Interfolio Quick Tips
For Reviewers
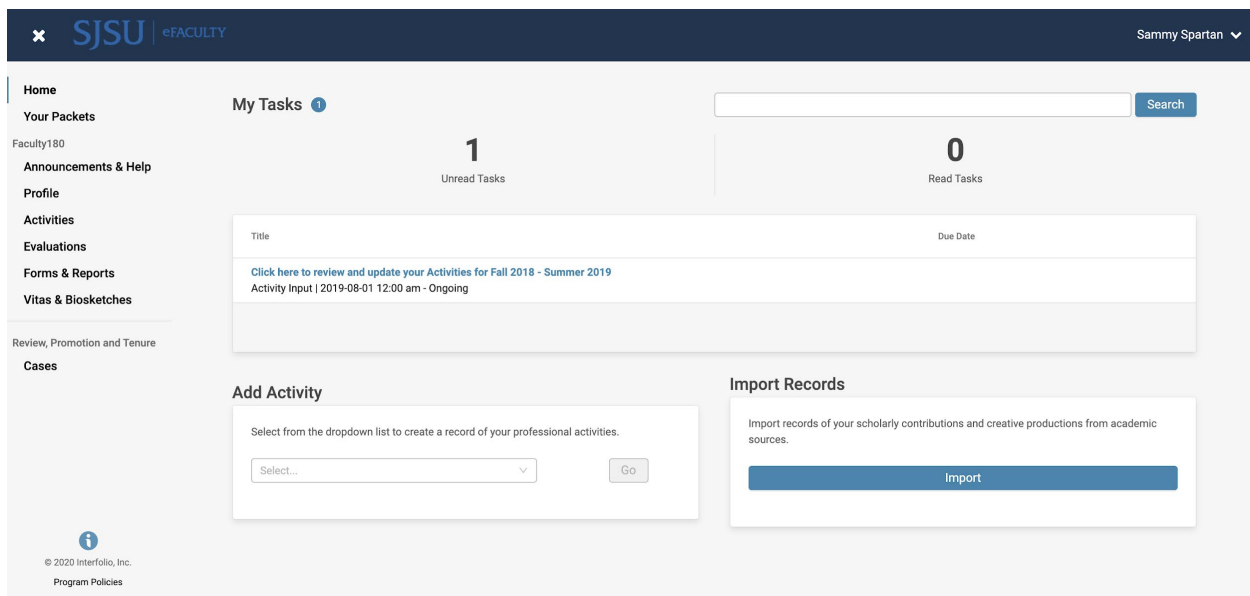
How to Log In

1. Log in through https://one.sjsu.edu/ and select "eFaculty"
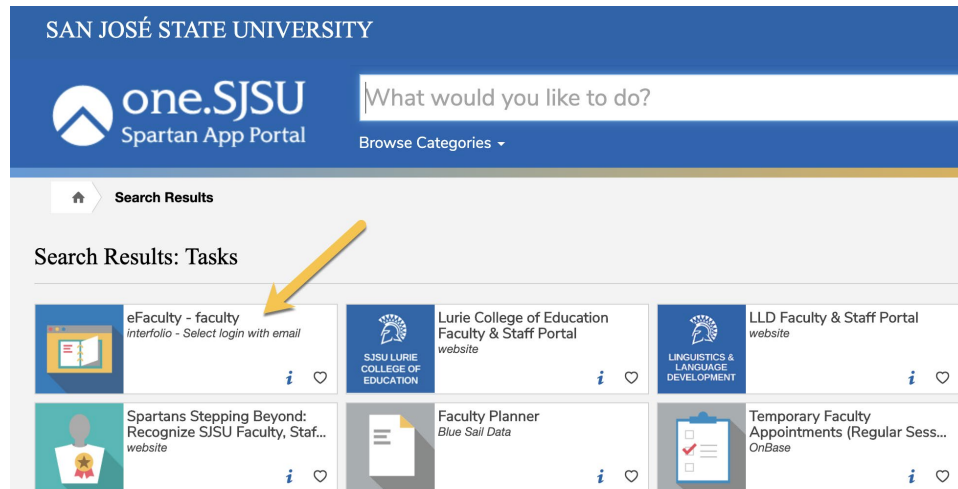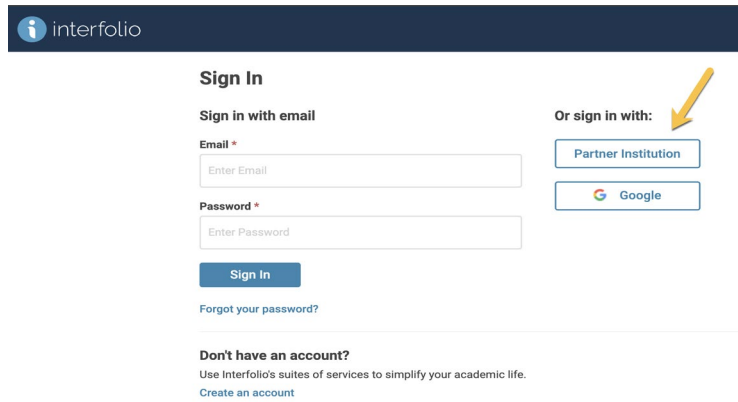

