

Kent State University

FlashFolio

External Evaluator initial login and
faculty evaluation instructions.

Contact

FlashFolioSupport@kent.edu

External Evaluator

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

Sign in with email

Email *

Password *

Sign In

[Forgot your password?](#)

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

Forgot Password

Please enter your email address, and we'll send you instructions for resetting your password.

Email *

Reset

Cancel

External Evaluator

- The external reviewer will receive an email from Interfolio (help@interfolio.com). Click “Reset Password” within the received email.

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

RESET PASSWORD

This link will be valid for 30 days and can only be used once.
You can always [request a password reset again](#).

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

- 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](#)

- 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.

External Evaluator

7. 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

Sign in with email

Email *

externalreviewer@example.com

Password *

Sign In

[Forgot your password?](#)

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

KENT STATE

External Reviewer Test

Home

Interfolio

Announcements & Help

Evaluations

Interfolio Office Closed for U.S. Holiday

Interfolio's Scholar Services help desk will be closed on Monday, May 26th. Please send us an email at interfolio-support@elsevier.com or leave us a voicemail at (833) 844-2118 during this time, and we will get back to you when we reopen on Tuesday, May 27th.

My Tasks

0 Unread Tasks

0 Read Tasks

Search

- 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.

Perform Evaluations

#	Process	Title	Type	Unit Name	Faculty Under Review	Due	Creator	Actions
1	2025 Promotion to Professor Kent Campus - Colleges with Departments or Schools	External Review of Kent State Faculty Member Promotion File	Promotion Evaluation			2025-09-15 5:00pm	Williams, Lucas	Evaluate

External Evaluator

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

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Promotion to Associate Professor for External Reviewers (Fall 2024)	Actions	Export
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]		Evaluate	PDF

* Note: Saved Evaluations must be Submitted before the deadline shown.

[Submit Selected Evaluations](#) [Cancel](#)

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

Attachment

Upload File

no file uploaded

Upload File

no file uploaded

Add Another

External Evaluator

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.

<input type="checkbox"/>	#	^	Faculty Being Evaluated
<input checked="" type="checkbox"/>	1		

** Note: Saved Evaluations must be Submitted before the deadline shown*

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

Last Revision: 7/11/2025