

## Interfolio Sign In Instructions

### To Begin

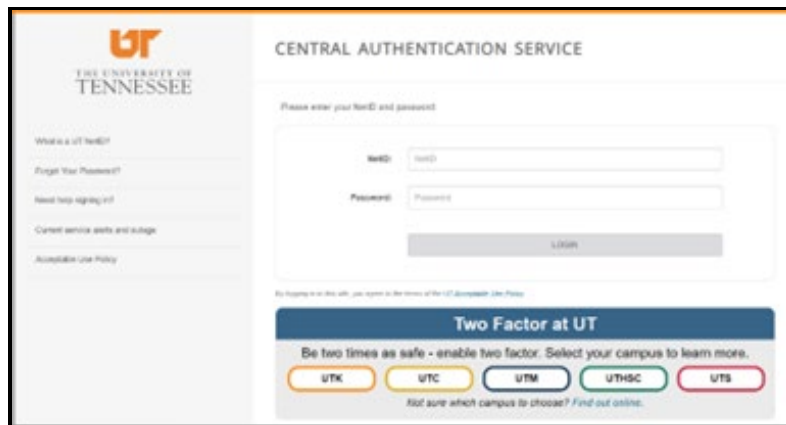
#### Accessing the Case through Interfolio's Email Notification

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



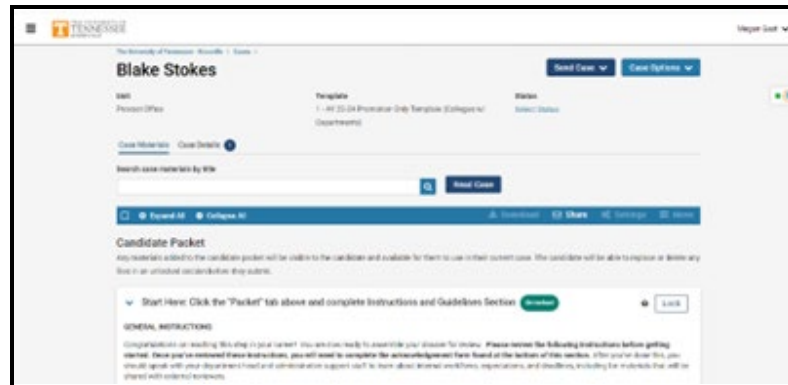
The case can be accessed by clicking “Review” in the email above.

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:

