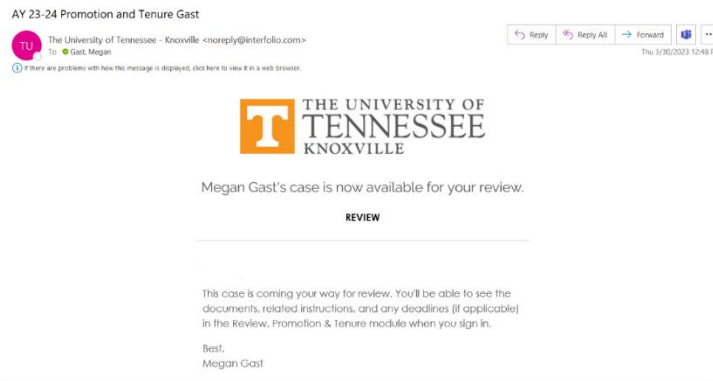


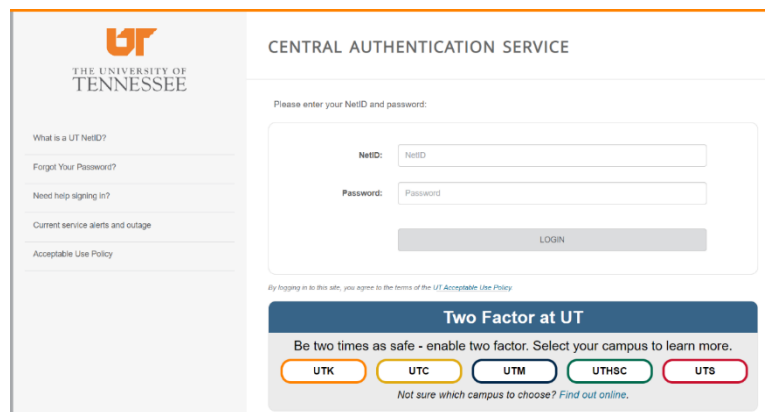
# To Begin

## Accessing the Case through Interfolio's Email Notification

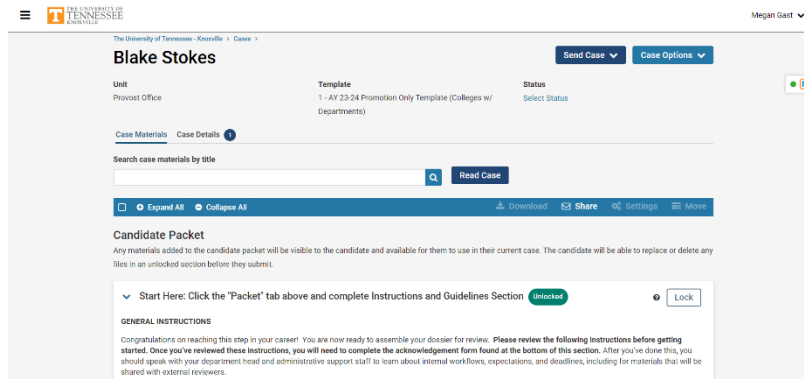
- You will receive the following email, letting you know that you have received access to a case to review:



- The case can be accessed by clicking “Review” in the email above.
  - If you are not already logged into Interfolio, you will be asked to log in. After clicking the “Review” link on the email, you will be brought to the following sign-in page:

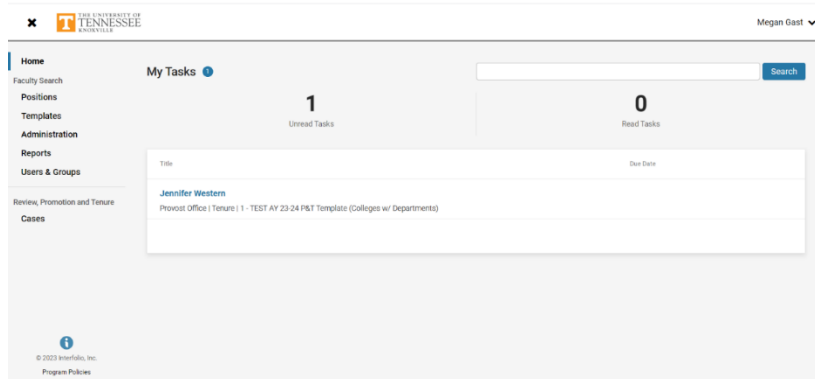


- On this page, enter your NetID and password, click “Log on” and complete the Two Factor Authentication prompt to log in.
- Accessing the case directly through the email will bring you directly into the case. The page will look like this:

