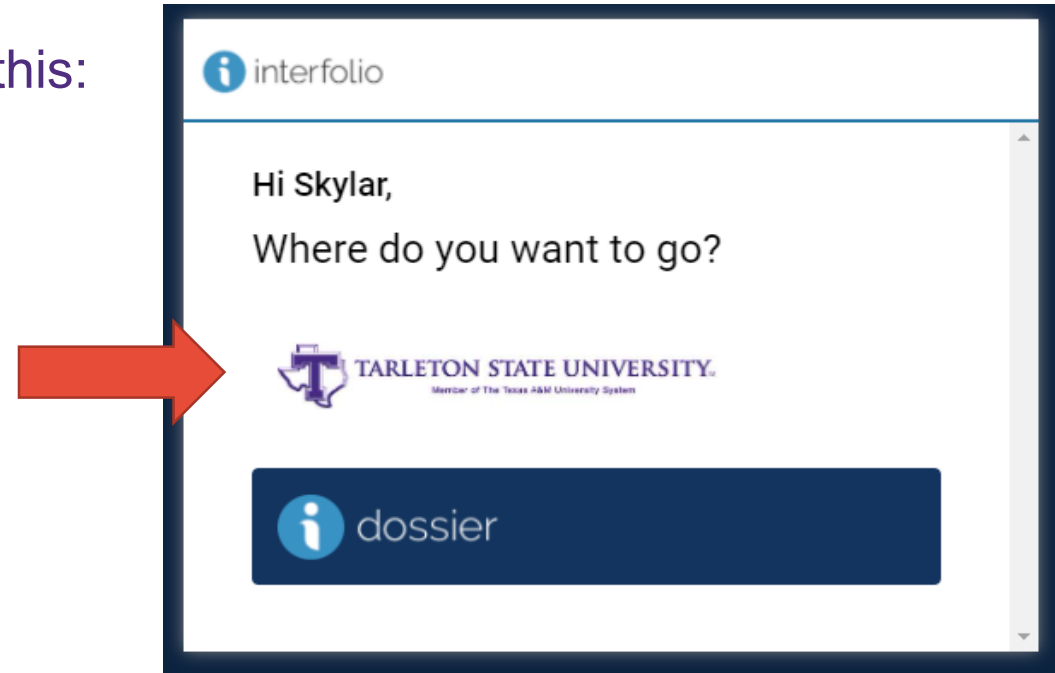


- Click Tarleton State University. You may use your Interfolio dossier to file information, but for purposes of Midpoint Review, you need to select the Tarleton State option.

# YOUR SCREEN WILL LOOK LIKE THIS:

# SOME FEATURES OF YOUR HOME SCREEN

Check "Yes" if you would like to come straight to your home screen after logging in.

The Home page shows you any upcoming tasks, any files that were shared with you, or anything else pending or complete.

Would you like to come directly to Tarleton State University when you sign in to Interfolio?
You can change this at any time in your account settings.

Yes    No

✖ TARLETON STATE UNIVERSITY.
    Member of The Texas A&M University System

Skylar Candidate3 ⌄

Home
Your Packets
Review, Promotion and Tenure
Cases

My Tasks

Search

**0**
Unread Tasks

**0**
Read Tasks

| Title | Due Date |
|-------|----------|

Looks like you're all caught up. Nice.

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Program Policies

Your Packets tab allows you to view current or pending packets for which you are required to submit documentation.

More information on this follows on screen 11.

Would you like to come directly to Tarleton State University when you sign in to Interfolio?
You can change this at any time in your account settings.

Yes    No

✕    TARLETON STATE UNIVERSITY.
Member of The Texas A&M University System

Skylar Candidate3 ⌄

Home
Your Packets
Review, Promotion and Tenure
Cases

My Tasks

[                    ] Search

0
Unread Tasks

0
Read Tasks

Title                                    Due Date

Looks like you're all caught up. Nice.

ⓘ
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Program Policies

If you are a reviewer for a Tenure and/or Promotion application, Midpoint Review, etc..., those cases will be found here.

# MORE FEATURES...

Would you like to come directly to Tarleton State University when you sign in to Interfolio?
You can change this at any time in your account settings.

Yes    No

✖  TARLETON STATE UNIVERSITY                                                Skylar Candidate3 ⌄

Home
Your Packets
Review, Promotion and Tenure
Cases

My Tasks                                                    Search

**0**                                   **0**
Unread Tasks                          Read Tasks

Title                                 Due Date

Looks like you're all caught up. Nice.

