

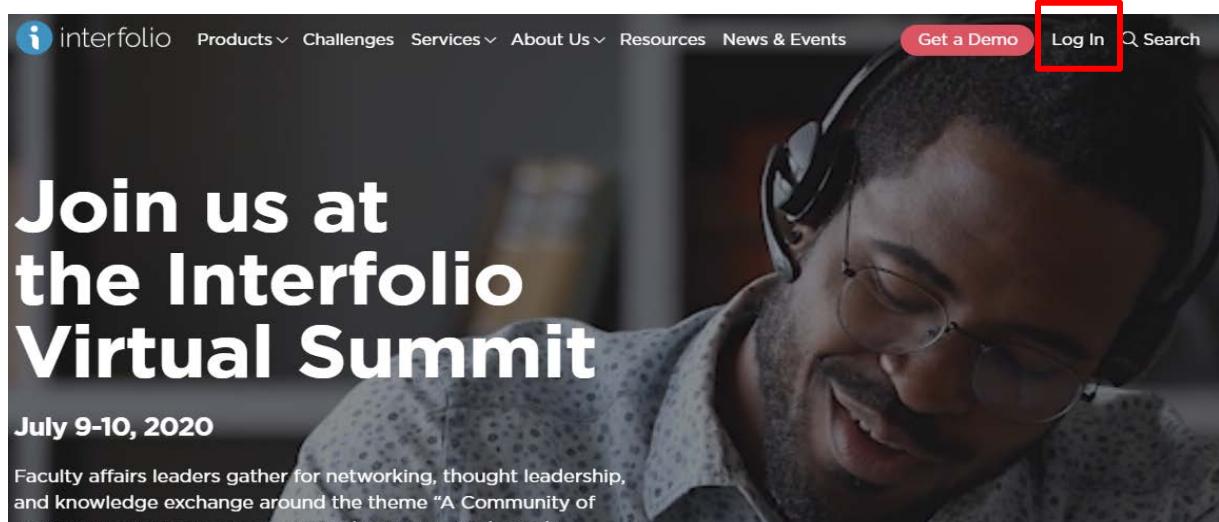
Candidate Step-By -Step Guide

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**

Sign In

Sign in with email

Email *

Password *

Sign In

[Forgot your password?](#)

Or sign in with:

[Partner Institution](#)

[Google](#)

Don't have an account?

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

[Create an account](#)

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

Get Started With Dossier



Your online Dossier awaits.

You're on your way to a more organized academic life. With Dossier, you'll be able to request, store, and organize your most important scholarly documents.

- Upload CVs, teaching statements, syllabi, and more.
- Request and store confidential letters.
- Curate materials into themed collections.

First Name *

Last Name *

Email * or [Sign up with Google](#)

Password * Show Password

How did you hear about us? *

Keep me updated about products, news, and best practices.

I agree to Interfolio's [Terms of Service](#)

Sign Up

Or Click **Sign up with Google**

First Name *

Last Name *

Email * or [Sign up with Google](#)

Password * Show Password

How did you hear about us? *

Keep me updated about products, news, and best practices.

I agree to Interfolio's [Terms of Service](#)

Sign Up

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.

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

ⓘ 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

ⓘ 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.

The screenshot shows the Dossier Home Page. On the left, a vertical navigation menu includes Home, Deliveries (selected), Letters, Materials (highlighted in blue), Collections, and Shared with Me. The main area is titled "Dossier" and contains three boxes: "Deliveries" (0 in progress), "My Letters of Rec." (0 not received), and "Letters to Write" (0). To the right is a user profile for "John Doe" with a graduation icon and text: "B.Sc. - Bachelor of Science California State University Northridge". A search bar and a "Q" icon are at the top right.

1. Click Materials

The screenshot shows the Dossier Home Page with a red arrow pointing to the "Materials" link in the sidebar. The sidebar also includes Home, Deliveries, Letters, Collections, and Shared with Me. The main area displays "Deliveries" (1 in progress) and "My Letters of R" (2 not received).

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

The screenshot shows the "My Materials" page with 15 items. It includes a search bar, a "Filter" button, and a "View Archived Materials" link. A red arrow points to the "Add Files" button. The list shows documents like "C.V. for Scott Harris" (Type: Other Document, Status: Received, Mar 24, 2018 at 7:04 PM) and "Recommendation from A. N." (Type: Confidential Letter of Recommendation or Evaluation, Status: Completed, Mar 23, 2018 at 10:52 AM).