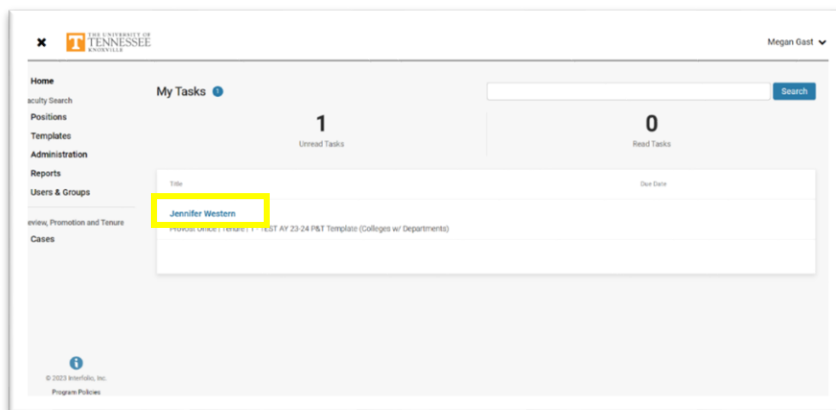


## Accessing a Case through UTK's Interfolio URL: [tiny.utk.edu/interfolio](https://tiny.utk.edu/interfolio)

- Interfolio can also be accessed through the following link: [tiny.utk.edu/interfolio](https://tiny.utk.edu/interfolio).
  - If you are not already logged into Interfolio, you will need to follow the log-in steps above.
- After logging in, you will be brought to the Home page. On this page, you will see “My Tasks” which is a list of cases that require your attention.

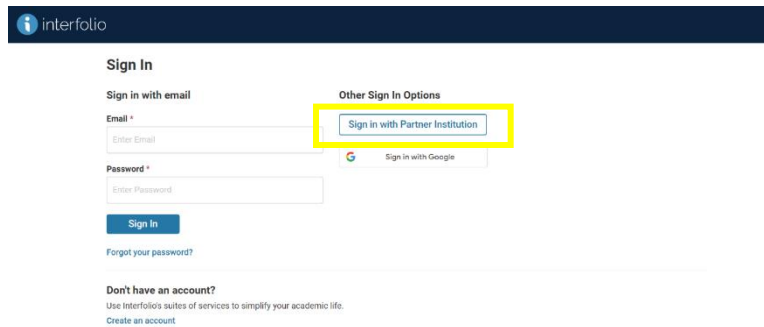


- The case you wish to review can be accessed by clicking on the candidate's name. For example, if you wanted to review Jennifer Western's case, you would click on “Jennifer Western” boxed in yellow below:

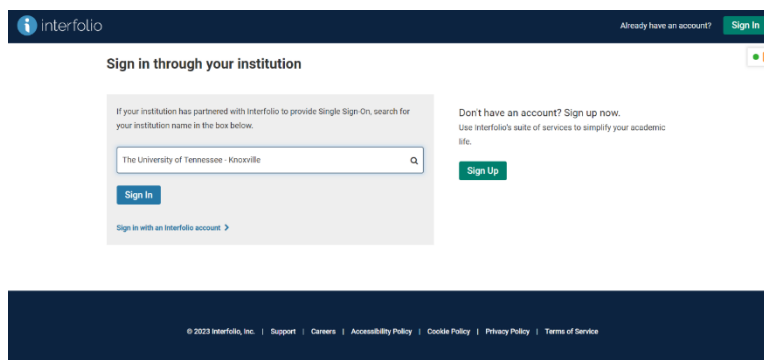


**Accessing a Case Directly through Interfolio without using UTK’s Direct Link (if you time out of a case, it will default to this sign in page).**

- When logging into Interfolio without using UTK’s direct link, you will need to select “Sign in with Partner Institution” highlighted below:



- In the search box, begin typing “University of Tennessee – Knoxville” and select it once it appears. It should look like this:



- Click on “Sign In” and complete the sign-in steps above if prompted to do so.
  - You will be brought to the Home page with “My Tasks” shown above, where you will see the tasks that need your attention.
    - Click on the candidate’s name of whom you would like to review to be brought to the candidate’s case home page.

Note on logging in: You may not be asked to log in or complete a Two Factor Authentication every time. If you have already logged into Interfolio on a previous occasion and you did not select “Sign Out,” you may not have to complete the sign in steps. Additionally, depending on your Two Factor Authentication settings, you may or may not receive a Two Factor Authentication prompt for every time you access Interfolio.