KENT STATE UNIVERSITY

FlashFolio

External Reviewers

Contact

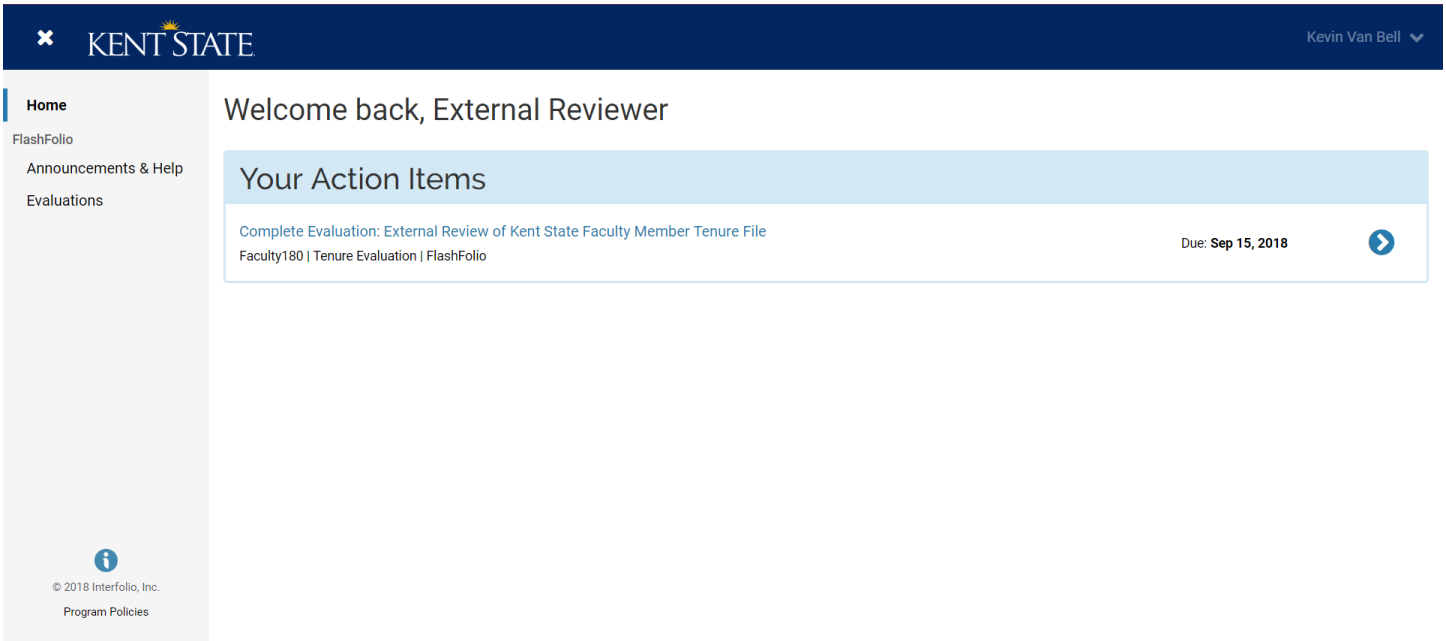
flashfoliosupport@kent.edu | 330-672-7771

Login

Create Your Account

1) You should have received an email from help@interfolio.com containing a link to reset your password. Once your password has been set, your login will be the email address that received the password reset email and the password you have now set-up.
The link to login to FlashFolio is: https://account.interfolio.com/login

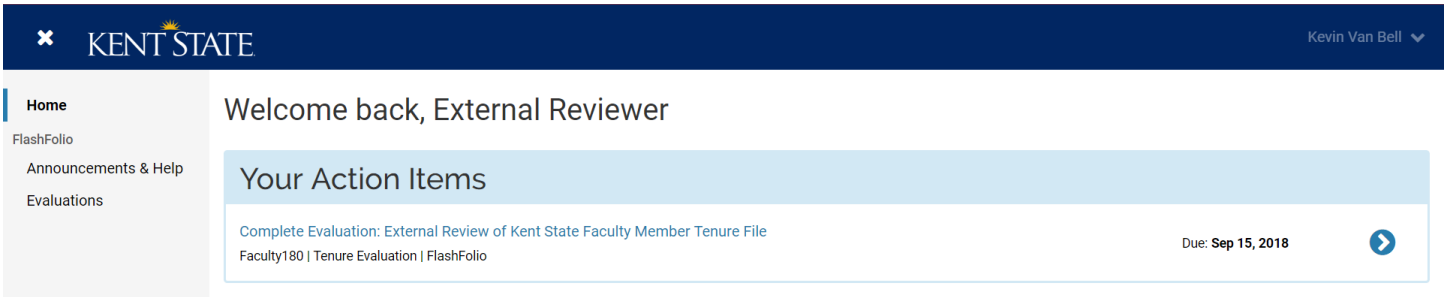
2) Once you have successful logged in, you will see your FlashFolio dashboard.



