

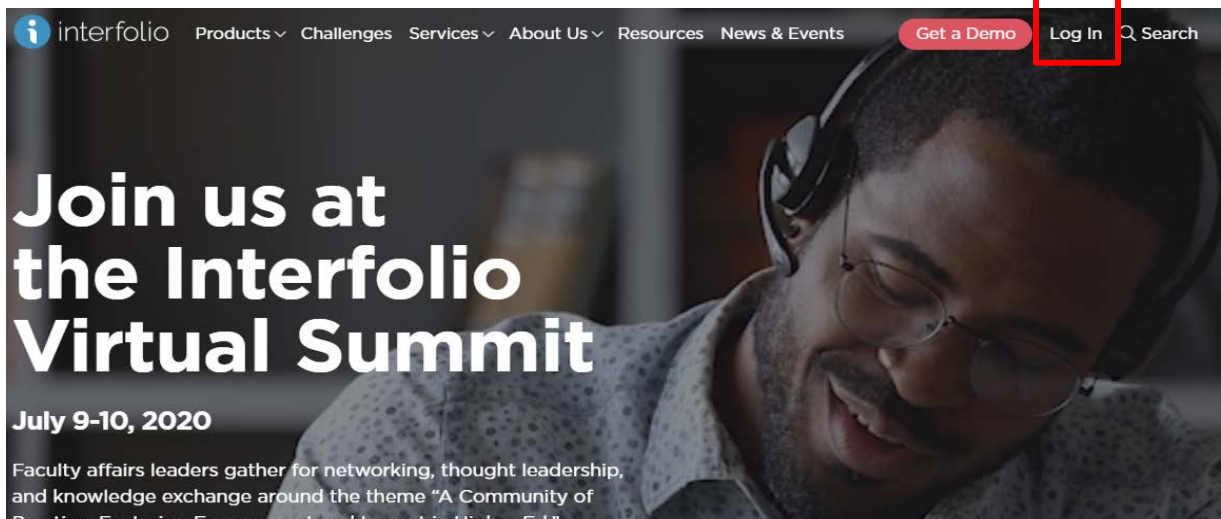
Candidate Step-By -Step Guide

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.

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 \$48/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](#) ⓘ

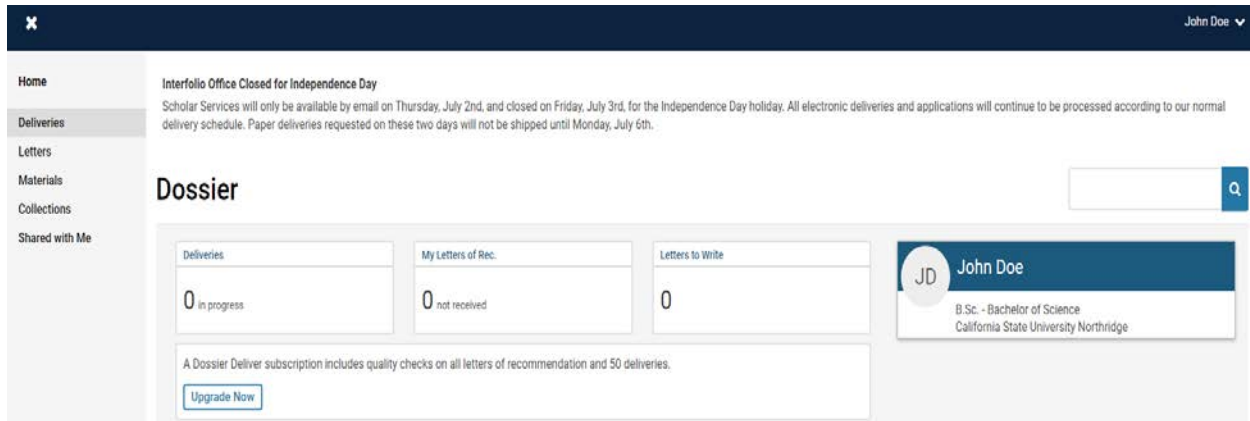
You can organize the materials in your Dossier by creating "Collections" of related materials. In Dossier, a collection is simply a group of materials gathered into one place to make them easier to find and to even apply.

