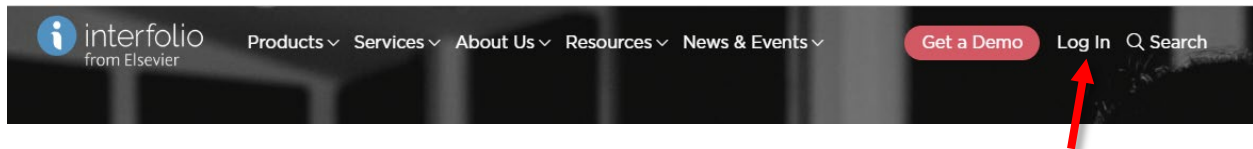Reviewers RTP Guide:
How to Access Candidate ePIF and ePAF

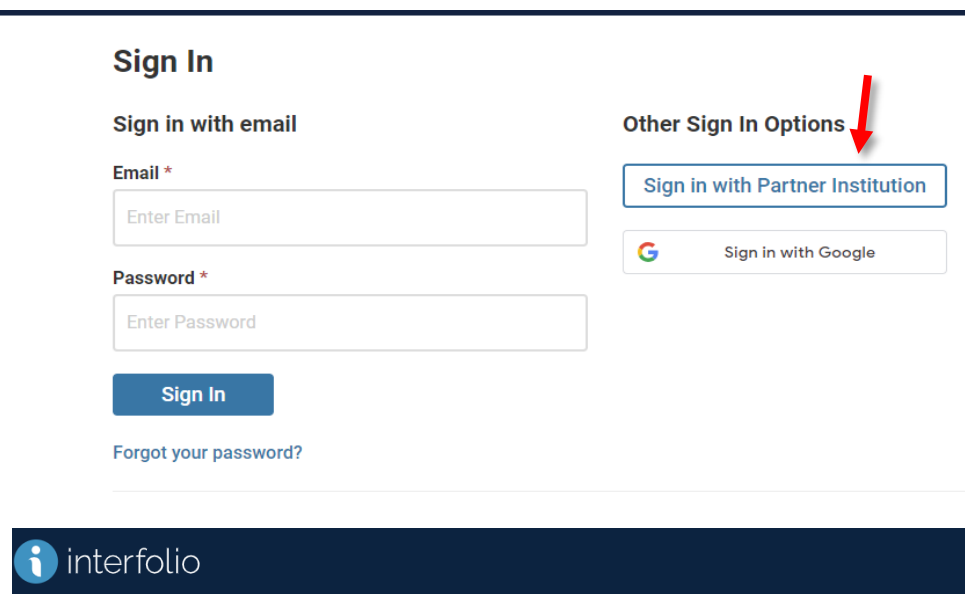## Accessing Professional Information File (ePIF)

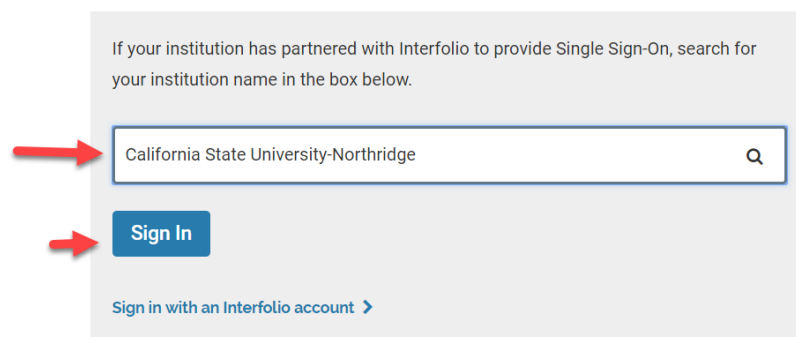This section provides information about how users and committee members access the ePIF.

Step 1: Go to **www.Interfolio.com**, click on Log In



Step 2: Select Sign in with Partner Institution and search CSUN from drop-down menu.

Step 3: Sign in with CSUN user ID and Password.



Step 4: Select your Institutional Account (CSUN).



