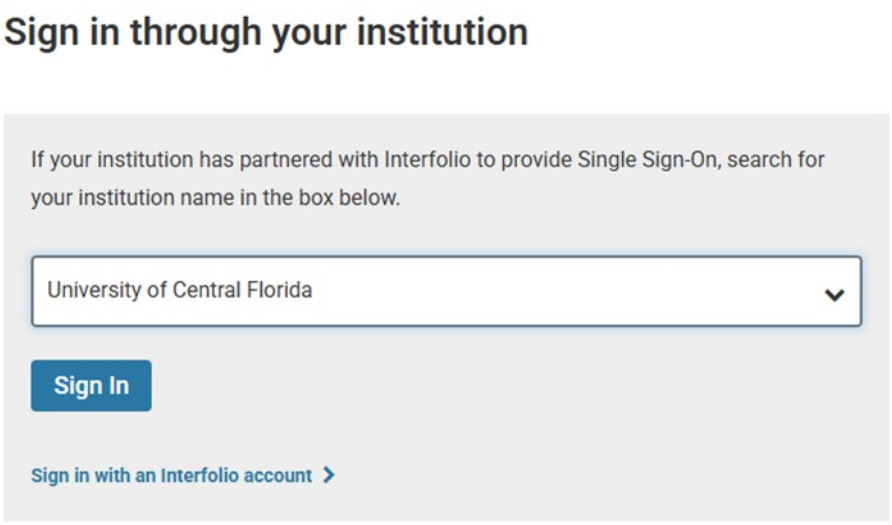
LOGIN TO INTERFOLIO

You can access Interfolio with the method shown below:

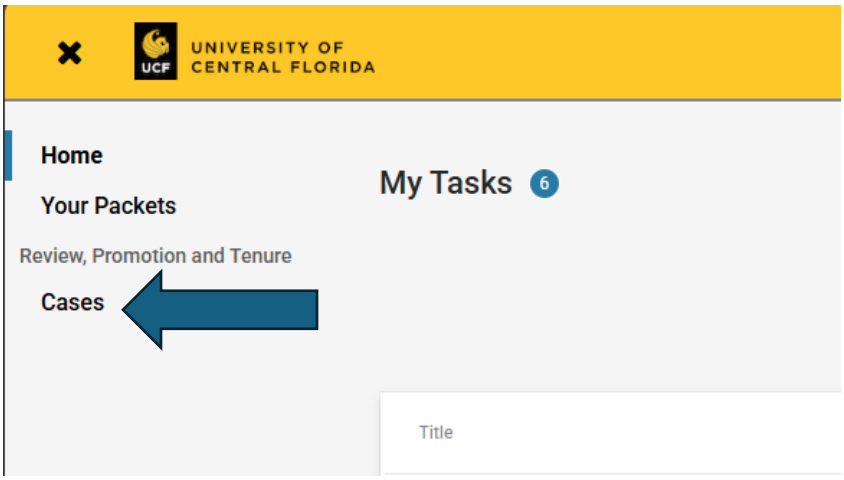
Follow this link, select/type 'University of Central Florida' from the drop-down menu. Select “Sign In,” then enter your NID@ucf.edu and password.