2. You will be directed to eFaculty's homepage and you will see "My Tasks"
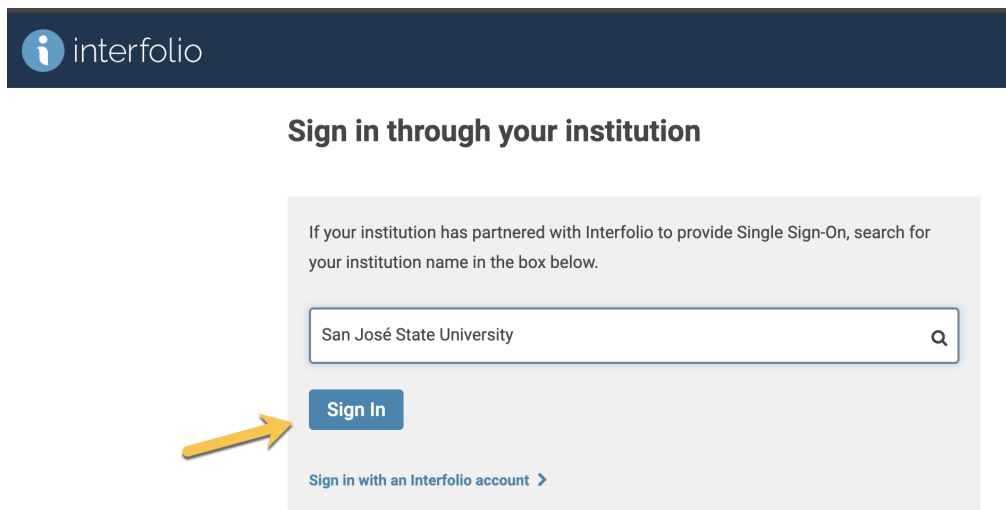
3. You can also log in by visiting https://home.interfolio.com/ and selecting "Partner Institution.

4. Enter "San Jose State University" and the option will appear. Select "Sign In"
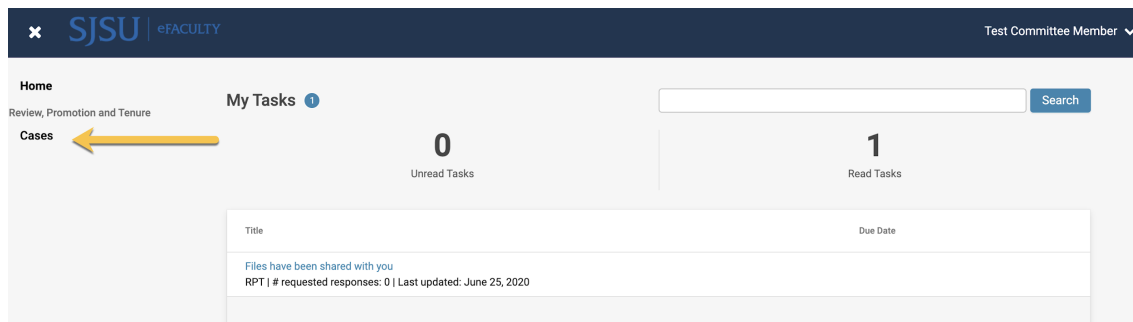

