

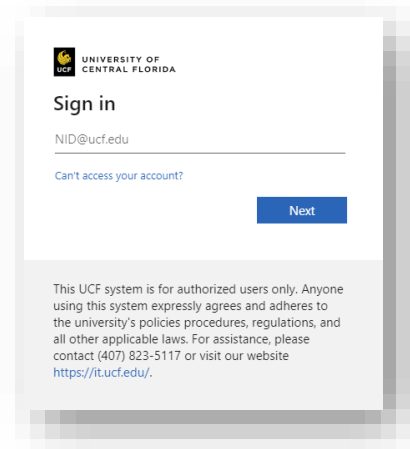


ACCESSING INTERFOLIO

STEP 1: Login to Interfolio

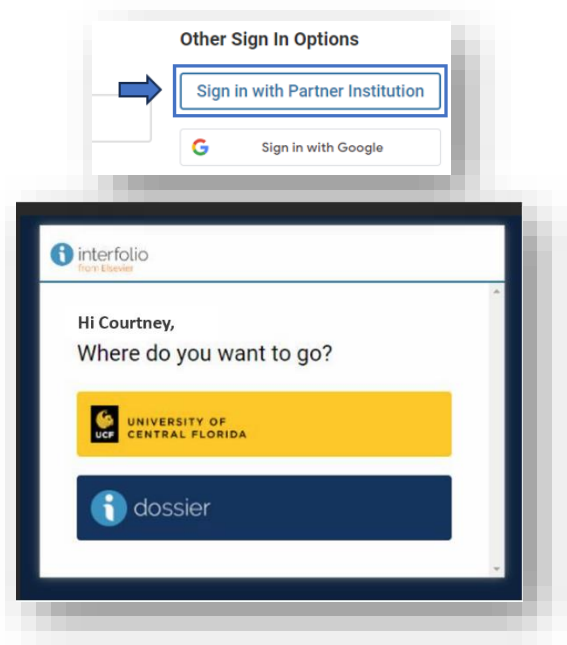
You can access Interfolio one of two ways:

1. Follow the link you receive in your initial email notification and enter your NID@ucf.edu and password.



2. [Login HERE for Interfolio](#) or <https://home.interfolio.com/15985> or

Search the web for “Interfolio,” select “Login,” select “Sign in with Partner Institution,” then enter “University of Central Florida.”