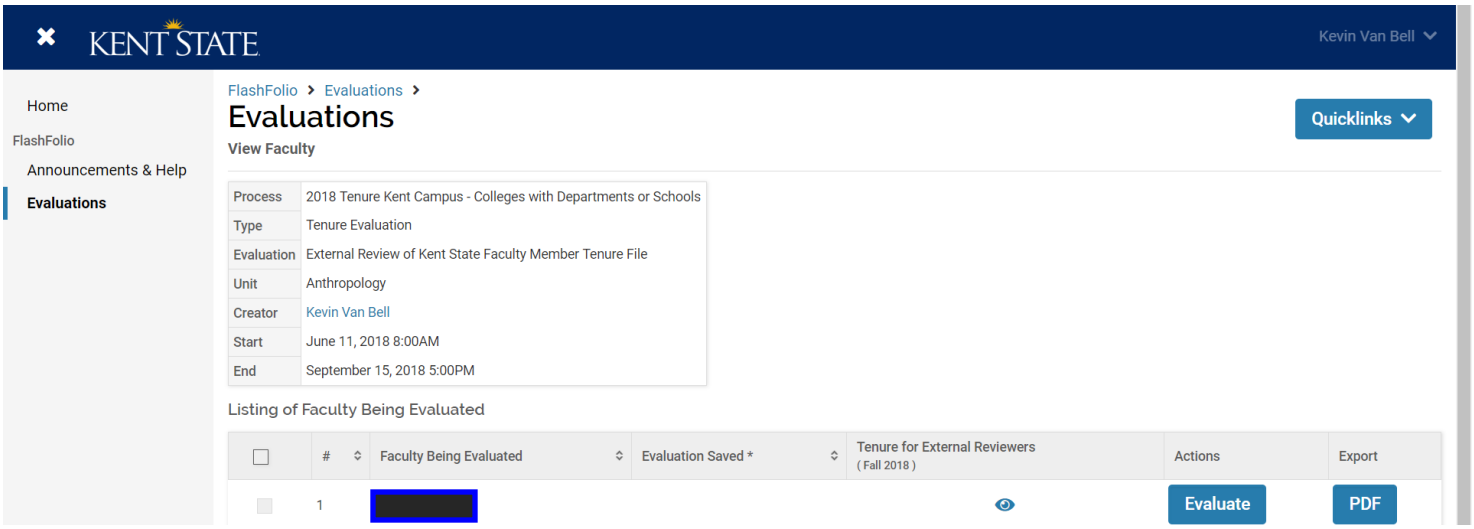
Review

View Files and Upload Letter

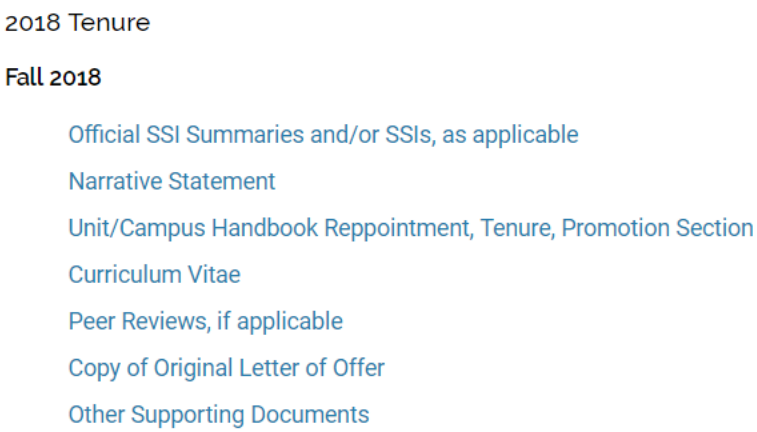
1. From your FlashFolio dashboard, click on the “Complete Evaluation…” link.



