Kent State University

FlashFolio

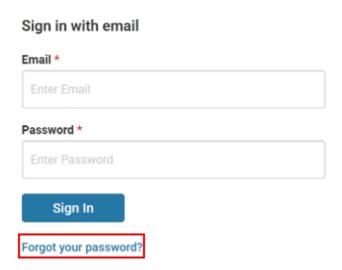
External Evaluator initial login and faculty evaluation instructions.

Contact

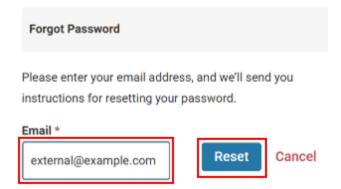
FlashFolioSupport@kent.edu

- 1. The external evaluator should navigate to the following Interfolio URL: https://account.interfolio.com/login.
 - If you already have an Interfolio account, such as if your institution uses Interfolio, or you have an Interfolio Dossier account, please skip down to Step 8.
- 2. Click "Forgot your password?" to initiate the setting of a password.

Sign In



3. After clicking "Forgot your password?", enter the email address that was provided to Ken State and click the Reset button.



 The external reviewer will receive an email from Interfolio (<u>help@interfolio.com</u>). Click "Reset Password" within the received email.

We have received a password reset request for your Interfolio account.



If you did not request a password reset, or if you have trouble accessing your account, please contact us at help@interfolio.com.

5. Enter the new password and repeat the new password again. Click the "Continue" button to proceed.

Reset Your Password

Select a Password *
Enter Your New Password Again *
By continuing, you agree to our terms of service .
CONTINUE
RETURN TO ACCOUNT

6. After clicking "Continue", the user will receive the password success message. Click "Sign In" to return to the login page.

Reset Your Password

Password successfully updated. Please Sign In with your new password now.

 Enter the email address provided to Kent State and the new password that was set in Step 5. Click the "Sign In" button.
 Sign In



8. To begin the evaluation process, please click Evaluations on the left side of the dashboard.



- If you already have an Interfolio account as stated in Step 1, click your name in the upper right corner of the dashboard and select Kent State University. Proceed with clicking Evaluations on the left side of the dashboard.
- 9. Click the Evaluate button to the right of the evaluation.



10. To view supporting documents uploaded by the Kent State faculty member, please click the eye icon.



11. In the new screen that has opened, click a document to begin the download process. After the document is downloaded, open it for review.

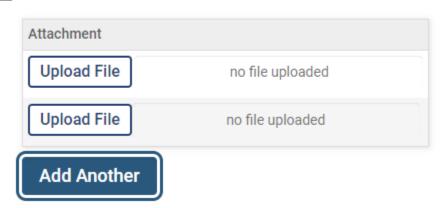
2024 Promotion

Fall 2024

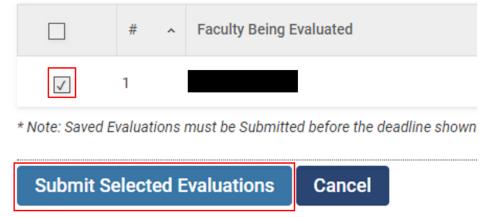
Curriculum Vitae

Narrative Statement

- 12. After the user has completed the review of the supporting documentation of the faculty member, please click the Evaluate button.
- 13. In the new window, the user should upload their CV and Supporting Letter in Section C.
- 14. Scroll down to Section C, click Upload File to first upload the CV. Then click Add Another, Upload File to upload the Supporting Letter.
 - **C** Attachments



- 15. Click the Save button after uploading the two documents.
- 16. To submit the evaluation, click the empty box to the left of the faculty member's name. Then click the Submit Selected Evaluations button to complete the evaluation task.



17. The evaluation task is now complete, and the user may log out and close the FlashFolio window.

Last Revision: 7/11/2025