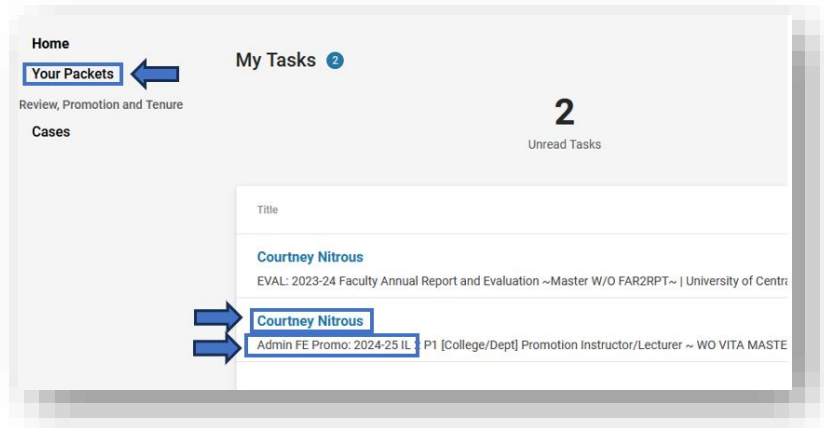
NAVIGATING TO YOUR PACKET

STEP 2: Select your Name

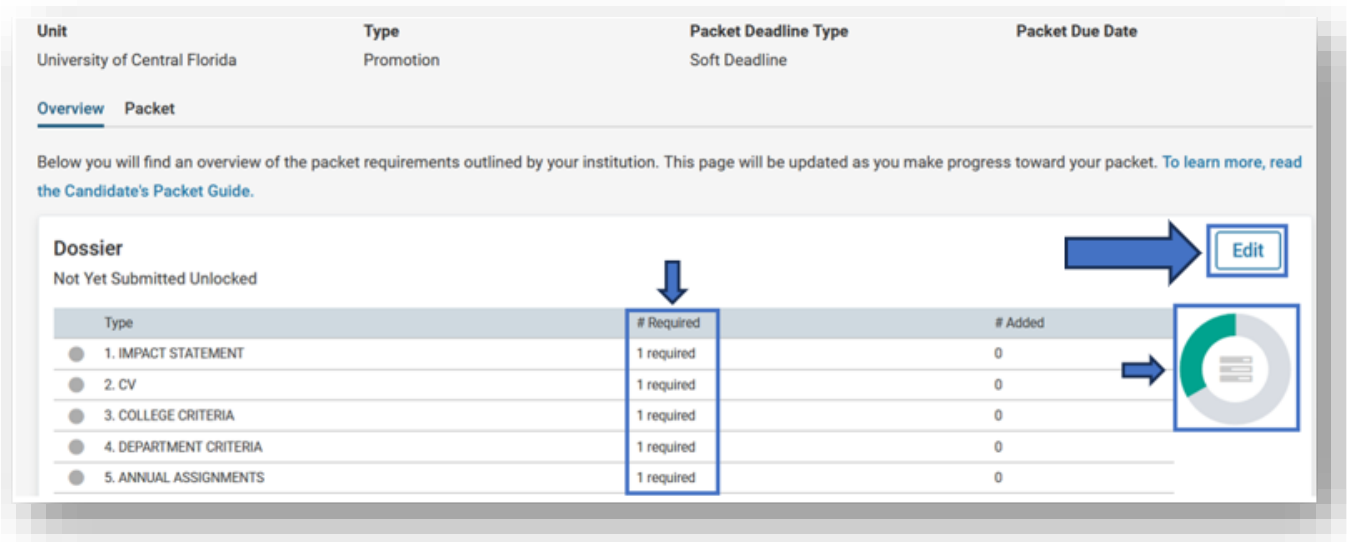
Upon login to Interfolio, select “Your Packets” located in the left menu.

Click on your name above the promotion packet “Admin FE Promo: 2024-25” to enter your case.

Note: ALL packets created for you will appear within “Your Packets.” This includes annual report, awards, professional development program, you will need to make sure you select the correct packet for “Promotion.”



Once inside the case an overview of materials required for the “Dossier” appears. Mandatory materials are indicated by “Required.” A donut graph is presented and will indicate your progress of completing requirements. Select “Edit” to begin uploading materials.





FACULTY ACTIVITY REPORTING VITA

STEP 3: Understanding the Faculty Activity Reporting Vita

When you enter the "Packet," the "Faculty Activity Reporting Vita" appears first. This feature automatically pulls in your last five years of courses. After you view, select "Submit."

Note: Courses are automatically loaded for you, however you MUST "Regenerate" (pull new information in) prior to submitting your dossier. "Regenerate" your courses by selecting "Edit."

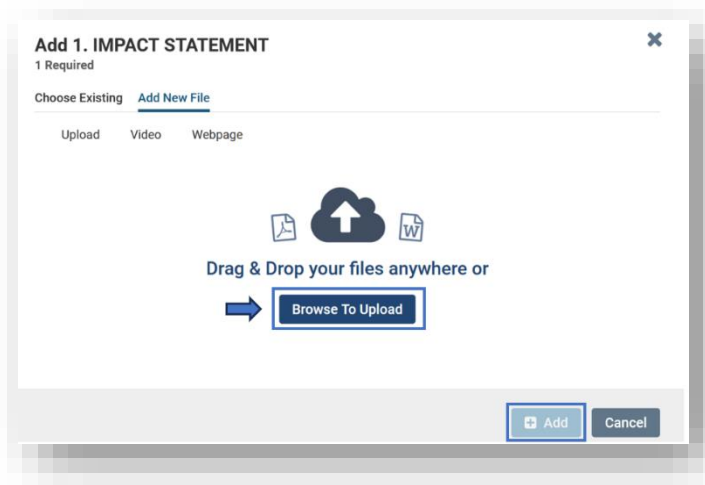


UPLOADING MATERIALS

STEP 4: Begin Upload of Materials

You may browse for your document/file or drag and drop it into the upload window and select "Add".

Note: Interfolio retains all documents you upload and allows for re-use in subsequent applications. Once successfully uploaded, the file name will appear below the requirement (e.g., CV-2023). If, after you upload a document, you decide you would like to replace it with another document, simply select "Remove" and replace it with the desired file. See APPENDIX A for print to PDF directions.





UPLOADING VIDEO CONTENT

If you have a video you would like to upload, follow the directions for [Uploading Materials](#) in this resource. If you would like to link to an external source (e.g., recording), select “Video” or “Webpage” and provide, the required Title and URL, then “Add.”

Note: Media Files (MP3/MP4) are not supported. A description of the video or webpage may be provided but is not required.

