# Candidate Step-By -Step Guide

There are two methods to create your **electronic Professional Information File** (ePIF). You may create your ePIF as a collection through Interfolio Dossier or you may upload files to your ePIF directly by signing into Interfolio.com.

Dossier Instruction

How to create your free Interfolio Dossier Account:

1. Click **Log In** on the top right of the Interfolio home page
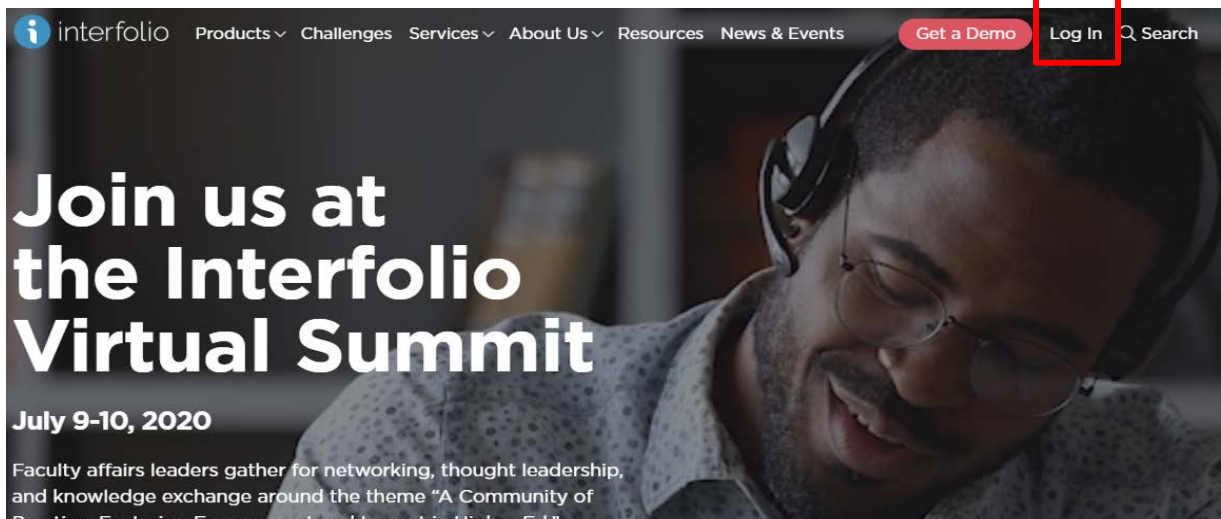
2. Click **Create an Account**

3. Fill out the account creation form. Agree to **Terms of Service** and Click **Sign Up**

Or Click **Sign up with Google**

4. Fill out the Profile form and Click **Create my Profile**

Create Your Profile

Finding and applying for the next step in your career path can be hard to navigate—but Dossier can help. Search for positions and then send out full applications or any collection of materials (such as confidential letters), electronically or by mail, with a few clicks.

This profile info below makes it easier for you to search and apply for Interfolio-hosted positions.

Contact Information

Address Line 1 *

Address Line 2

Country *

City *   State *   ZIP/Postal Code *

Education

Highest Degree Earned *

Institution *

Date Earned *
Please use the following format: MMM DD, YYYY

Professional Experience

Current Title *

Organization *
Please type at least 3 characters to search, or enter the name of your organization.

Create my Profile

5. Fill out the form then Click **Take me to My Dossier**

Find the Right Opportunities

What if I want to apply for other opportunities?
Then use our Dossier Deliver service, which includes up to 50 deliveries for just $49/year. Dossier Deliver also includes quality control for your confidential letters of recommendation and the ability to share your materials with others for feedback.

Your Area of Focus

What type of Dossier are you? *
Remember this is your personal Dossier. Your current institution will never see your response. I am or would use Dossier to...

- ☐ Apply to alternative academic jobs
- ☐ Apply to graduate degree programs
- ☐ Apply to grants
- ☐ Apply to jobs in higher education
- ☐ Find grant and fellowship opportunities
- ☐ Give feedback to students and/or colleagues
- ☐ Request letters of recommendation
- ☐ Search for jobs
- ☐ Share my materials with a mentor or advisor
- ☐ Write letters of recommendation
- ☐ Other

A type is required.