2. To view files, click on the eye icon.

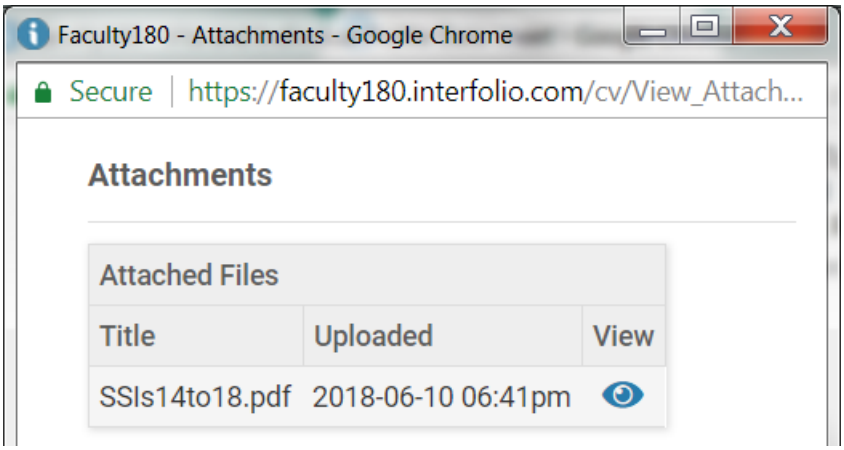


3. In the new window, click on the type of file you want to view.

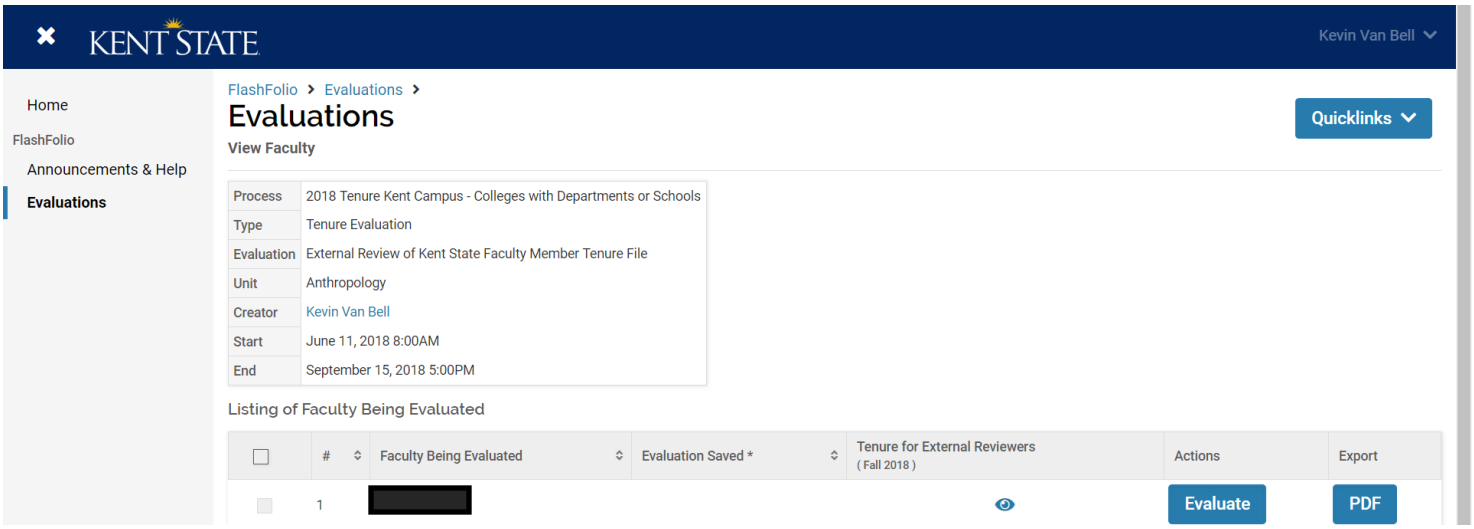


View File and Upload Letter

4. In the new window, click on the eye icon next to the file you want to view to download it

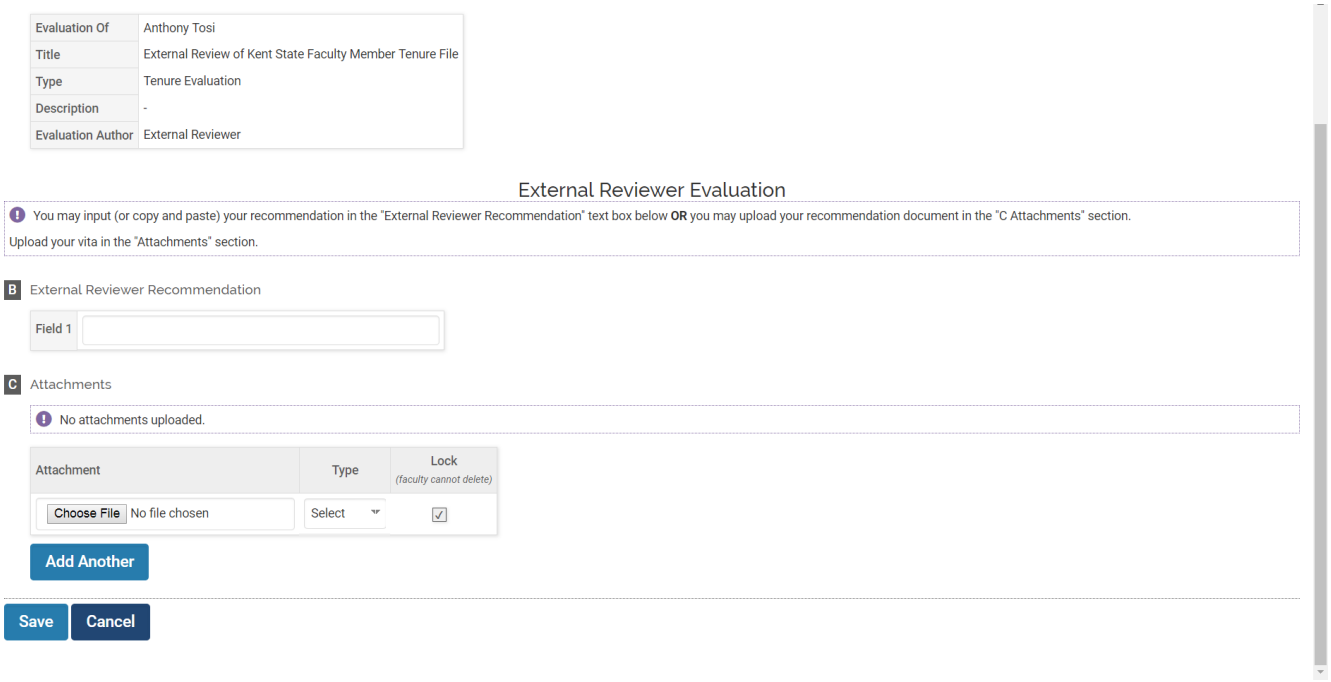


5. Once you have reviewed files and written your recommendation, return to the screen below and click on the “Evaluate” button.

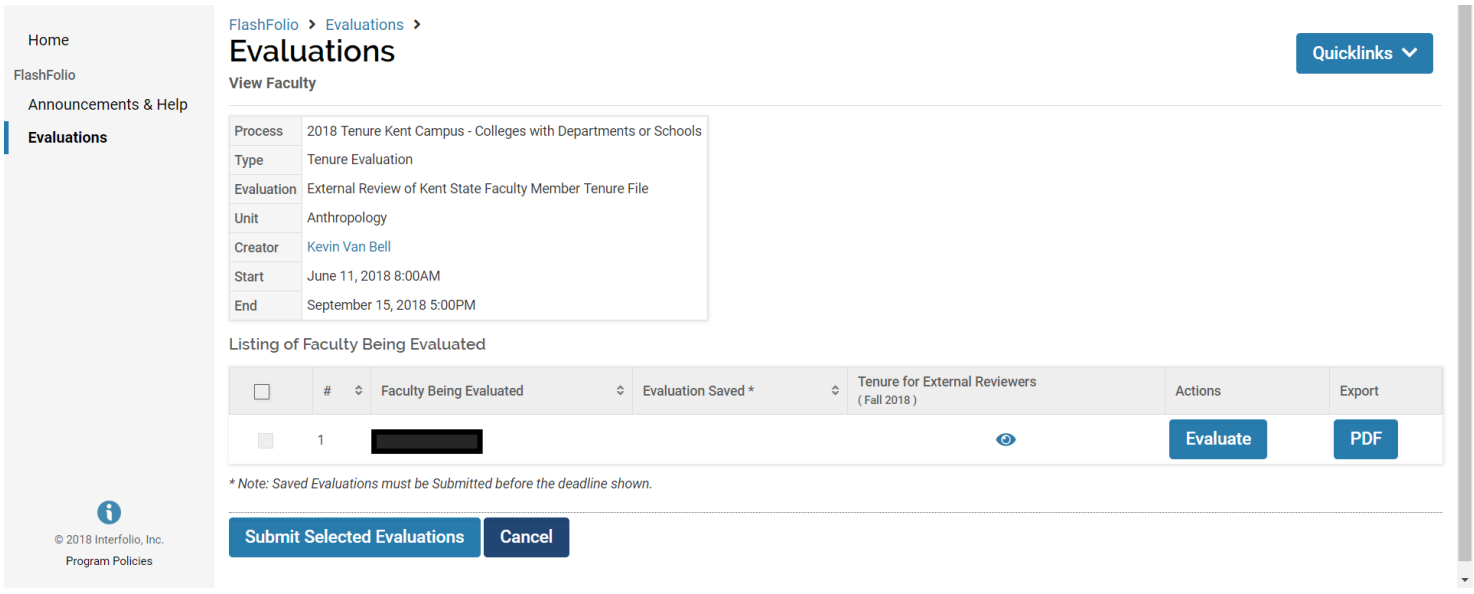


View File and Upload Letter

6. Click on the “Choose File” button to upload your letter. Click the “Add Another” button to get a second “Choose File” button you can use to also upload your CV. Once done, click the “Save button”



7. You will now be returned to the screen below. Tick the checkbox, then click “Submit Selected Evaluations.” Confirm when the popup screen appears to complete.



Please note! If the candidate you are reviewing is up for tenure and promotion, please complete this process for both the tenure and promotion links on your dashboard.