5. Enter your SJSU Credentials
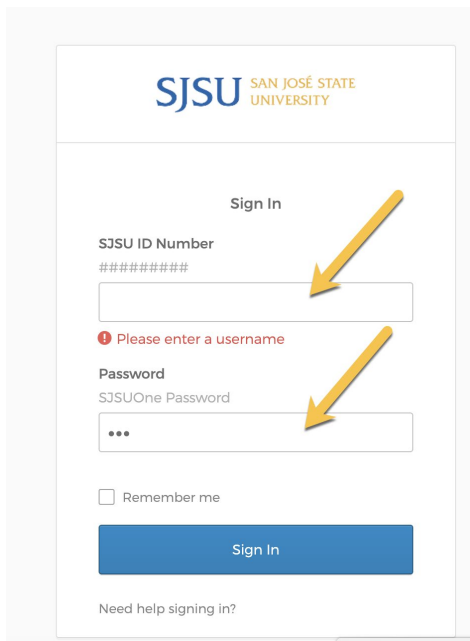
6. You will then be directed to the eFaculty's home page you will see "My Tasks"

View and Manage Your Case List

You will see all cases on your case list. When a case is moved, the case will no longer appear in your list.
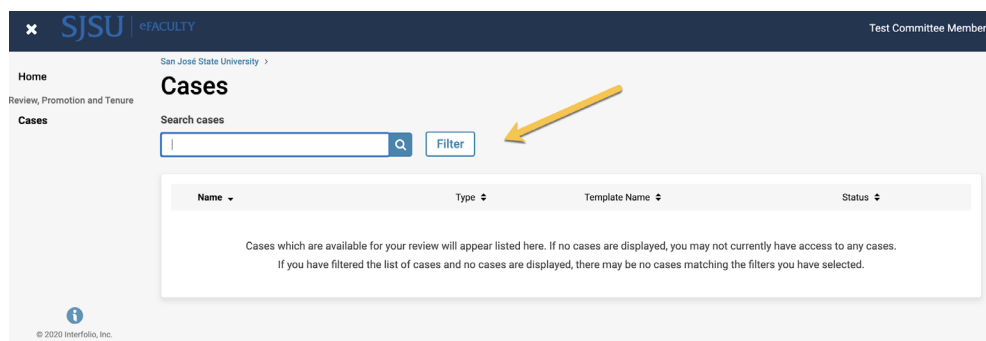
Access Your list of Cases

1. Select "Cases" from the side navigation menu

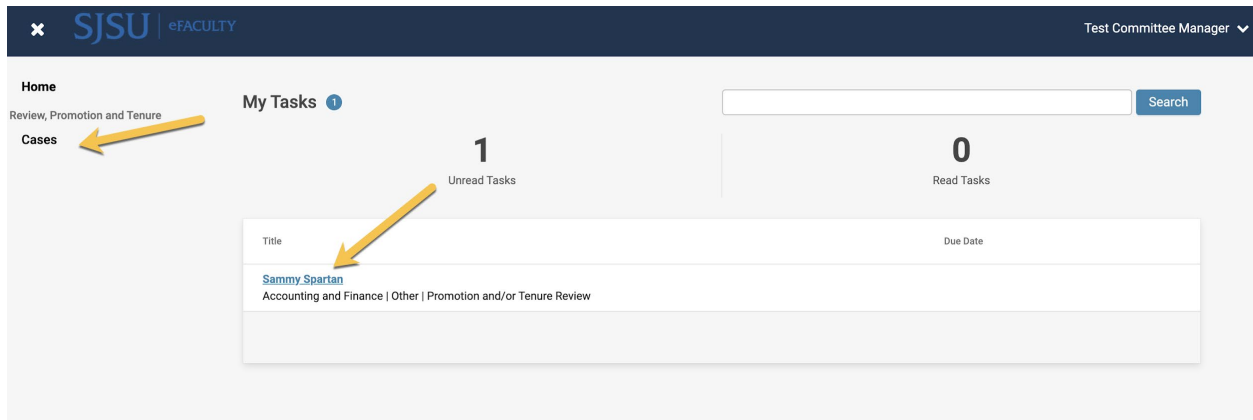2. To open the case, select the name on the case