Discipline *
(Select the option that best describes you)

[▾]

Store your CV and Letters

Collect & Curate
Gather confidential letters and academic materials in a single, secure location. Curate thematic collections of materials for different types of opportunities. Stay on top of deadlines and get organized about your academic career.

Add your First File

[⊞ Add Files] ❓   You can store a variety of materials in your Dossier account including letters of recommendation, supporting documents such as CV's and cover letters, and examples of your writing and research.

We accept a range of file types and formats including videos, and links to webpages.

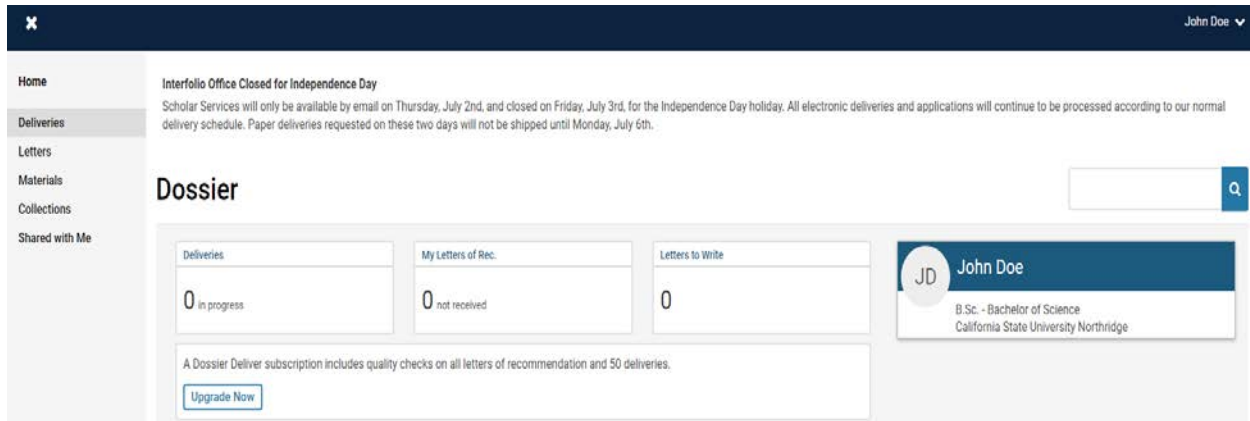### or Create a Collection

[⊞ Add Collection] ❓   You can organize the materials in your Dossier by creating "Collections" of related materials. In Dossier, a collection is simply a group of materials gathered into one place to make them easier to find and to even apply.

[Take me to My Dossier] ❓

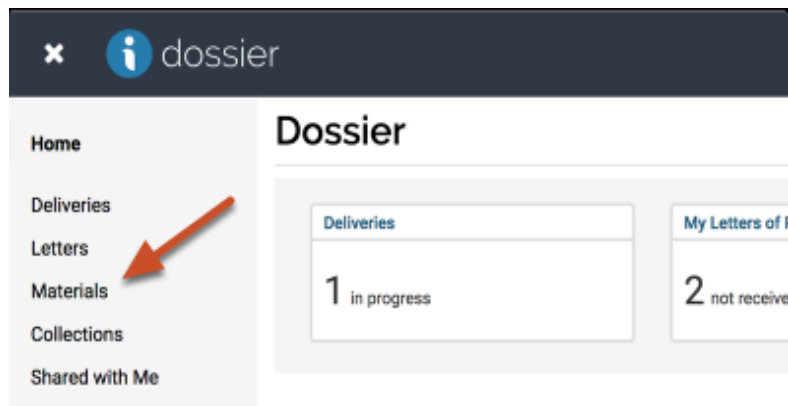**How to Navigate and upload your RTP Materials through your Dossier:**

This is the **Dossier Home Page** where you can navigate through **Materials**, **Collections** and **Shared with Me**.