Step 5: Select Cases under Review, Promotion & Tenure on the left-hand navigation bar.
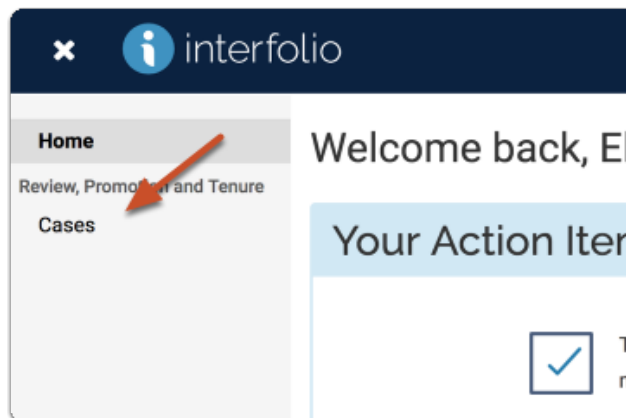
Step 6: You will see a list of cases that are available to you. Click the name of the Candidate to view case materials (Candidate's Packet will includes the ePIF).



Step 7: The Candidate's Case automatically defaults to the Case Materials tab. You may read ePIF materials submitted by the candidate under "Candidate Packet" clicking Read Case.

ePAF REVIEWER CERTIFICATION

All Reviewing agencies (Chairs of Personnel Committees, Department Chairs, and Deans) are required to complete the **PAF Reviewer Certification Form via Interfolio** to certify that you have accessed the Personnel Action File.

Step 1: Select the **'Case Details'** tab in the candidate's packet.



Step 2: Under the Required Items section, click on **Fill Out Form** to complete.

**Step 3:** Click the check box, enter initials, enter date, and submit form.

## PAF Reviewer Certification

**PAF - Reviewer Certification/Acknowledgement** *

As a reviewer of the RTP Candidate Personnel Action Action File (PAF) and to remain in compliance with Section 600, Administrative Manual, please certify that you have reviewed the PAF by checking the box below and entering your initials.

☐ Please check the box to complete requirement

**Please enter your initials in the field below.** *

**Please select today's date.** *

**Date** *

**Submit Form**    **Save Responses**    Cancel

# Accessing Personnel Action File (ePAF)

This section provides information about how users and committee members access the ePAF they have been granted access to.

Step 1: When you are granted access to an ePAF, you will receive an email like the following which contains a Box link to the ePAF. The email will also indicate when the access will expire.



*Figure 1: ePAF Access Email*

Step 2: You will select the URL. This will open a browser and prompt you to login to Box using your CSUN credentials.