FILE RESTRICTIONS AND LIMITS

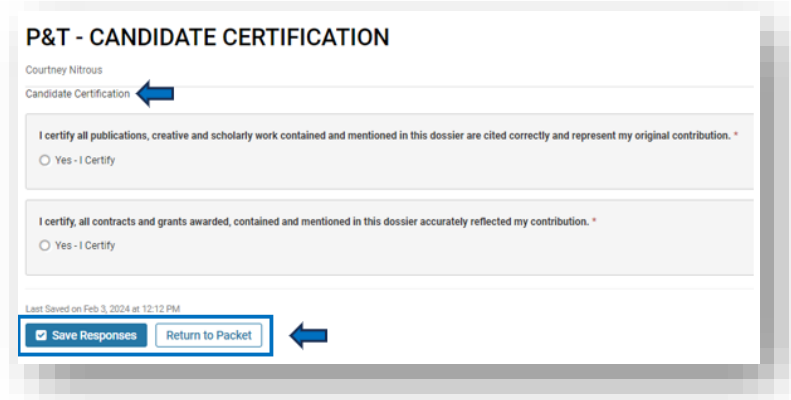
File Type Restrictions	File Size Limits
File Size	< 100 MB
DOC/DOCX	Yes
XLS/XLSX	Yes
PPT/PPTX	Yes
DOT	Yes
WPD	Yes
RTF	Yes
TXT	Yes
HTML	Yes
PDF	Yes
PNG/JPEG/JPG	Yes
<i>Media Files (MP3/MP4)</i>	<i>No</i>
YouTube/Vimeo URL	Yes
Webpage URL	Yes



CANDIDATE CERTIFICATION FORM

STEP 5: Complete Form

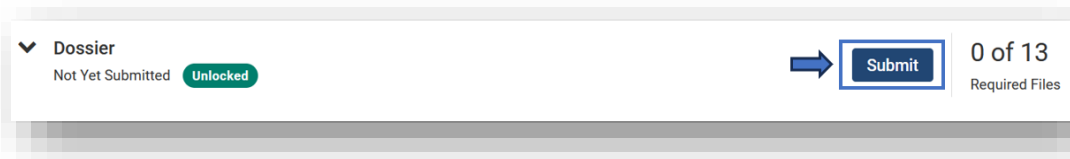
Candidates are required to certify: (1) All publications, creative and scholarly work contained and mentioned in the dossier are cited correctly and represent the faculty member’s contribution, and (2) certify all contracts and grants awarded, contained, and mentioned in the dossier accurately reflect the faculty members’ original contribution. Save responses and return to packet.



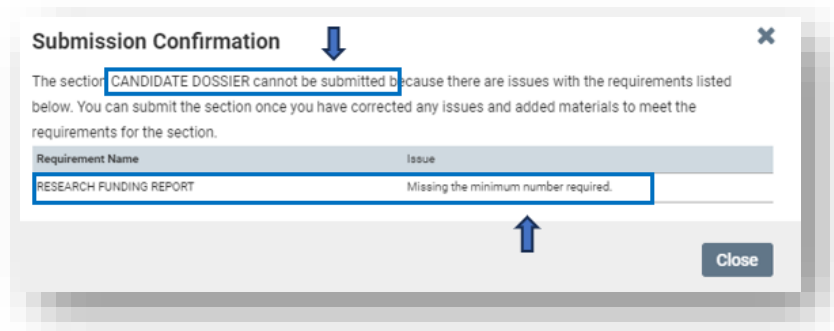
SUBMIT

STEP 6: Submit your Dossier

When all materials are uploaded and the Candidate Certification Form is completed, select “submit.”



When you select “Submit,” and required materials are missing, a message will appear with the missing information (does not include optional items). Return to the dossier and upload required items. Once successfully submitted, you will receive a confirmation message.



message. **Reminder** – Regenerate the Faculty Activity Reporting Vita prior to final submission.