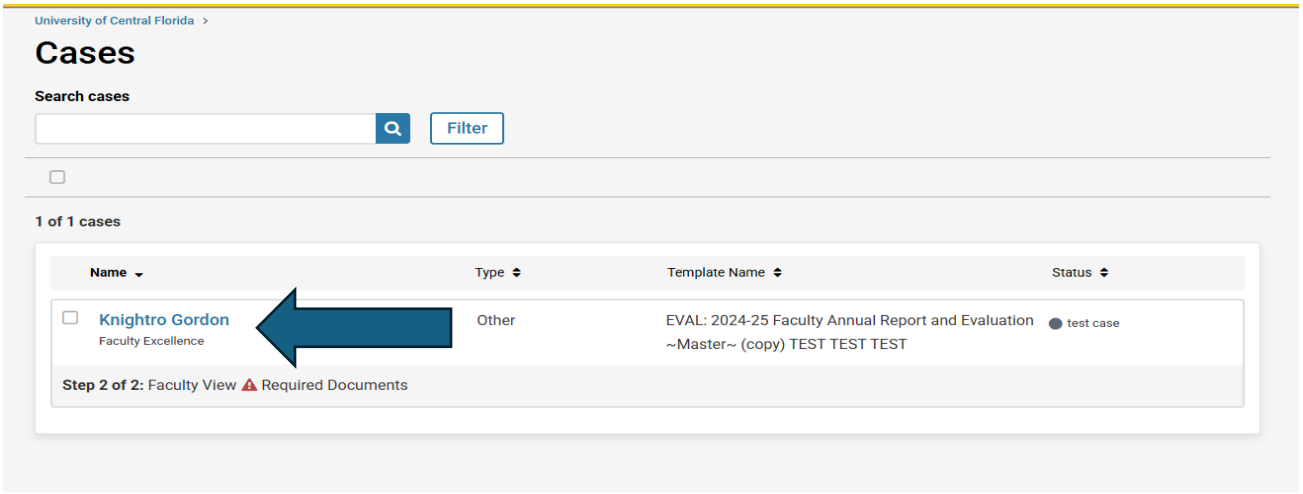
This guide will show you how to view and download your annual evaluation directly within Interfolio.

* ***If you do not download your annual evaluation file, you will lose access once the case is closed.***

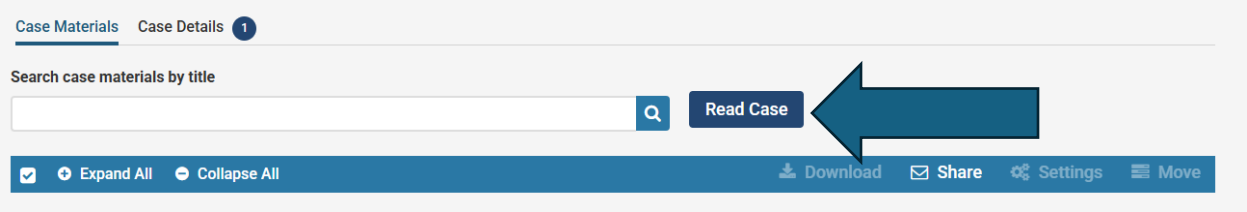
STEP 1 – After signing in to Interfolio**,** on the left side of the screen, select 'Cases', under the 'Review, Promotion, and Tenure' option.



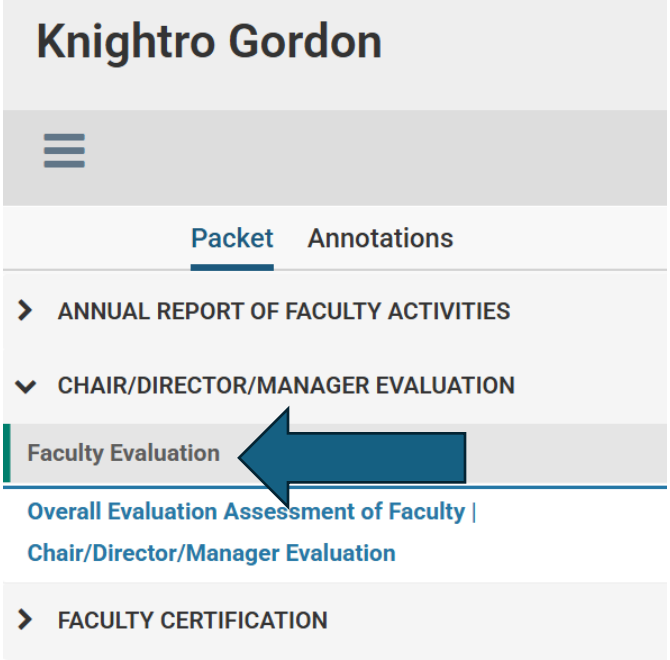
STEP 2 – Click on your name to go into your Annual Evaluation Case.

