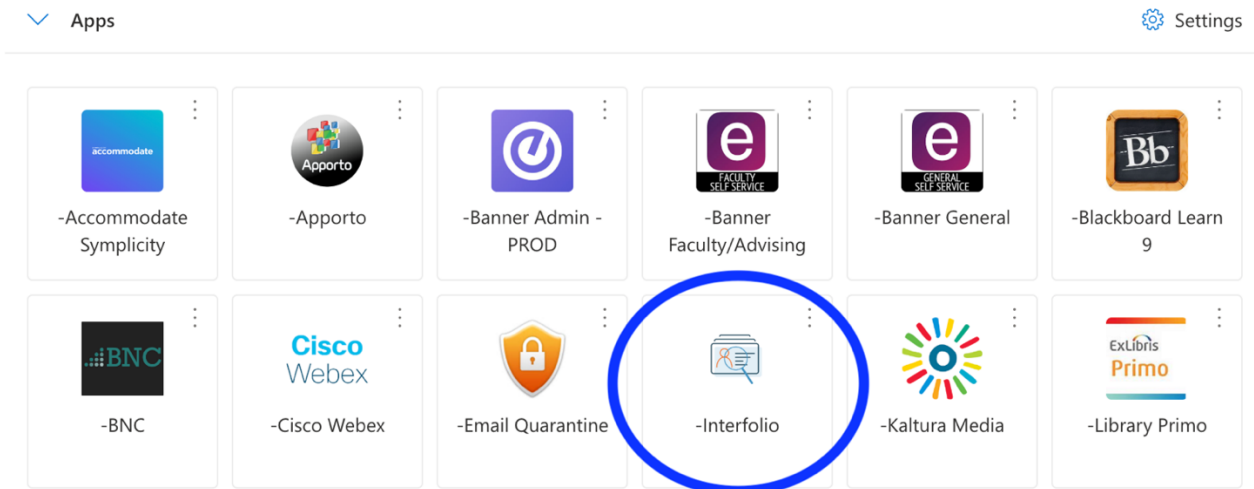


Candidate Guide to the Dossier

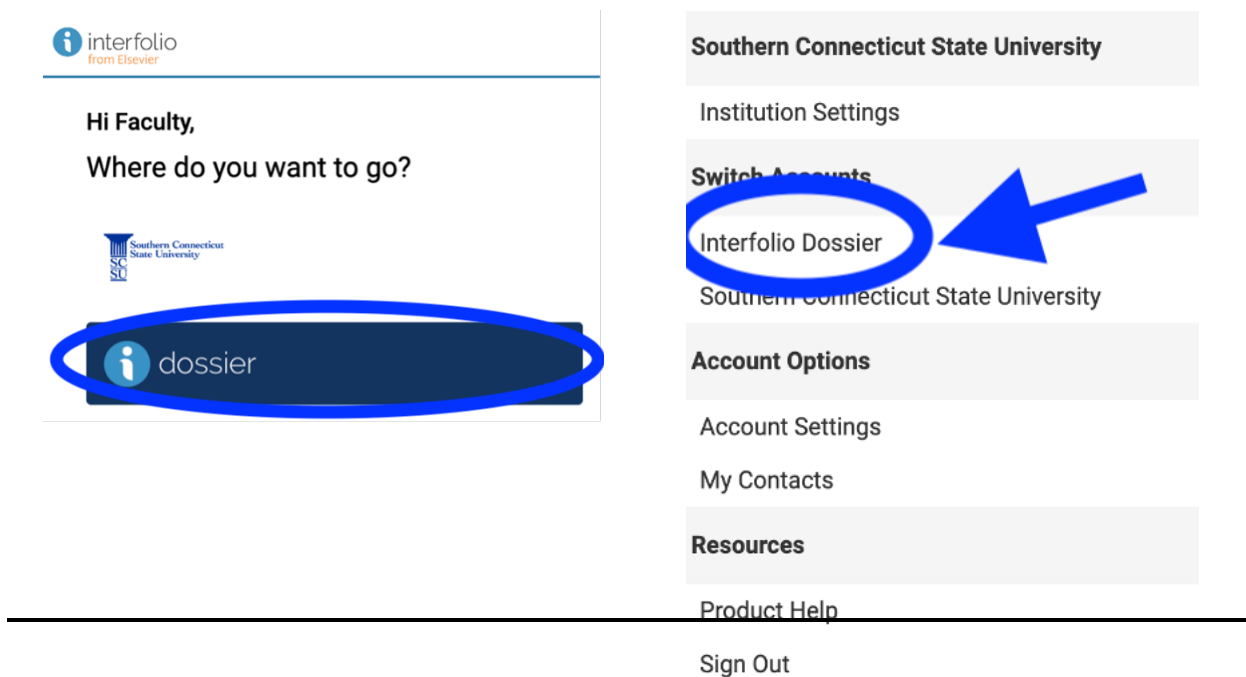
How do I access my candidate account?

Log into Interfolio using MyApps.



Viewing your packet instructions and requirements

You will have both an institutional account and a personal Dossier account. For now, **select Dossier**. (When you create your actual review file, you'll want to use the SCSU institutional account). You can also select Dossier from the drop-down menu in the upper right corner.