INTERFOLIO – PROMOTION

APPENDIX A

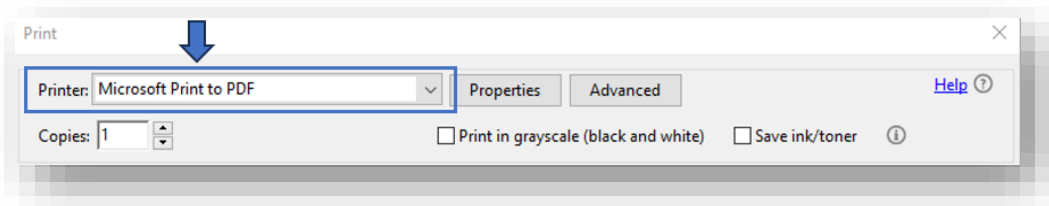
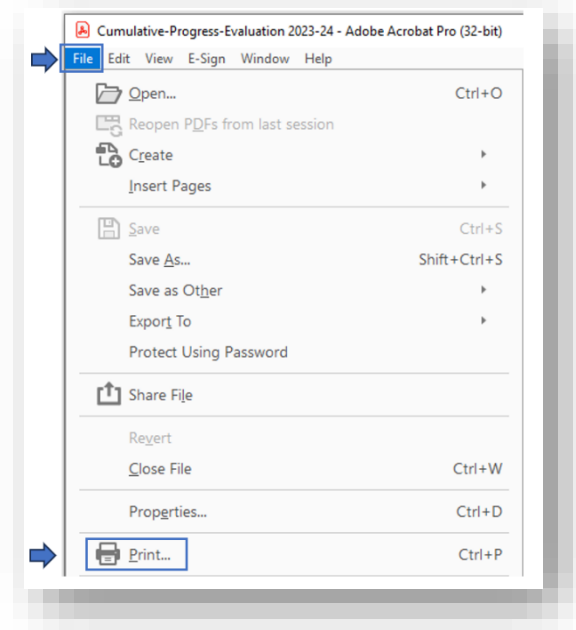
Printing to PDF: A Tutorial

Please note that “Printing to PDF” is different from saving a document to PDF.

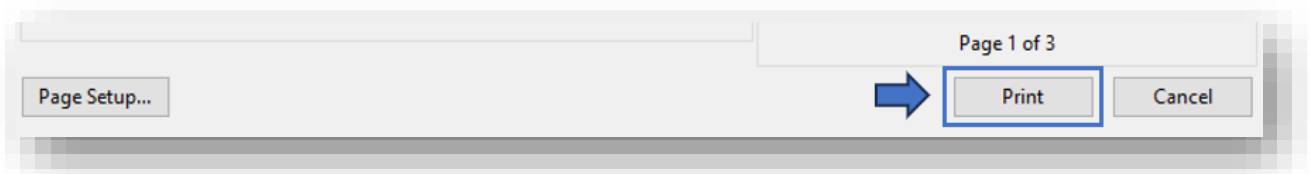
These steps are taken to preserve an electronic signature on a document before uploading it.

Windows

1. Open the PDF document that contains the electronic signature.
2. Select “File” at the top left of the document you want to print, then select “print.”
3. Select “Microsoft Print to PDF” as the printer option.



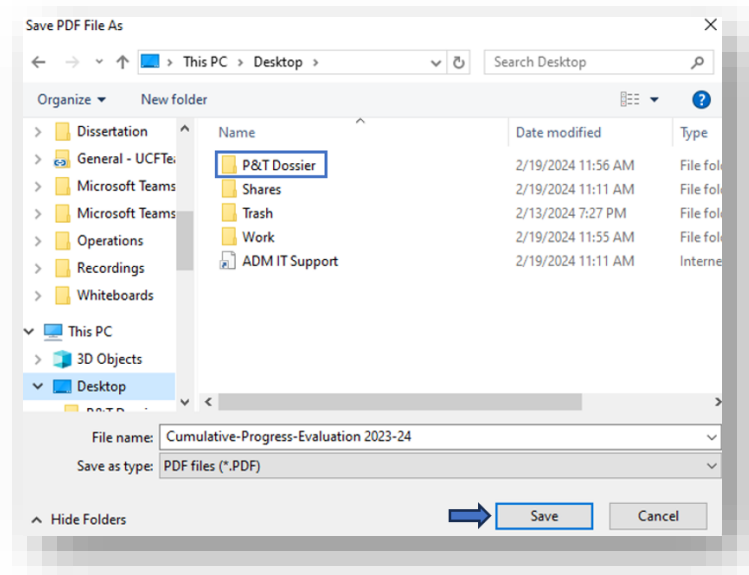
4. Select “Print” at the bottom of the window.





INTERFOLIO – PROMOTION

5. A dialogue box pops up: choose where to save the file and select “Save.”



Print to PDF (macOS)

Print to PDF (macOS)

The Adobe PDF printer is not available on Mac. However, you can use the **Save As Adobe PDF** option to print a file to PDF on Mac.

Note: In macOS Mojave (v10.14), when you try to print a document to PDF using the System Print Dialog > Save As Adobe PDF, the following error message is displayed: "This workflow contains the action Save As Adobe PDF, which is provided by a third party. Third-party actions must be explicitly enabled." To resolve this error, see [Error in saving as Adobe PDF | macOS Mojave 10.14](#).

- 1 Open a file in a macOS application.
- 2 Select the PDF button and choose **Save As Adobe PDF**.
- 3 Choose the Adobe PDF Settings and select **Continue**.
- 4 Type a name for your file, and select **Save**.