*Figure 2: myCSUNbox Screen*



*Figure 3: CSUN Login Screen*

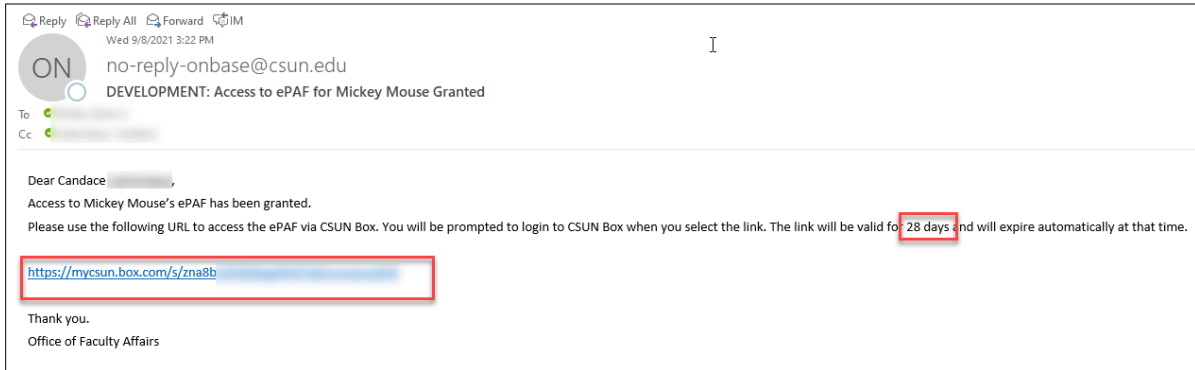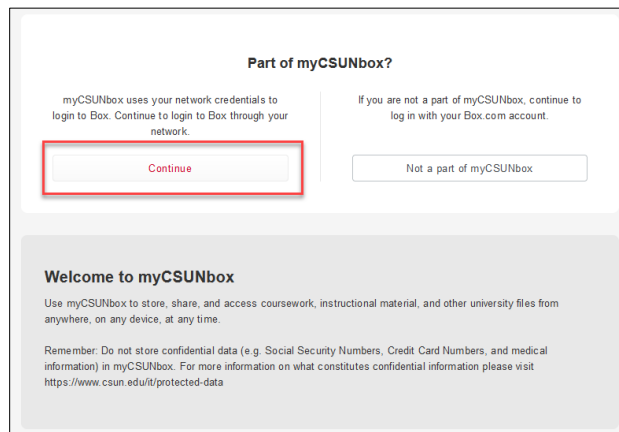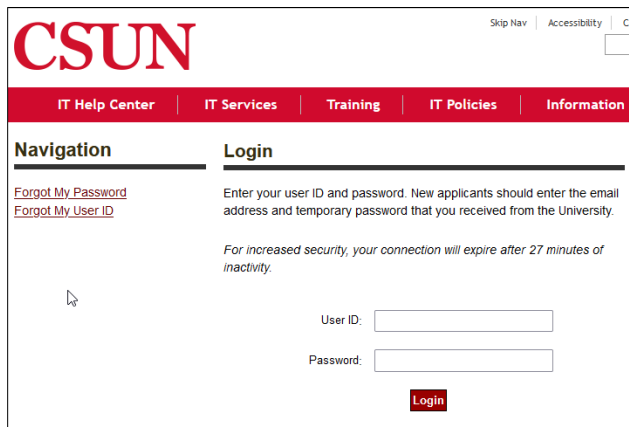Step 3: Once you have logged into Box, the ePAF will be displayed. You will only have access to view the ePAF from within Box. You cannot download it or share it with others.
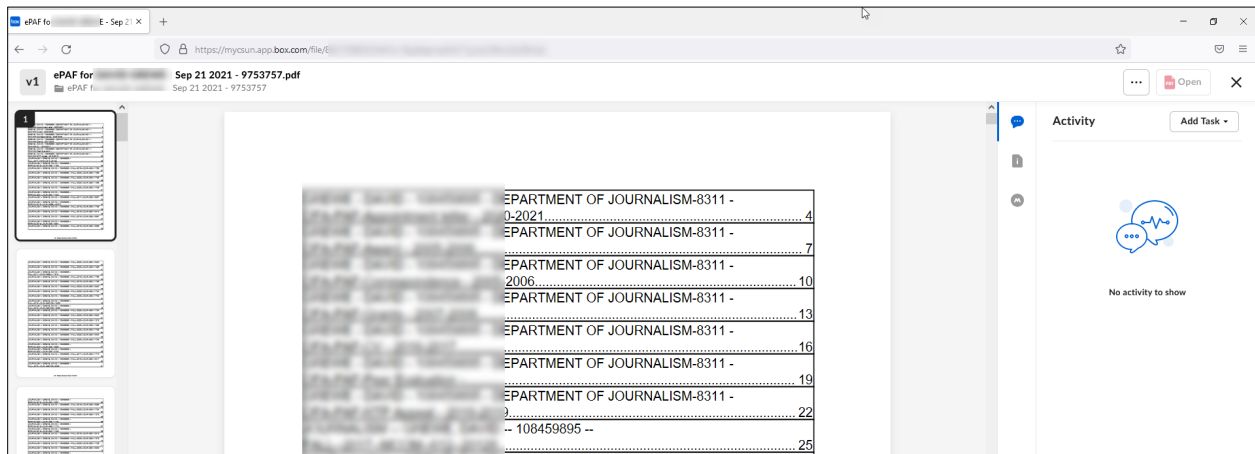