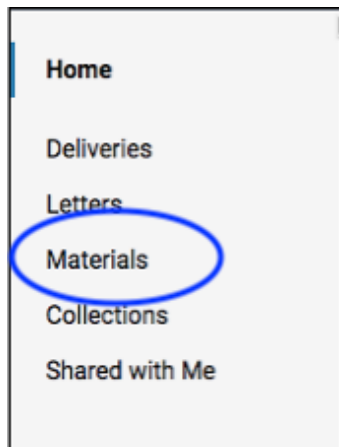
What is Dossier?

Dossier, by Interfolio, is an online platform for faculty to collect, categorize, manage, and store scholarly materials in a secure, centralized place accessible only by you. Dossier is integrated with Southern's electronic case and committee review system, Renewal, Promotion, Tenure, and Professional Assessment. This integration allows faculty to move selected materials easily from your private Dossier into your electronic file.

Users have access to a Dossier, which enables them to store their information and connect to Renewal, Promotion, Tenure, and Professional Assessment.

How do I upload materials?

1. To upload files to Dossier, click Materials on the navigation bar



2. Click Add Files to upload one or multiple documents from your computer to the All Materials section of your Dossier via the drag and drop or browse to upload functions.

My Materials

[Guidelines](#)
[Request Recommendation](#)

All Materials (16)

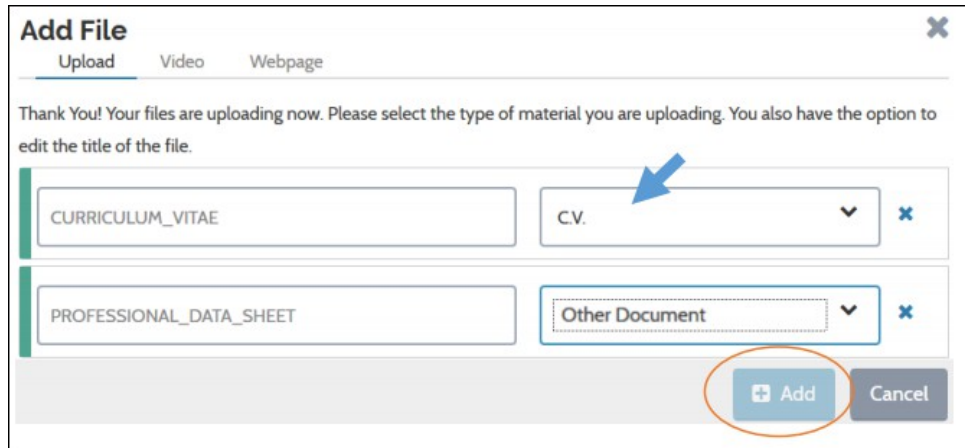
[Filter](#)
[View Archived Materials](#)

[+ Add Files](#)

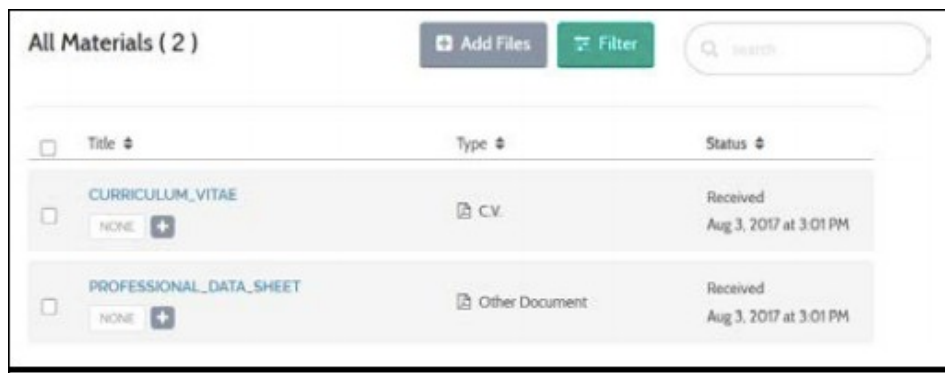
<input type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	Cover Letter None +	Cover Letter	Received Mar 25, 2018 at 6:49 PM
<input type="checkbox"/>	C.V. for Scott Harris None +	Other Document	Received Mar 24, 2018 at 7:04 PM
<input type="checkbox"/>	Recommendation from A. N None +	Confidential Letter of Recommendation or Evaluation	Completed / QC Pending Mar 23, 2018 at 10:52 AM

3. Select a Description and attach the relevant files or URL

- For each file, select a description of the material from the dropdown (i.e., C.V., Student Evaluations) and click Add.
- If no accurate description exists for the file, select "Other Document". The file name can also be edited at this time.
- To add links to videos, presentations, and websites to your Dossier, navigate to the Video or Webpage tab, enter the URL with a description, and click Add.