[Take me to My Dossier](#) ⓘ

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

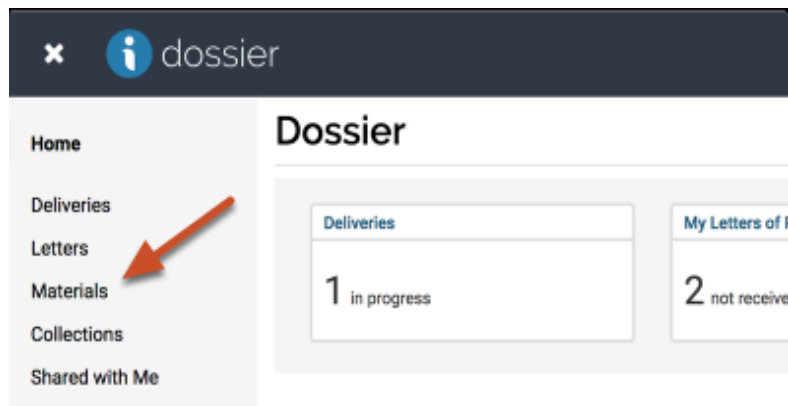
This is the **Dossier Home Page** where you can navigate through **Materials**, **Collections** and **Shared with Me**.

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



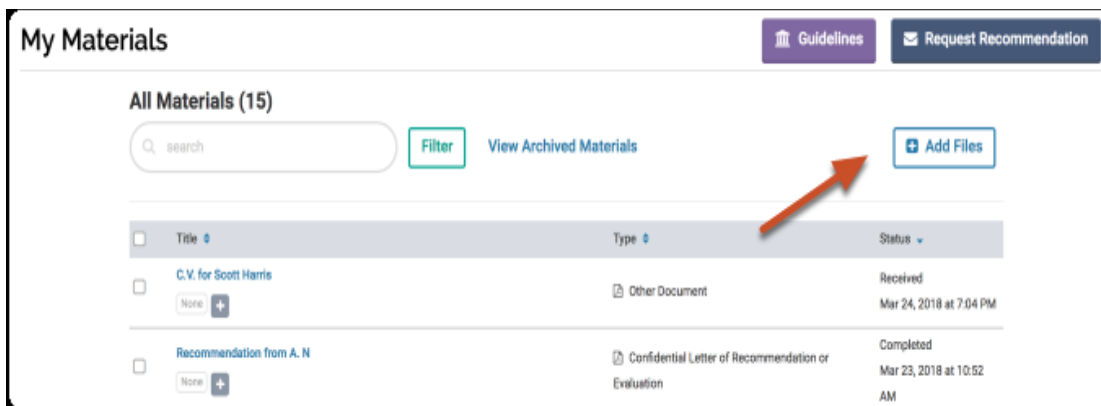
The screenshot shows the Dossier Home Page. At the top, there is a dark blue header with a close button (x) and the user's name, John Doe. Below the header, a notification banner states: "Interfolio Office Closed for Independence Day. Scholar Services will only be available by email on Thursday, July 2nd, and closed on Friday, July 3rd, for the Independence Day holiday. All electronic deliveries and applications will continue to be processed according to our normal delivery schedule. Paper deliveries requested on these two days will not be shipped until Monday, July 6th." The main content area is titled "Dossier" and features three summary boxes: "Deliveries" (0 in progress), "My Letters of Rec." (0 not received), and "Letters to Write" (0). A search bar is located in the top right. On the right side, there is a user profile card for John Doe, B.Sc. - Bachelor of Science, California State University Northridge. At the bottom left, there is a note about the Dossier Deliver subscription and an "Upgrade Now" button.