Filter the List

1. Select "Filter" to sort by unit, case type, status, and active or closed cases

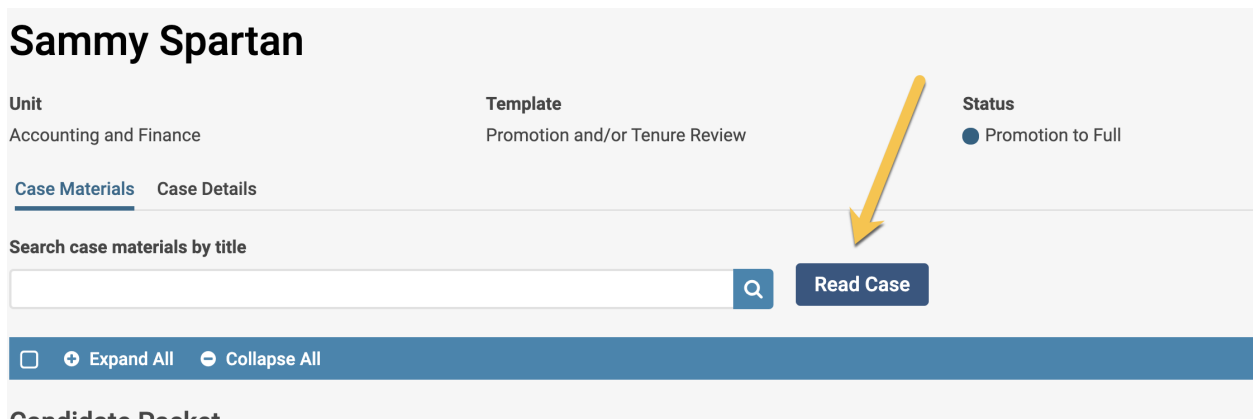2. Select the "Reset Filters" to remove the selected filter

Read and Evaluate Case Materials using the Document Reader

1. Select "Cases" from the left hand navigation menu or select the name of the applicant to open the case.

2. Select "Read Case"

3. The next window will be the "Document Reader".
    a. Annotations will appear in their own table in the reader **(A)**
    b. Packet sections are bookmarked to the left **(B)**
    c. If the text data is stored, you may be able to "Search PDF" **(C)**

