

# Welcome to Interfolio

Kari Hansen

# What is Interfolio

- Interfolio is a web-based portfolio that will be used for faculty actions such as:
  - Re-appointment
  - Merit Increase
  - Promotion
  - Tenure
- Interfolio will be phased in beginning this semester for those applying for tenure
- This PowerPoint will explain how all faculty can login and set up their profile

# How to Login

- Open the website: [www.interfolio.com](http://www.interfolio.com)
- Click on Sign In
- On the next screen, enter Gallaudet University in the left box
  - This will use the single sign-on that we currently use for Blackboard and our emails

# Smart people deserve smart technology.

The first ever faculty information system.

CONTACT US

## 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.

Gallaudet University

Sign In

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

Don't have an account? [Sign up now.](#)

Use Interfolio's suite of services to simplify your academic life.

Sign Up

# Setting up Front Page


- If this is your first time logging in, you will see two choices: Gallaudet or Dossier
  - Gallaudet is where the faculty action will happen
  - Dossier is your portfolio where you will keep your CV, student evaluations, etc.
- The website will then ask which page you prefer to be directed to every time you login. The choice is yours.
- If you want to switch back and forth between the two pages, you can click on your name in the upper right and then click on “Switch Accounts”.

 interfolio

Hi Gally,

Where do you want to go?

 GALLAUDET  
UNIVERSITY

 dossier



Home

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

# Welcome back, Kari Hansen

## Your Action Items



There are no items assigned to you at this time. Use the navigation menu to the left to navigate to other areas of your account.

Gallaudet University

Branding Settings

Switch Accounts

Interfolio Dossier

Gallaudet University

Account Options

Account Settings

My Contacts

Resources

Interfolio Client Community

Product Help

Sign Out





# Updating your Profile

- When you first login to Dossier, you will be asked to update your profile.
- If not your first time logging in, then you can click on your name in the upper right and choose “Account Settings”
- From there, you can update the following:
  - Your Name
  - Your faculty status
  - Your position
  - Your field
  - Profile picture
  - Contact information
  - Education degree



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# Settings

Basic Information

Email & Communications

ID Numbers

Subscription & Billing

Signing in & Password

## Personal Information

**First Name \***

Kari

**Last Name \***

Hansen

**Status \*** (Pick the option that best describes you)

Tenure-track



**Position Title**

Assistant Professor

**Organization**

Search for an organization



**Scholarly Discipline \***

Business

