How to Add/Upload Documents to a “Case” In Interfolio RPT

Office of the Dean of Faculties
Texas A&M University
How to log into Interfolio

1. Go to Interfolio: http://account.interfolio.com

2. Click “Partner Institution” and search for Texas A&M University

3. Once you have selected Texas A&M University, click “Sign In”

4. You will be re-directed to sign in with your CAS credentials
Uploading Documents to a “Case” in Interfolio RPT

- Those who have Committee Manager or Administrator roles can add/upload documents to a case.
- Once logged into Interfolio, the left side of the dashboard will have a list of Modules (Faculty 180; Faculty Search; Review, Promotion and Tenure) the user has access to.
- Under Review, Promotion and Tenure click on “Cases”.

![Interfolio Dashboard Screenshot](https://example.com/interfolio_dashboard_screenshot.png)
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- On the Case list, click the name of the case for which committee reports are needed to be uploaded to.
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- On the Case Materials tab, scroll down to “Internal Sections”
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• On the Case Materials tab, scroll down to “Internal Sections”
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- Click “Add File” next to the item you are needing to upload your document to.

### Internal Sections
These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

- Candidate Dossier Coversheet
- Department Evaluation Teaching Report
- Department Evaluation of Research or Other Scholarly or Creative Activities Report
- Department Evaluation of Service Report
- Department Evaluation of Other Activities (Patient Care, Outreach...) Report
- External Reviewer Chart
- Department External Reviewer Checklist
- External Reviewer Solicitation Letter Request
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• Browse computer to upload appropriate document to the corresponding internal case section.
• Click “Save”