Sammy Spartan

C

A

B

⚙ Return to Case

☰

📥 Download   [Search PDF]   Search

Packet   Annotations

⌄ FACULTY180 VITAE

Retention, Tenure, Promotion Dossier

❯ **Attachments from Retention, Tenure, Promotion Dossier**

❯ APPROVED LATE ADD MATERIALS

❯ DEPARTMENT COMMITTEE

❯ DEPARTMENT CHAIR

❯ DEPARTMENT LEVEL OPTIONAL RESPONSE

❯ COLLEGE COMMITTEE

❯ COLLEGE DEAN
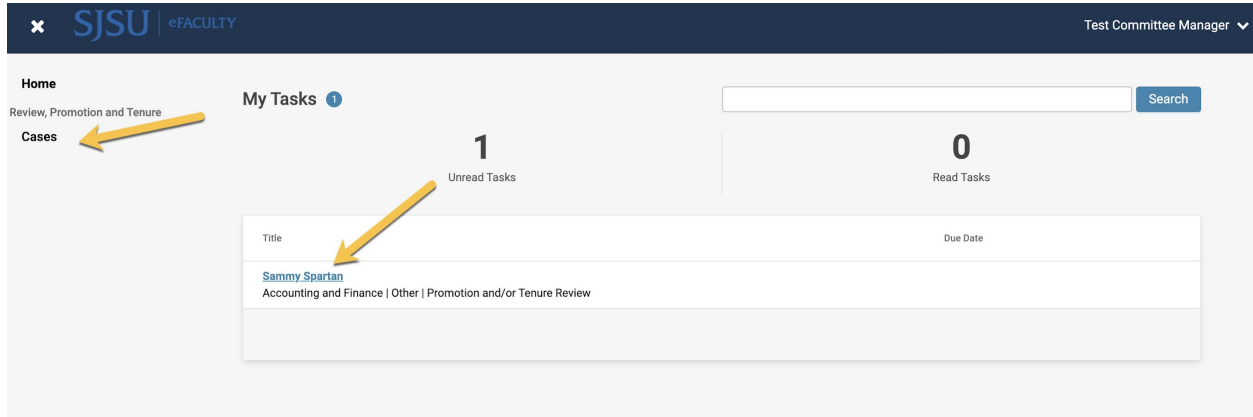
❯ COLLEGE LEVEL OPTIONAL RESPONSE

❯ LATE ADD COMMITTEE

Previous Material ‹ 1 / 4 › Next Material

4. Please note that you may not download the packet. This allows us to protect the confidentiality of the review process.

Leave Comments and Export Annotations on Case Materials

1. Select the applicant's case either by selecting "Cases" or selecting on the name of the applicant.
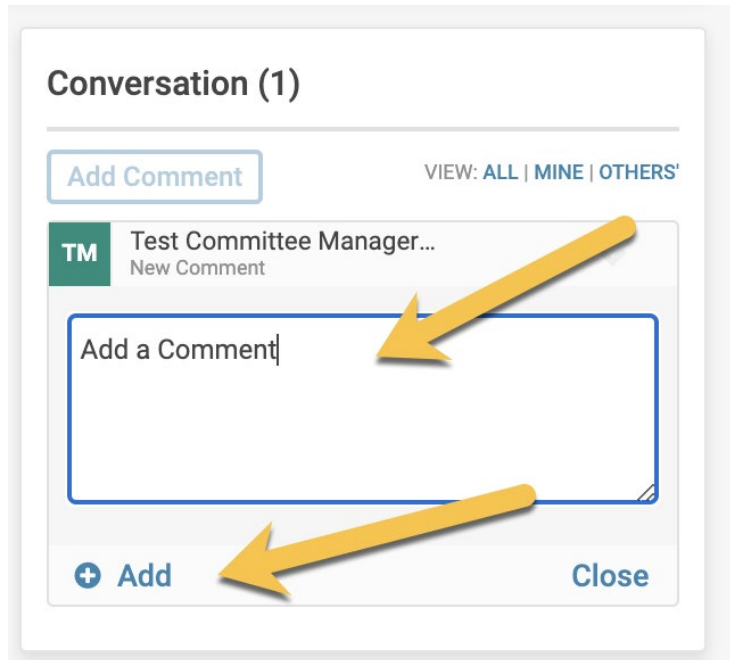

