



Interfolio Log-In

If you have used Interfolio prior to adoption of the product at Vanderbilt University, you may have an existing account with Interfolio through a different email address. It is important to use the Vanderbilt sign on link when conducting Vanderbilt searches or reviews. If you do not use the Vanderbilt sign on, you may not have access to relevant documents.

Steps to sign in to Interfolio using the Interfolio Institutional sign on function:

1. Using your web browser, search for [Interfolio](#).

2. Click on the SIGN IN button located in the top right corner.

3. You will see:

The image shows a dark-themed sign-in form. At the top, there are two buttons: "SIGN IN" (highlighted in red) and "SIGN UP". Below these are two input fields: "EMAIL OR USERNAME" and "PASSWORD", both with red borders. A link "Forgot your password?" is located below the password field. A "SIGN IN" button is positioned below the input fields. At the bottom, there is a section "Or sign in with:" containing a "PARTNER INSTITUTION" button and a "GOOGLE" button.

4. Click on the Partner Institution Button.

5. Click on the "Search for or select your institution" drop down twice. Type Vanderbilt and click Sign In.

Sign in through your institution

The image shows a dropdown menu titled "Sign in through your institution". The text above the dropdown reads: "If your institution has partnered with Interfolio to provide Single Sign-On, select your institution name from the list below." The dropdown search bar contains the text "Search for or select your institution". The list of institutions includes: Amherst College, Arizona State University, Boston College, Brown University - BioMed Faculty Affairs, Brown University - Dean of Faculty, and Brown University - School of Public Health.

6. You will be taken to the Vanderbilt University Sign On page. Use your VUNet ID and Password.

The image shows the Vanderbilt University Sign On page. It features the Vanderbilt University logo at the top. Below the logo, there is a "Sign On" heading and a message: "Please sign on and we'll send you right along." There are two input fields: "Username" and "Password". At the bottom, there are three buttons: "Play" (red), "Cancel" (grey), and "Sign On" (green).

7. Once you have signed in with your VUNet ID and Password, you will be taken to you Interfolio Dashboard.

The image shows the Interfolio Dashboard. On the left, there is a sidebar with the Vanderbilt University logo and name. Below the logo, there are two main sections: "Faculty Search" and "Review, Promotion & Tenure". Each section has a "Manage" dropdown menu and a "View Positions" or "View Cases" button. On the right, there is a "Dossier" section with three buttons: "Deliveries", "Materials", and "Letters". Below these buttons, there is a message: "Not sure where to begin? See our Dossier Quick Start Guide".



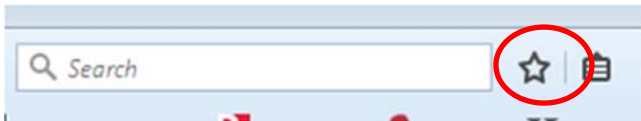
You can also set a bookmark on your browser to go directly to the Vanderbilt University sign on page.

[This is a hyperlink to the Vanderbilt University Interfolio Sign On page.](#)

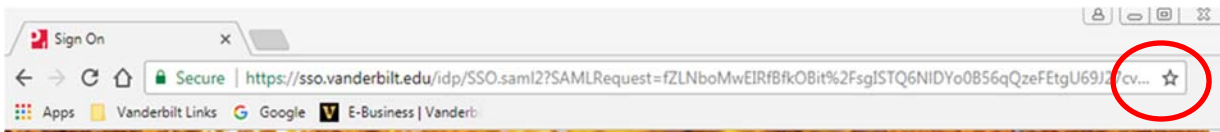
Below are the steps to set this link as a bookmark.

1. Click on the hyperlink above.
2. Click on the star beside the search box on your browser.

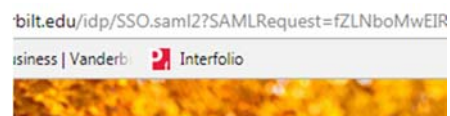
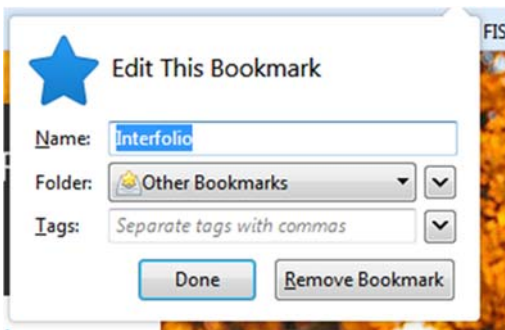
Firefox:



Google Chrome:

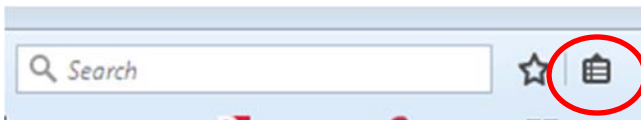


3. Type Interfolio in the Name box and click Done.



If using Google Chrome, you will now see Interfolio on your toolbar.

4. If using Firefox, click on the icon beside the star.



5. Interfolio will show up under "Recently Bookmarked." Click and drag Interfolio up to your toolbar.

Vanderbilt University—Interfolio Sign On page:

https://secure.interfolio.com/?event=login.setIdPChoice&client_idp=https://sso.vanderbilt.edu