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

The screenshot shows the 'My Materials' section of the dossier application. On the left, there's a sidebar with links: Home, Deliveries, Letters, Materials, **Collections**, and Shared with Me. The 'Collections' link is highlighted with a blue background. At the top right, there are two buttons: 'Guidelines' (purple) and 'Request Recommendation' (dark blue). In the center, the title 'My Materials' is displayed above a 'Collections' section. This section contains a table with columns: Name, Created, and Actions. The table lists four collections: 'Another Collection' (Created Mar 12, 2018), 'Image Portfolio' (Created Mar 3, 2018), 'Scott Harris - Collection 2' (Created Feb 27, 2018), and 'Scott Harris - My Collection' (Created Jan 26, 2018). Each row has a 'Select' dropdown in the Actions column. A large red arrow points from the bottom right towards the 'Add Collection' button, which is located at the top right of the collection list area.

4. Add a **Name** to your Collection. Then Click **Add**

This screenshot shows a modal dialog titled 'Add Collection'. Inside, there's a 'Name *' field with a red border containing the text 'Sample'. At the bottom of the dialog are two buttons: a blue 'Add' button with a plus sign and a grey 'Cancel' button. The background behind the dialog shows the 'My Materials' page with a collection named 'Sample' listed in the 'Collections' section. The entire dialog is set against a dark background, and the 'Add Collection' button from the previous screenshot is visible in the top right corner of the main interface.

5. Click on the **Collection** you created.

This screenshot shows the 'Collections' section of the dossier application. It displays a table with columns: Name, Created, and Actions. Two rows are visible: 'Sample' (Created Jul 10, 2020) and 'Sample2' (Created Jul 10, 2020). The 'Sample' row is highlighted with a red box around its 'Name' cell. At the top right of the collection list area, there is a blue 'Add Collection' button. The background shows the same 'My Materials' interface as the previous screenshots.

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

Sample

Search

Filter + Add Materials

You have not added any materials to this collection yet.

[Add Materials](#)

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

Add File ×

[Choose Existing](#) [Add New File](#)

Upload Video Webpage


Drag & Drop your files anywhere or
[Browse To Upload](#)

[+ Add](#) [Cancel](#)

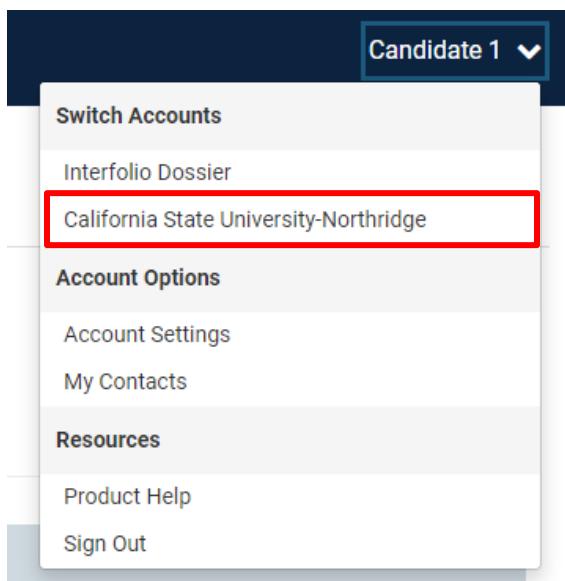
Interfolio accepts the most common file types used by scholars and institutions.

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**.

A screenshot of the California State University-Northridge Home Page. The page has a red header bar with the university's logo ("CSUN CALIFORNIA STATE UNIVERSITY NORTHRIDGE") and a "Candidate 1" dropdown. The main content area has a white background. On the left, there is a sidebar with links: "Home" (which is active and highlighted in blue), "Your Packets", "Review, Promotion and Tenure", and "Cases". The main content area features a large "Welcome back, Candidate 1" message. Below it is a section titled "Your Action Items" with a sub-section for "Candidate 1" which includes "Retention, Tenure and Promotion | California State University-Northridge | Other". At the bottom left, there is a copyright notice: "© 2020 Interfolio, Inc." and "Program Policies".

(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**.