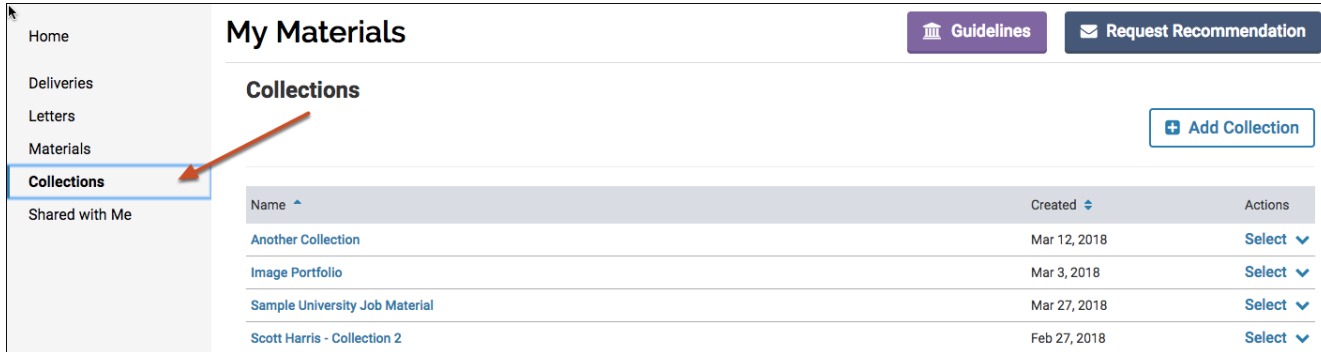
4. Your uploaded materials will now appear in the All Materials section of your Dossier.



All Materials (2)		
Title	Type	Status
CURRICULUM_VITAE NONE +	C.V.	Received Aug 3, 2017 at 3:01 PM
PROFESSIONAL_DATA_SHEET NONE +	Other Document	Received Aug 3, 2017 at 3:01 PM

How do I organize my Dossier?

Related materials can be organized into folders or collections that will be useful when compiling various types of documents and evidence for an upcoming Faculty Review cycle.



My Materials Guidelines Request Recommendation

Collections + Add Collection

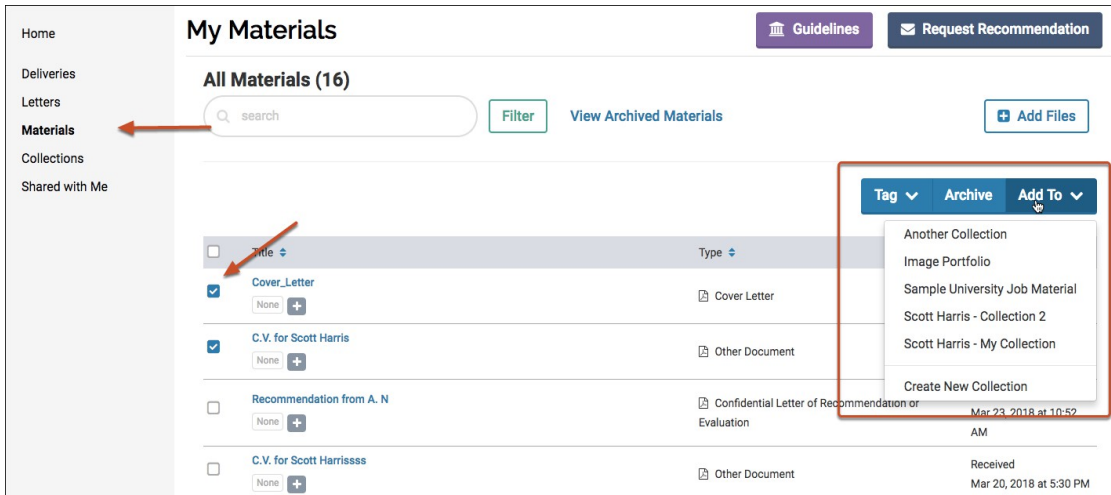
Name	Created	Actions
Another Collection	Mar 12, 2018	Select
Image Portfolio	Mar 3, 2018	Select
Sample University Job Material	Mar 27, 2018	Select
Scott Harris - Collection 2	Feb 27, 2018	Select

How do I create a collection of individual materials?

To move uploaded materials from the All Materials section into a Collection, navigate to the All Materials section, select the checkbox(es) on the item(s), click Add To, and select from the dropdown the Collection to which the materials should be added.

Materials can also be uploaded to a Collection by selecting the Collection at time of upload. Materials uploaded directly to a Collection will also appear in the All Materials section.

[Here is a guide with more information on creating a collection.](#)



My Materials Guidelines Request Recommendation

All Materials (16) search Filter View Archived Materials + Add Files

<input type="checkbox"/>	Title	Type
<input checked="" type="checkbox"/>	Cover_Letter	Cover Letter
<input checked="" type="checkbox"/>	C.V. for Scott Harris	Other Document
<input type="checkbox"/>	Recommendation from A. N	Confidential Letter of Recommendation or Evaluation
<input type="checkbox"/>	C.V. for Scott Harrisss	Other Document

Add To dropdown menu:

- Another Collection
- Image Portfolio
- Sample University Job Material
- Scott Harris - Collection 2
- Scott Harris - My Collection
- Create New Collection

Further Support: [Dossiers Quick Start Guide](#)