ⓘ
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Program Policies
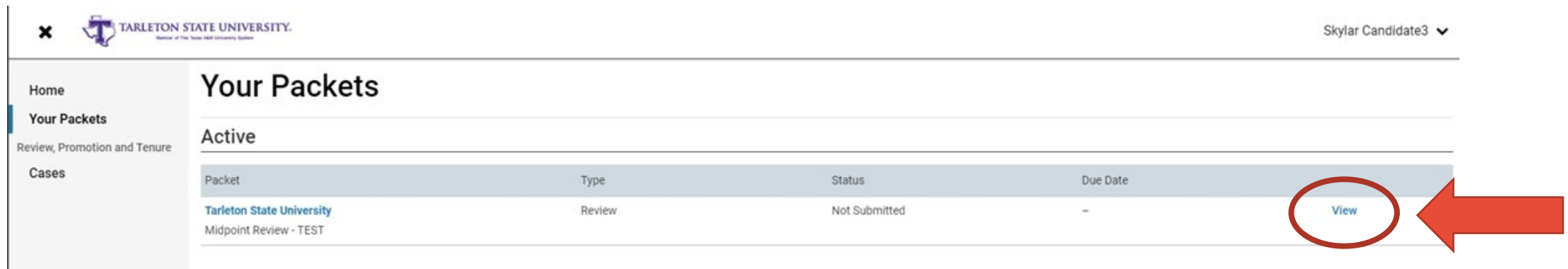
This link with your name allows you to switch accounts, create other personalized settings, and provides a link for **Product Help**

# STEP 4: UNDER "YOUR PACKETS"

- Your page will look similar to this.

- Click the View button on the right to go to your case.

# STEP 5: START LOADING YOUR MATERIALS

You can find the upload button by clicking either the Packet link or the Edit button.

# WANT A LARGER VIEW?

By clicking "Expand All" in the Packet tab, you have the option to view all requirements for the submission of your promotion packet.

# STEP 6: ADD FILES

By clicking the Add buttons, you will get a pop-up to upload your document.
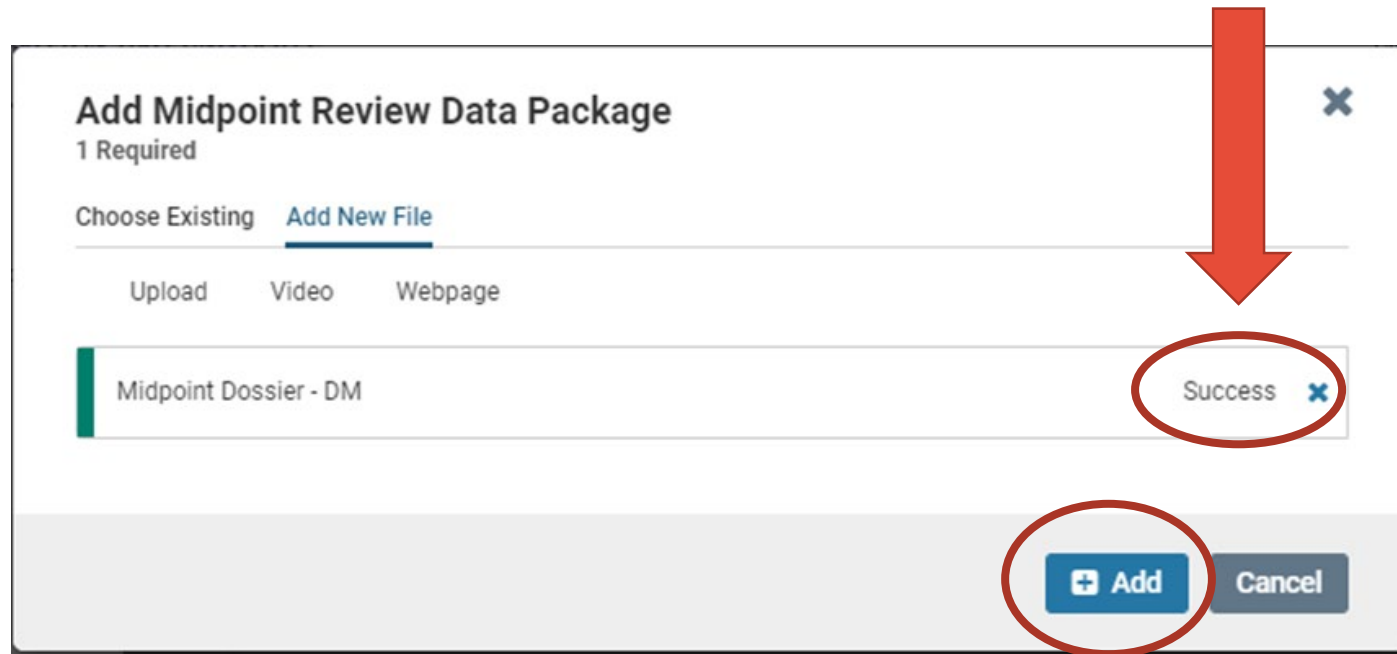
See Screen 15 for an example.