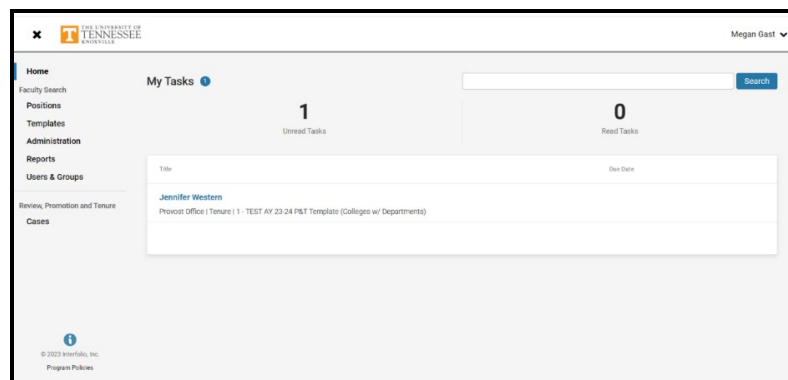


### Accessing a Case through UTK's Interfolio URL: [tiny.utk.edu/interfolio](https://tiny.utk.edu/interfolio)

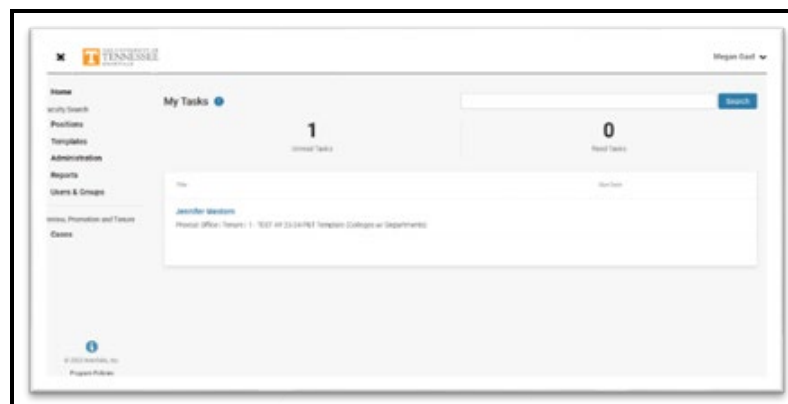
Interfolio can also be accessed through the following link: [tiny.utk.edu/interfolio](https://tiny.utk.edu/interfolio).

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.

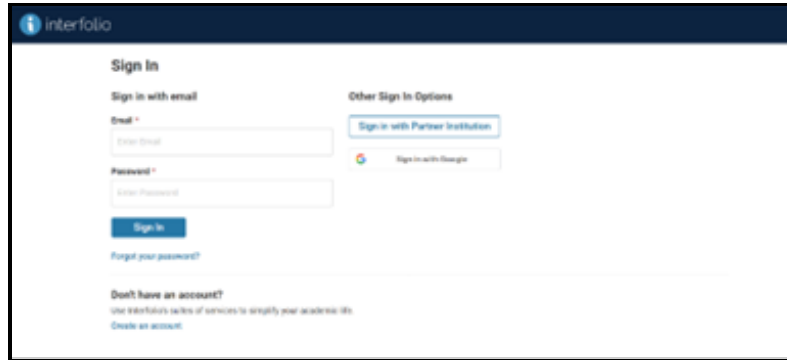


The case you wish to review can be accessed by clicking on the candidate's name. For example, if you wanted to review Jennifer Western's case, you would click on “Jennifer Western” boxed in orange below:

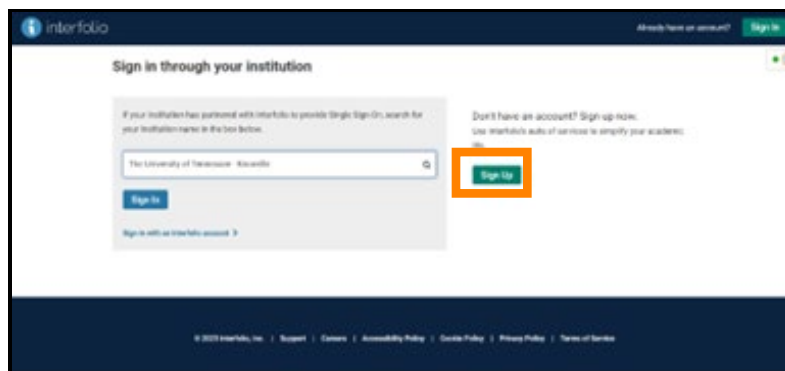


**Accessing a Case Directly through Interfolio without using UTK's Direct Link (if you time out of a case, it will default to this sign in page).**

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


 The image shows the Interfolio 'Sign In' page. On the left, there is a 'Sign in with email' section with fields for 'Email' and 'Password', and a 'Sign In' button. To the right, under 'Other Sign In Options', the 'Sign in with Partner Institution' button is highlighted with a blue box. Below this is a 'Sign in with Google' button. At the bottom, there are links for 'Forgot your password?' and 'Don't have an account? Create an account'.

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


 The image shows the 'Sign in through your institution' page. It features a search box with the text 'The University of Tennessee - Knoxville' entered. Below the search box is a 'Sign In' button, which is highlighted with an orange box. To the right of the search box, there is a link to 'Sign in with an Interfolio account'. At the bottom of the page, there is a footer with copyright information and links for 'Support', 'Contact', 'Accessibility Policy', 'Cookie Policy', 'Privacy Policy', and 'Terms of Service'.

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.