2. Select "Case Details" and look for the "Conversation" panel on the bottom right of the page.
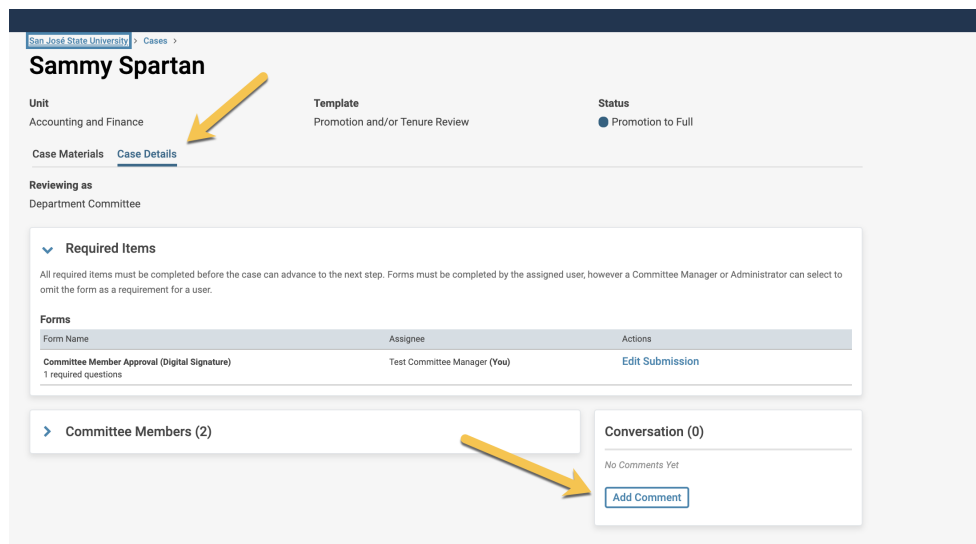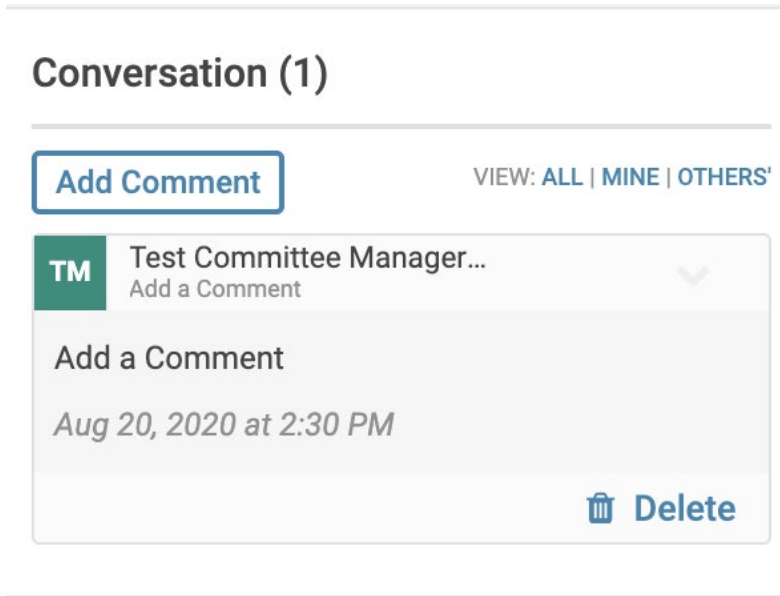

3. Enter a comment and select "Add"

4. Your comment will appear, along with the date and time. You also have the option to delete your comment.

5. You will be able to "Reply" to other comments as well.

💬 1 **Conversation**

Turn Off Comments

⊕ Add   VIEW: ALL | MINE | OTHERS'

BB   **Blothar Brown**
      Has Eric weighed in on the ADS ar...   ⌄

Has Eric weighed in on the ADS article?

Dec 16, 2016 at 12:00 AM

↩ Reply   🗑 Delete

View and Respond to Files Shared with Your Committee

1. When files are shared with you, you will receive an email in your SJSU email prompting you to log into your account to view the files.