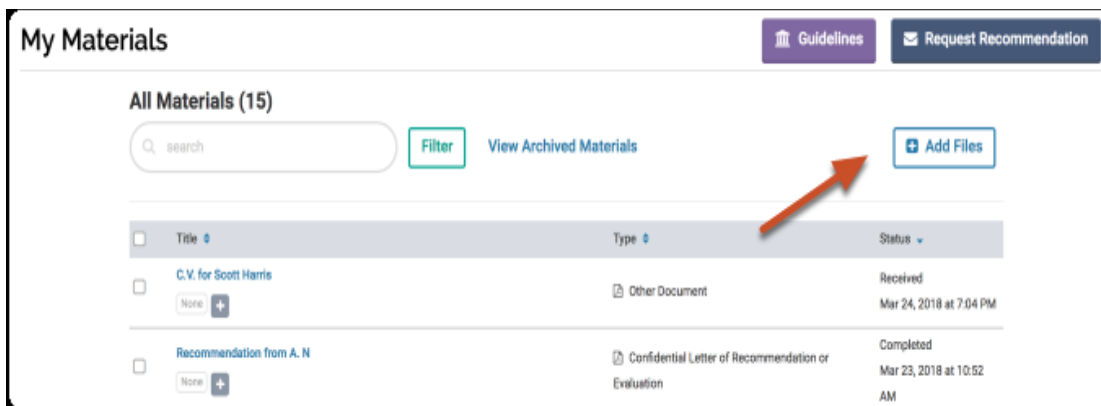Dossier is where you can request, store confidential letters of recommendation, upload and manage materials.

1. Click **Materials**

2. **Add files** such as your C.V. or Cover letters

3. Create by clicking **Collections** and clicking **Add Collection** of your materials to organize or make them easier to find.
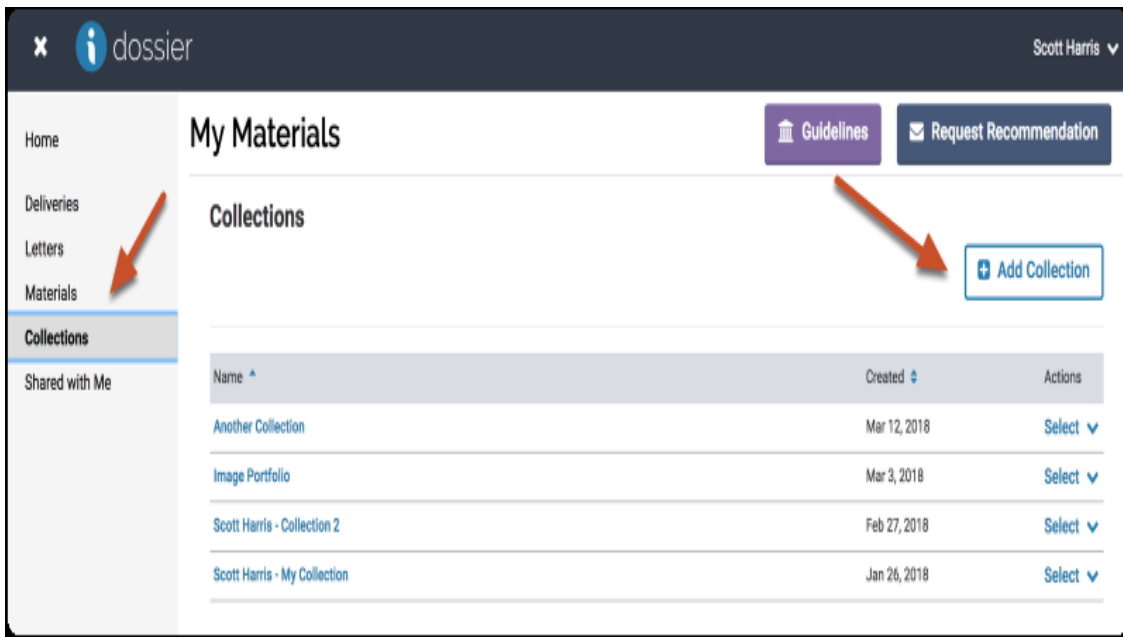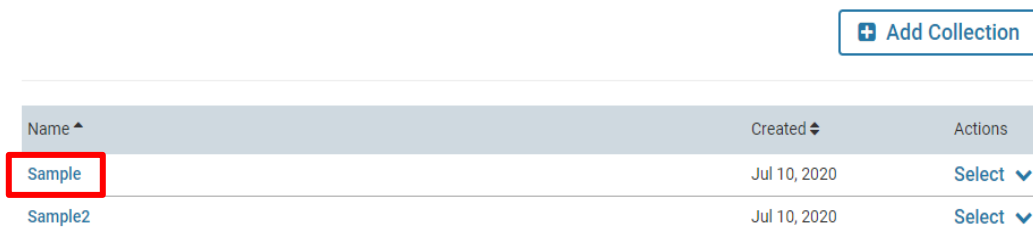