The screenshot shows the California State University-Northridge (CSUN) candidate dashboard. At the top, there's a red header bar with the CSUN logo and the text "Candidate 1". Below the header, the main content area has a light gray background. On the left, there's a sidebar with links for "Home", "Your Packets", "Review, Promotion and Tenure", "Cases", and "Program Policies". The "Your Packets" link is underlined. The main content area features a large heading "Welcome back, Candidate 1" and a sub-section "Your Action Items". A red rectangular box highlights a card titled "Candidate 1" which contains the text "Retention, Tenure and Promotion | California State University-Northridge | Other" and a blue circular arrow icon. At the bottom left of the main area, there's a small information icon and the text "© 2020 Interfolio, Inc."

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

The screenshot shows the "Retention, Tenure and Promotion" packet overview page. At the top, there's a red header bar with the text "California State University-Northridge > Your Packets >". To the right, there's a blue button labeled "Preview Packet". Below the header, the main content area has a white background. It features a title "Retention, Tenure and Promotion" and two tabs: "Overview" (underlined) and "Packet" (with a red box around it). To the right of the tabs, there's a "Candidate Instructions" section with a "View Instructions" button. Below the tabs, there's a paragraph of text: "Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide." Underneath this text, there's a section titled "Candidate Documents" with a "Submitted Unlocked" status and an "Edit" button. To the right of this section is a teal circular progress bar with a grid icon. Below the "Candidate Documents" section is a table:

Type	# Required	# Added
CV	1 required	0
Index	1 required	0
Narrative Letter	0 required	0
Type of Review	2 required	2

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

California State University-Northridge > Your Packets >

Retention, Tenure and Promotion

Preview Packet

Unit: California State University-Northridge | Type: Other | Candidate Instructions: [View Instructions](#)

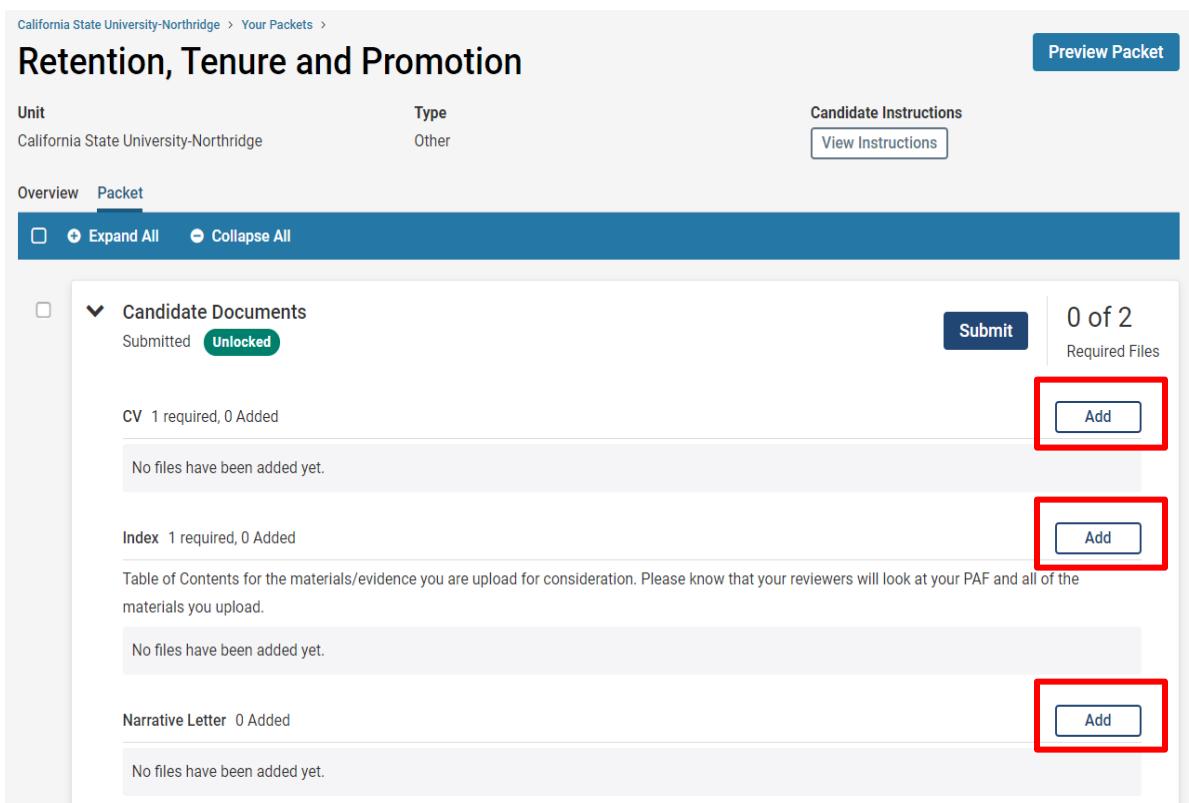
Overview | Packet | + Expand All | Collapse All

Candidate Documents Submitted **Unlocked** **Submit** 0 of 2 Required Files **Add**

CV 1 required, 0 Added
No files have been added yet.