*Figure 4: Example ePAF Displayed in Box*

### Other Notes

- You will also be able to see the ePAF folders and files when you directly login to Box, as shown in the screen shot below. You have exactly the same level of access when viewing the files this way.
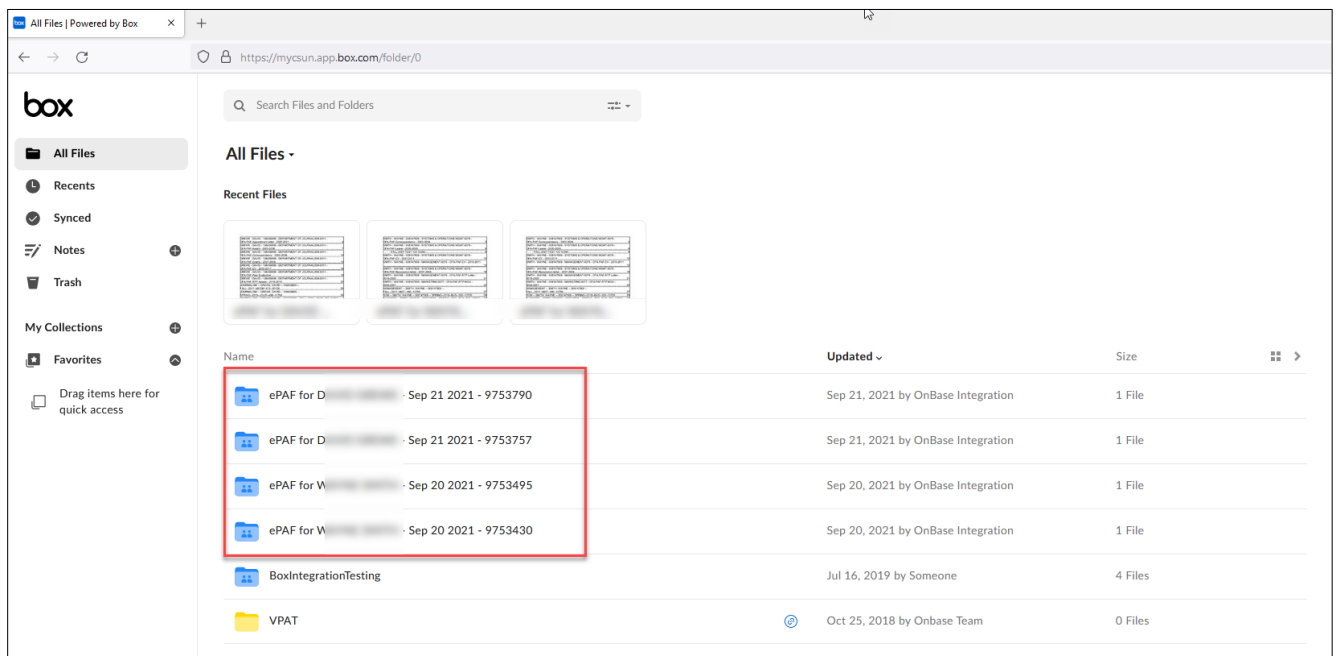


*Figure 5: ePAF Folders in Box All Files List*

- If you are setup for Box Drive, the ePAF folders will also appear in that location. However, you will not be able to access the folders and files this way due to the restrictive permissions granted to them. If you attempt to open the ePAF file from Box Drive, you will see the following error message in Adobe Reader. You should use the URL provided in the email or login to Box online to access the ePAF files instead.
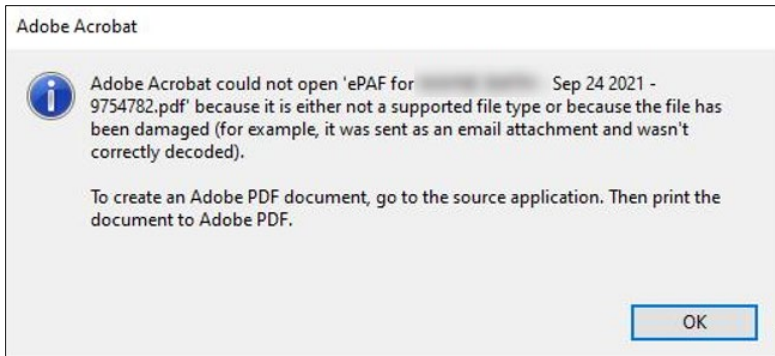
*Figure 6: Adobe Error Message in Box Drive*

- Once your access expires, the URL to the ePAF will no longer work and will show the following message. Additionally, the folders and files will no longer appear in your list in Box or in Box Drive once OnBase has deleted them.
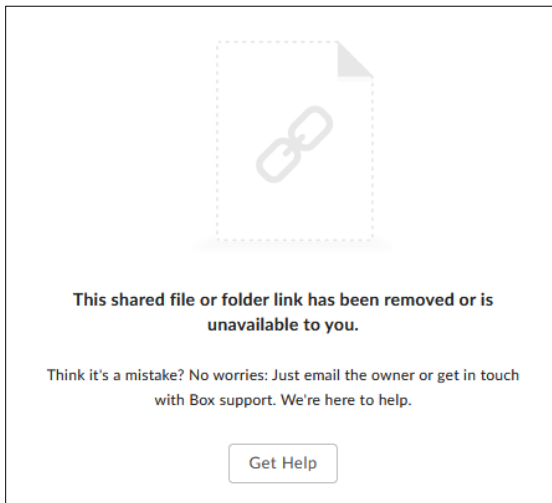


*Figure 7: Box Link Unavailable Message*

- **Reviewers will still complete ePAF certification in Interfolio. (Please refer to ePIF section page 4 for instructions on how to complete the form.)