4. Add a **Name** to your Collection. Then Click **Add**
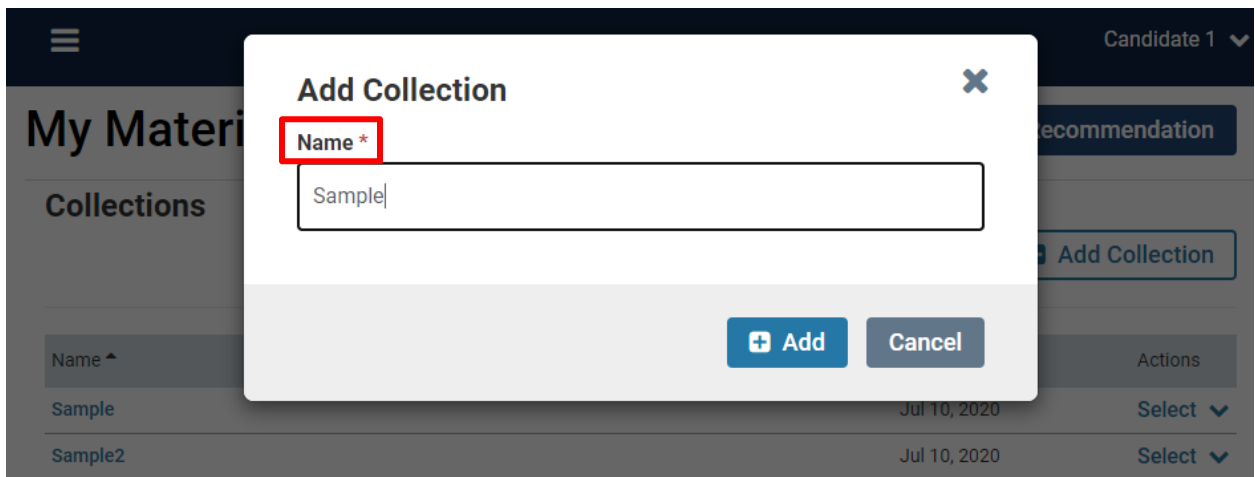
5. Click on the **Collection** you created.

6. Add files from **Materials** to your **Collection**.

7. You can upload files by clicking on **Add New File, Choose Existing Files**, **Browse To Upload, or Drag and Drop files**.


Interfolio accepts the most common file types used by scholars and institutions.

Accepted Dossier File Types: DOC/DOCX, XLS/XLSX, PPT/PPTX, DOT, WPD, RTF, TXT, HTML, PDF, PNG/JPEG/JPG, MEDIA FILES, WEBPAGE URL.

About Media Files: You can also add links to webpages which will display in the document reader. Youtube and Vimeo can be pulled as your media content (video and audio) into our reader where it will display along with all of your other materials.

File Size: Keep files below 100 MB. Your files can be up to 100 MB in size, but we recommend keeping files as small as possible.