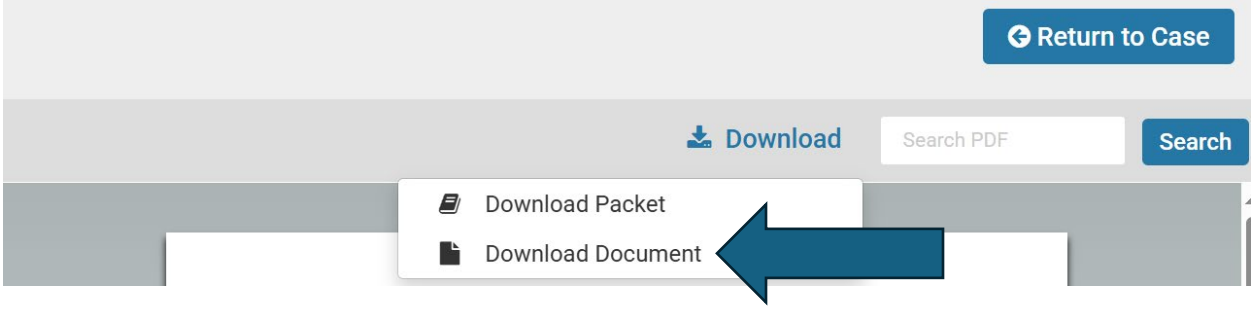


STEP 3 – Click on “Read Case”.

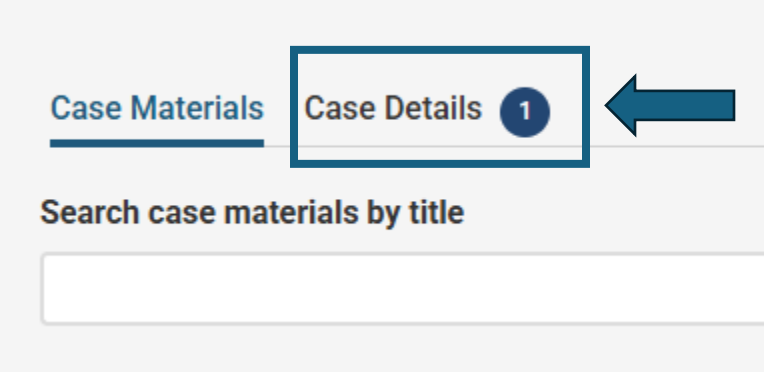


STEP 4 – Be sure to click on the specific document you want to download. You can choose to download either the entire packet or just a single document. ***Download and save the file.***

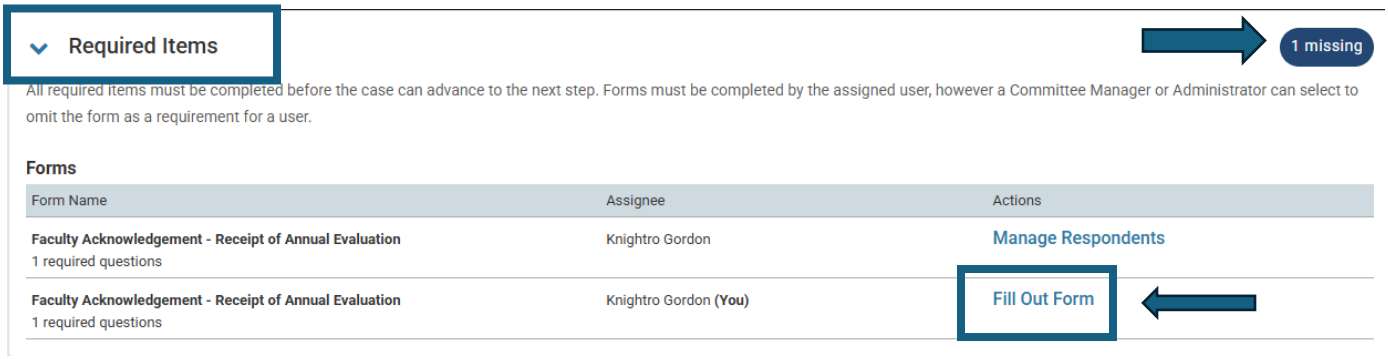




STEP 5 – After downloading the file, please acknowledge receipt of your annual evaluation by selecting “Case Details” in the case. The Case Details tab will include the instructions for the required form.



Note: the “Required Items” section should already be expanded in the Case Details tab.



This completes the Annual Report and Evaluation Download and Acknowledgement Process.

If you want to include a response, below are the steps:

STEP 1 – Please go to the Internal section and click on “Add File” under FACULTY CERTIFICATION.