1. Click **Materials**



This screenshot shows the Dossier Home Page with a red arrow pointing to the "Materials" link in the left-hand navigation menu. The menu items are: Home, Deliveries, Letters, Materials, Collections, and Shared with Me. The main content area shows "Deliveries" (1 in progress) and "My Letters of Rec." (2 not received).

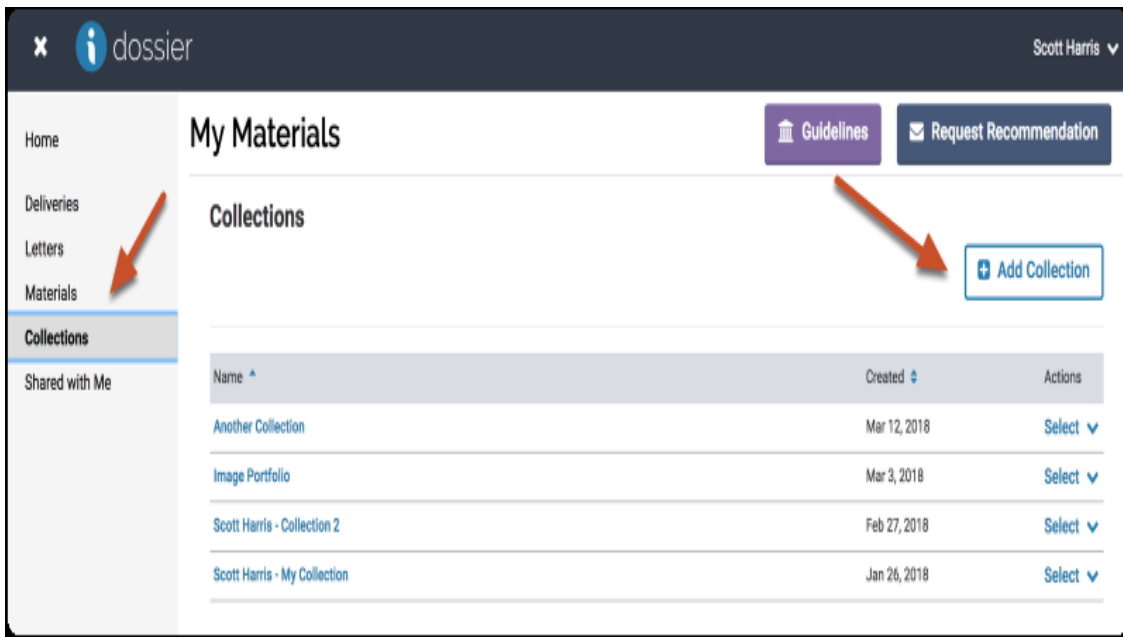
2. **Add files** such as your C.V. or Cover letters



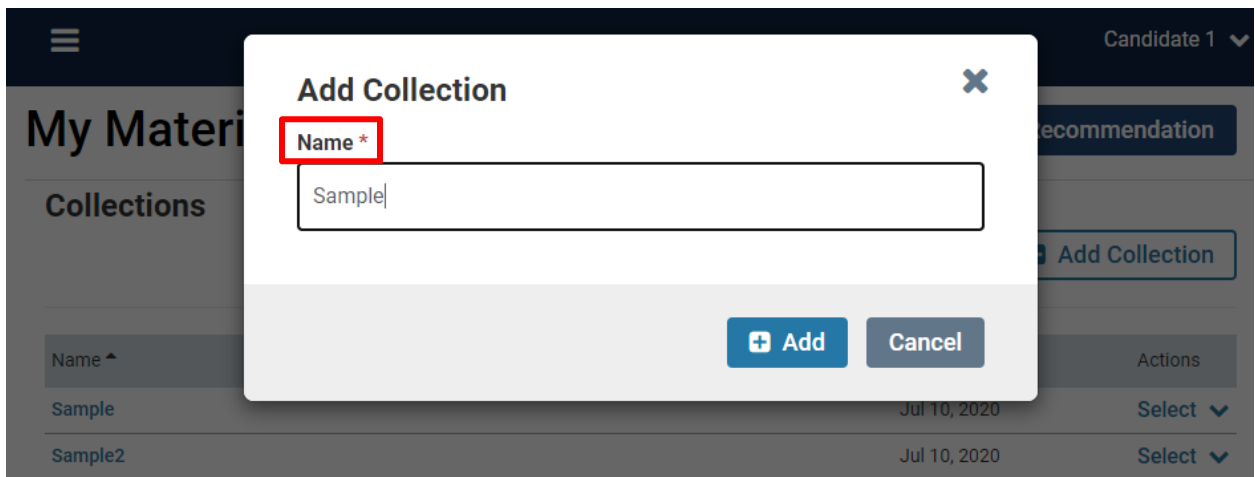
The screenshot shows the "My Materials" page. At the top right, there are buttons for "Guidelines" and "Request Recommendation". Below the header, there is a search bar, a "Filter" button, and a "View Archived Materials" link. A red arrow points to the "Add Files" button. Below this, there is a table with columns for Title, Type, and Status. The table contains two entries:

Title	Type	Status
<input type="checkbox"/> C.V. for Scott Harris <small>None +</small>	<input type="checkbox"/> Other Document	Received Mar 24, 2018 at 7:04 PM
<input type="checkbox"/> Recommendation from A. N <small>None +</small>	<input type="checkbox"/> Confidential Letter of Recommendation or Evaluation	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.

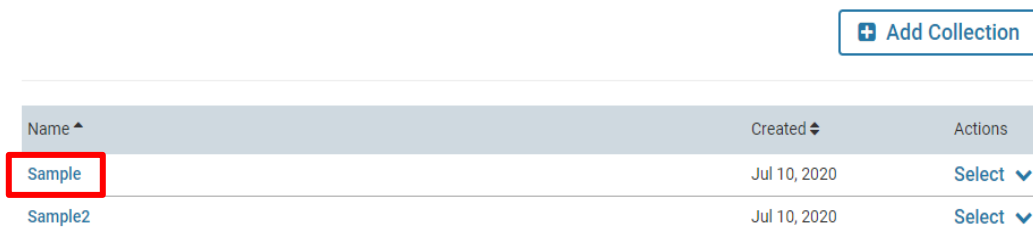


4. Add a **Name** to your Collection. Then Click **Add**



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

Collections



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

Sample

Search


Enter keywords

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

Upload Video Webpage



Drag & Drop your files anywhere or

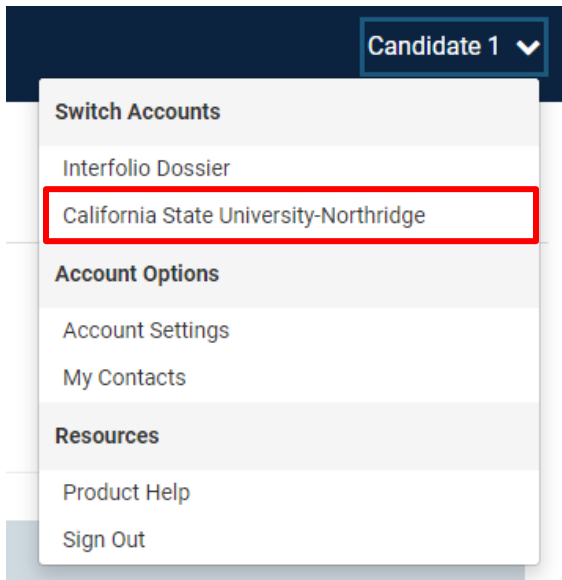
Interfolio accepts the most common file types used by scholars and institutions.