8. **Switch Accounts** by clicking on the upper right corner to navigate from **Interfolio Dossier** to **California State University-Northridge**.
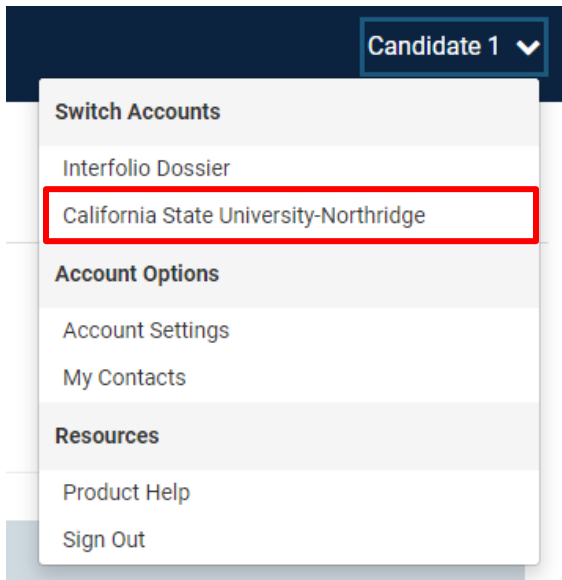
This is the **California State University-Northridge** Home Page where you can navigate through your **Packets** and **Cases**.
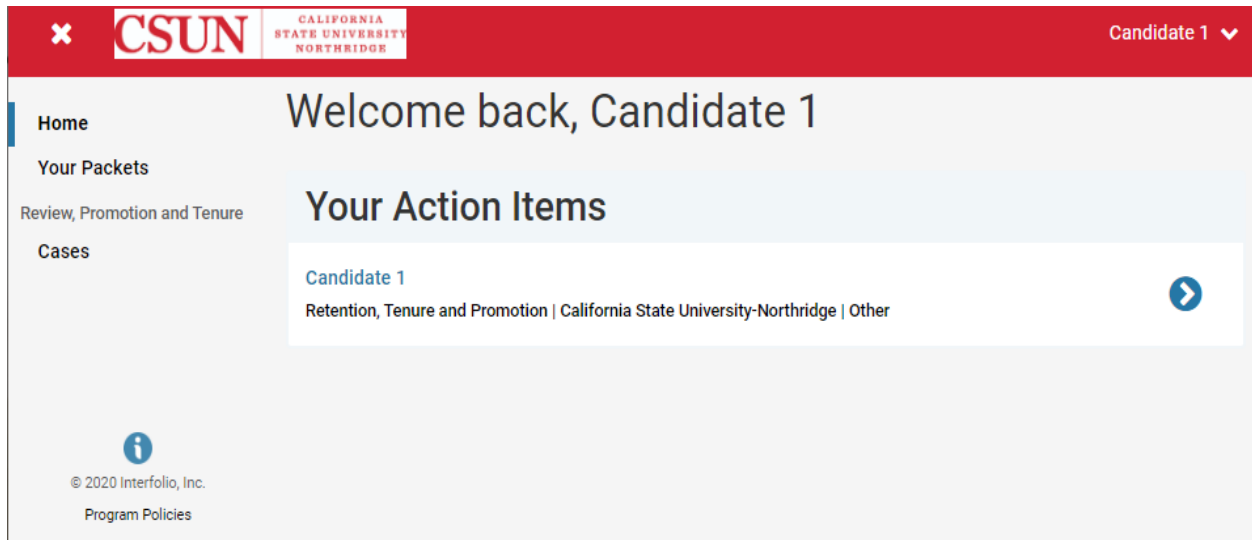
(To return back to your Dossier, Click the upper right corner again and navigate from **California State University-Northridge** to **Interfolio Dossier**)

9. You can also **Add files** directly to your case. Click the Packet on the **Action Items**.

10. This is the **Overview** of your packet. Click on the **Packet** section.

11. Check for **Required Files** and Documents that needs to be uploaded and then click **Add**.

12. To add files, **Choose Existing** files from your Dossier **Materials** (or **Collection)** or directly from a folder where you have saved your RTP materials by clicking **Add New File**.

13. After uploading, you should see the file added to your packet. Verify that you have uploaded all required materials for each section of your Packet by clicking **Submit.**

You may choose to look at the overview of your packet materials by clicking Overview to view what has been submitted. You may sign-off after this.

For a Video demonstration please see:

https://www.csun.edu/sites/default/files/ePIF-Step-by-Step-Video.mp4