# ADDING FILES POPUP



To add new files, you can either browse your folders on your computer or drag and drop a document from your desktop.

You can also upload a video, or webpage link. A webpage will open in a new browser.

# COMPLETE ADDING FILES

- You will get a "Success" notification once you've uploaded your documents.



Once it's uploaded, click Add to complete this process.
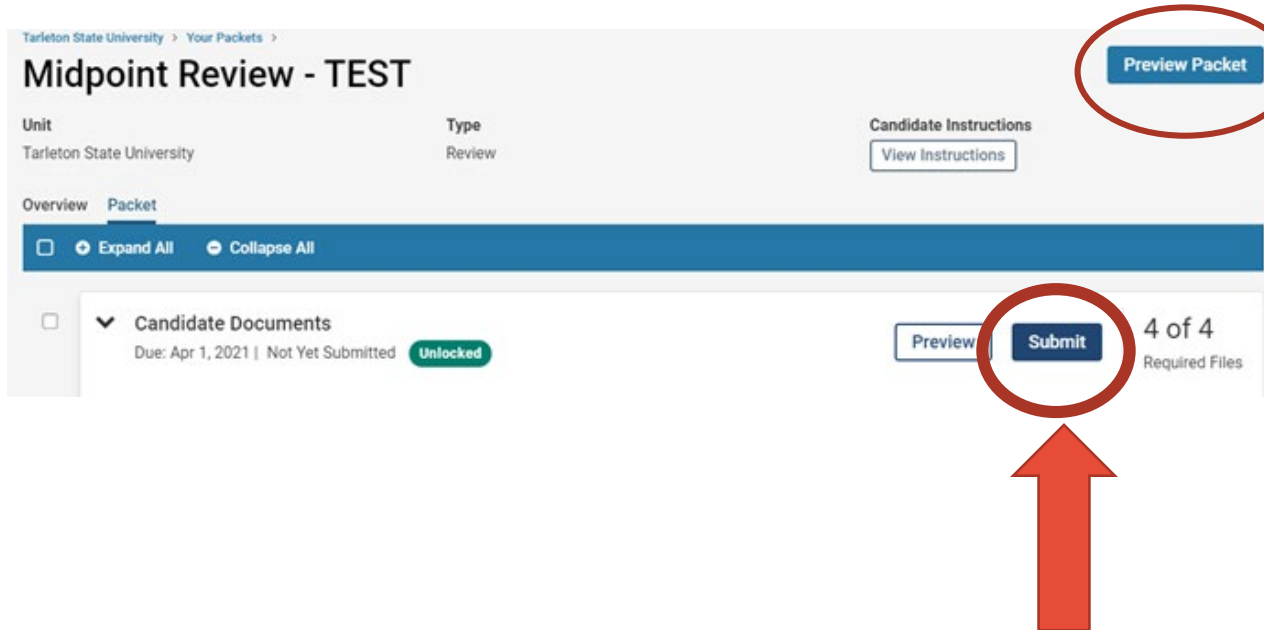
# STEP 7: BACK TO "YOUR PACKETS" PAGE



Progress Report

Here is your uploaded file.

Note that you can also see when no files have been submitted yet.

# STEP 8: REVIEWING AND SUBMITTING PACKET

You can preview your packet.

Be sure to click "Submit" to complete your application!

# AFTER SUBMISSION

Once their documents are loaded, you may see your reviewers' materials on the Shared Committee Files tab.

# RESPONDING

You may be able to respond to your Department Head's comments if this button appears.

# RESPONDING WITH A DOCUMENT

When you click Send Response, you will get a pop up that allow you to upload or drag and drop a document.

# YOU'VE NOW SUBMITTED YOUR MATERIALS FOR MIDPOINT REVIEW!