Index 1 required, 0 Added
Table of Contents for the materials/evidence you are upload for consideration. Please know that your reviewers will look at your PAF and all of the materials you upload.
No files have been added yet.

Narrative Letter 0 Added
No files have been added yet.



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**.

Add CV X

1 Required

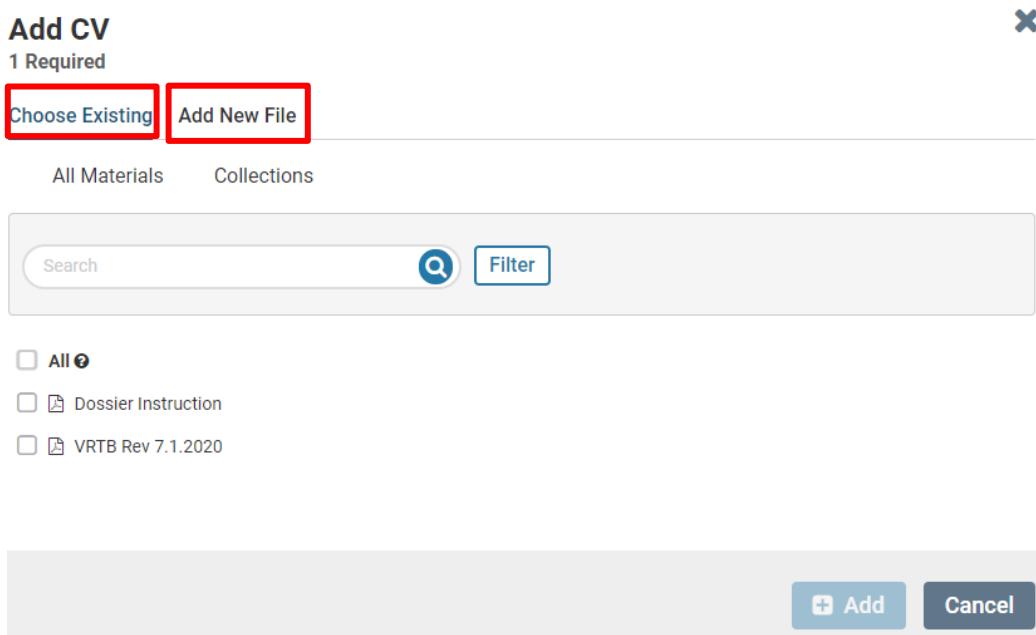
Choose Existing **Add New File** All (1)

All Materials Collections

Search Filter

Dossier Instruction
 VRTB Rev 7.1.2020

Add **Cancel**



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**.

The screenshot shows a web interface for managing academic packets. At the top, a red header bar contains the text "California State University-Northridge > Your Packets >". Below this is a main title "Retention, Tenure and Promotion". On the right side of the title is a blue button labeled "Preview Packet". Underneath the title, there are two columns: "Unit" (California State University-Northridge) and "Type" (Other). To the right of these columns is a "Candidate Instructions" section with a "View Instructions" button. Below the main title, there are tabs for "Overview" and "Packet", with "Packet" being the active tab. A toolbar below the tabs includes buttons for "Expand All" and "Collapse All". The main content area is divided into sections. The first section, "Candidate Documents", is expanded and shows one item: "CV 1 required, 1 Added". This item has a status of "Submitted" and is marked as "Unlocked". To the right of this item are "Preview" and "Submit" buttons, and a counter indicating "1 of 2 Required Files". The second section, "Index", shows "1 required, 0 Added". Below these sections is a note: "Table of Contents for the materials/evidence you are upload for consideration. Please know that your reviewers will look at your PAF and all of the materials you upload." At the bottom, a message states: "No files have been added yet." A red box highlights the "Dossier Instruction" row in the "Candidate Documents" table.

Title	Details	Actions
Dossier Instruction	Added Jul 10, 2020	Edit Remove

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>