2. If a response is requested, you will see a message on your homepage along with a due date to respond
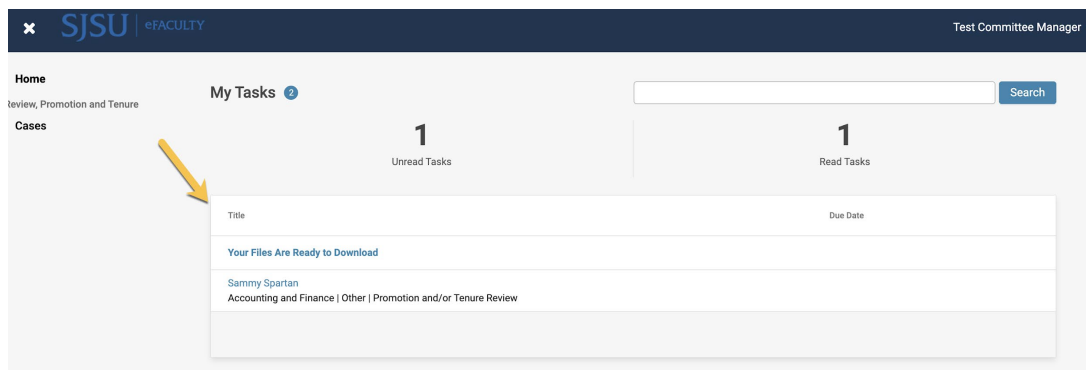
3. Select "View Files" on the "Committee Shared Files" page
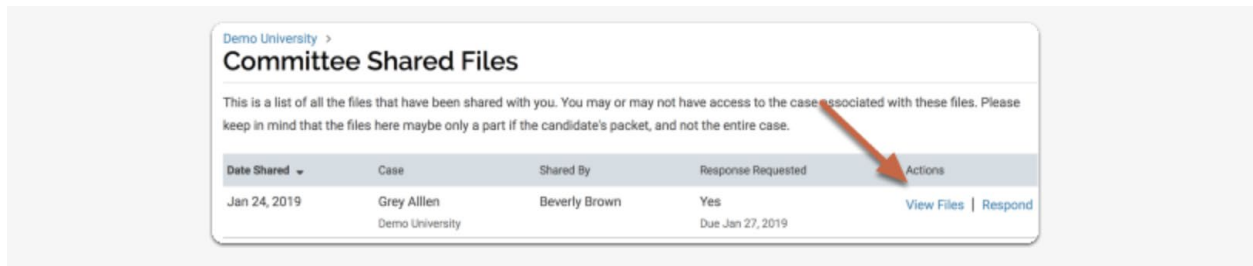
4. Select "Respond" to upload your response.

5. Give your response a title to upload the file
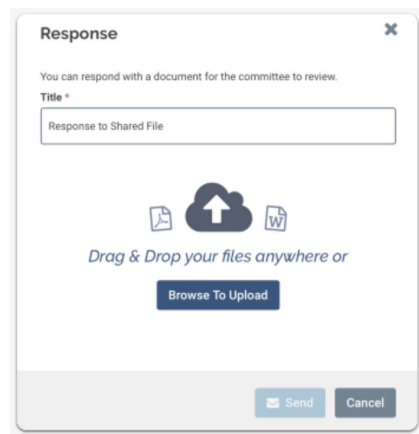
6. Select "Send" to send your response.
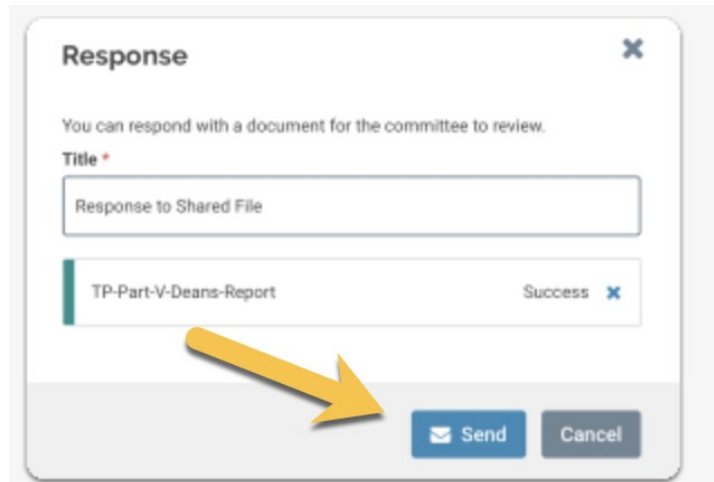
7. Files will load in the "Document Reader"