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

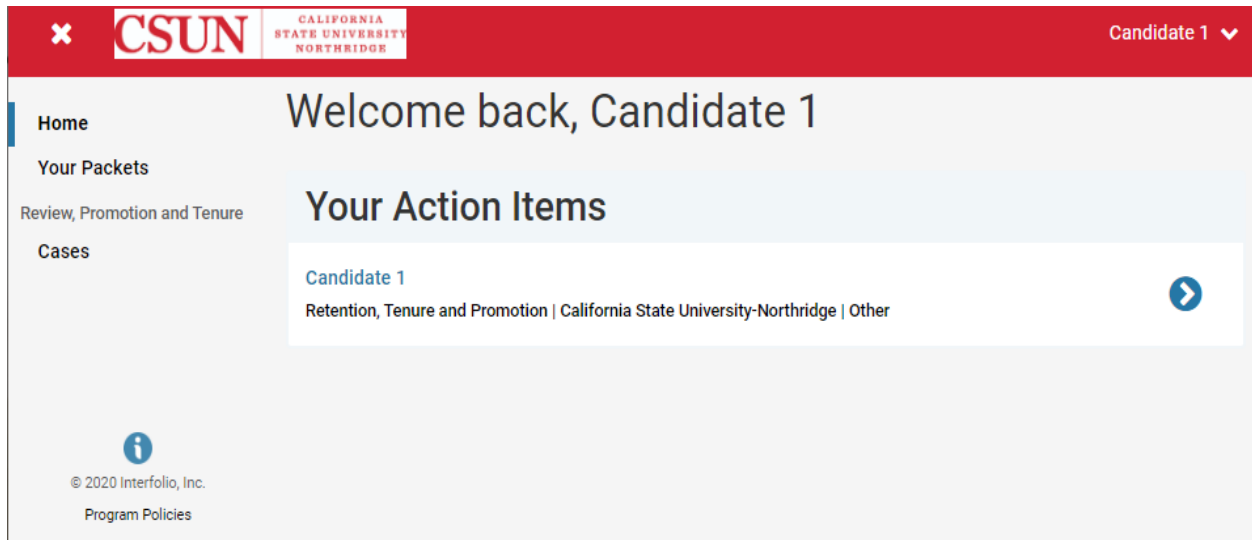
About Media Files: You can also add links to webpages which will display in the document reader. Youtube and Vimeo can be pulled as your media content (video and audio) into our reader where it will display along with all of your other materials.

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**.

The screenshot shows the CSUN Candidate 1 dashboard. The header includes the CSUN logo and 'Candidate 1' with a dropdown arrow. The main content area is titled 'Welcome back, Candidate 1' and 'Your Action Items'. A red box highlights a card for 'Candidate 1' with the text 'Retention, Tenure and Promotion | California State University-Northridge | Other' and a right-pointing arrow icon. The footer contains an information icon, copyright notice '© 2020 Interfolio, Inc.', and a link to 'Program Policies'.

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

The screenshot shows the 'Retention, Tenure and Promotion' packet overview page. The breadcrumb is 'California State University-Northridge > Your Packets >'. The page title is 'Retention, Tenure and Promotion' with a 'Preview Packet' button. Below the title, there are fields for 'Unit' (California State University-Northridge) and 'Type' (Other), along with a 'Candidate Instructions' section containing a 'View Instructions' button. A navigation bar at the bottom has 'Overview' and 'Packet' tabs, with 'Packet' highlighted by a red box. Below the navigation bar, there is 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.' The 'Candidate Documents' section shows a table of requirements and a progress indicator.

Type	# Required	# Added
CV	1 required	0
Index	1 required	0
<input checked="" type="checkbox"/> Narrative Letter	0 required	0
<input checked="" type="checkbox"/> 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

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

- CV** 1 required, 0 Added | Add
- Index** 1 required, 0 Added | Add
- Narrative Letter** 0 Added | 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**.

Add CV

1 Required

Choose Existing | **Add New File**

All Materials | Collections

Search | Filter

- All
- 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**.

California State University-Northridge > Your Packets >

Retention, Tenure and Promotion

Unit: California State University-Northridge | Type: Other | Candidate Instructions: View Instructions

Overview | **Packet**

Expand All | Collapse All

Candidate Documents | Submitted: Unlocked | Preview | Submit | 1 of 2 Required Files

CV: 1 required, 1 Added | Add

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

Index: 1 required, 0 Added | Add

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.

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>