Interfolio-Sign In Job Aid

Below are instructions to sign in to Interfolio.

If you already have a password set up on Interfolio, go to step 9.

If you have never Signed In to Interfolio, follow the steps below:

- **1.** Use your Chrome browser to access and utilize Interfolio.
- 2. Interfolio Link: <u>https://account.interfolio.com/login</u>
- 3. Click on Forgot your password?

interfolio from Elsevier		
	Sign In	
	Sign in with email	Other Sign In Options
	Email *	Sign in with Partner Institution
	Enter Email	
	Password *	Sign in with Google
	Enter Password	
	Sign In	
	Forgot your password?	l3
	Don't have an account? Use Interfolio's suites of services to simplify your academic Create an account	life.

4. Enter the email you provided to UMass Chan during the appointment process. If you are unsure what email you provided, go to <u>UMass Profiles</u> to identify your email address.

interfolio from Elsevier		
	Sign In Sign in with email Other Sign In Options Email * Sign in with Partner Institution There Password * Enter Password Sign In	
	Forgot Password Ip Please enter your email address, and we'll send you instructions for resetting your password. Email * Enter Email Address Cancel	
	Don't have an account? Use Interfolio's suites of services to simplify your academic life. Create an account	- 2

5. Go to your identified email and click on the **RESET PASSWORD** button.



6. Enter the required information and click Activate Account.

interfolio from Elsevier		Already have an account?	Sign In
Activate Account			
Your account is almost ready! Please enter a	a password to finish activating your account.		
Email Address janice.robert@umassmed.edu			
First Name *	Last Name *		
Janice	Robert		
Password * Your password must be at least 6 characters long and contain at least 1 letter and 1 number.	Show Password		
I agree to Interfolio's Terms of Service. Activate Account	D		

7. A pop-up menu will appear. Click on the UMass Chan Medical School Logo.



8. Your **Home** page will be displayed.

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Faculty Activity Reporting Announcements & Help Account Access	O Unread Tasks	1 Red Tasks
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Templates Administration		
Reports Users & Groups		

9. Go to the Interfolio Sign In page and enter in your email and password.

Sign In	
Sign in with email	Other Sign In Options
Email *	Sign in with Partner Institution
Enter Email	
Password *	G Sign in with Google
Enter Password	
Sian In	
Forgot your password?	4
Don't have an account?	
Use Interfolio's suites of services to simpl	lify your academic life.
Create an account	

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