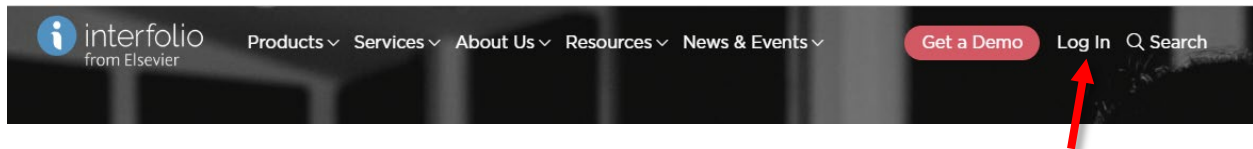


## Reviewers RTP Guide: How to Access Candidate ePIF and ePAF

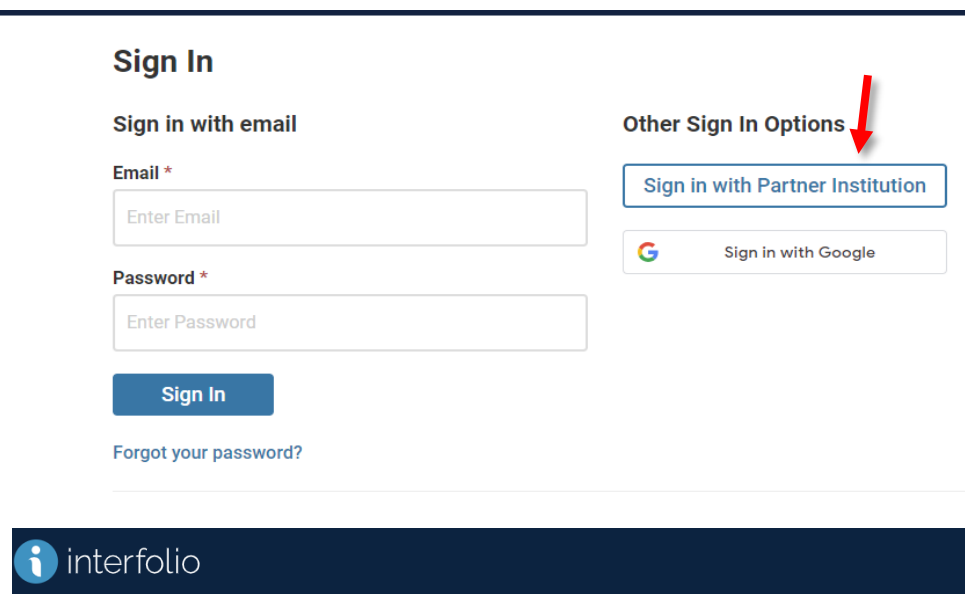
### Accessing Professional Information File (ePIF)

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

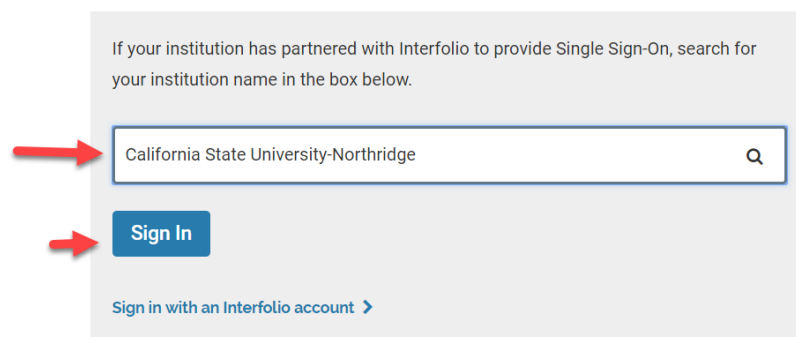
**Step 1:** Go to [www.Interfolio.com](http://www.Interfolio.com), click on Log In



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

A screenshot of the 'Sign In' page. The page has a white background. At the top left is the heading 'Sign In'. Below it are two columns. The left column is titled 'Sign in with email' and contains two input fields: 'Email \*' with the placeholder text 'Enter Email' and 'Password \*' with the placeholder text 'Enter Password'. Below these fields is a blue 'Sign In' button and a link 'Forgot your password?'. The right column is titled 'Other Sign In Options' with a red arrow pointing to it. It contains two buttons: 'Sign in with Partner Institution' and 'Sign in with Google'.

### Sign in through your institution

A screenshot of a form for signing in through an institution. The form has a light gray background. At the top, there is a paragraph of text: 'If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.' Below this text is a search input box containing the text 'California State University-Northridge' and a search icon. Below the search box is a blue 'Sign In' button with a red arrow pointing to it. At the bottom of the form is a link: 'Sign in with an Interfolio account >'.

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

CSUN

Skip Nav | Accessibility | Calendar | Directory | A to Z | Webmail

IT Help Center | IT Services | Training | IT Policies | Information Security | About IT

**Navigation**

Forgot My Password  
Forgot My User ID

**Login**

Enter your user ID and password. New applicants should enter the email address and temporary password that you received from the University.

For increased security, your connection will expire after 27 minutes of inactivity.

User ID:

Password:

Login

**Need Help?**

CSUN Users  
IT Help Center

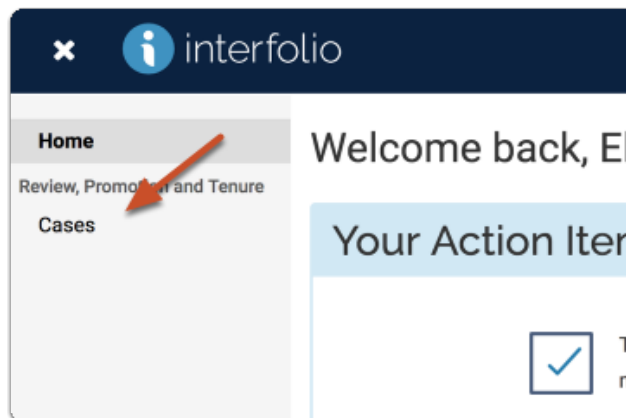
Chancellor's Office Users  
CSU IT Support

California State University | Terms and Conditions for Use | Emergency Information  
California State University, Northridge, 18111 Nordhoff Street, Northridge, CA 91330 / Phone: 818-677-1200  
© 2010 CSU Northridge

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 include the ePIF).

21 of 21 cases

<input type="checkbox"/> Name ▾	Type ▾	Template Name ▾
<input type="checkbox"/> <a href="#">Rita A. Bookman</a> Demo University	Promotion	Custom Workflow
Step 2 of 2: Provost Review   Jan 21, 2017 <span style="color: red;">▲</span> Required Documents		
<input type="checkbox"/> <a href="#">Edward Angerer</a> Historical Musicology	Appointment	Anthropology Promot
Step 1 of 3: Music History Promotion Committee		

**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.

The University of Interfolio > Cases >

## Michael Bishop

Unit: Biology      Template: Custom Case      Status:

**Case Materials**   Case Details

Search case materials by title

Expand All    Collapse All  

### Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Candidate Documents Unlocked

CV 1 required

Title	Details	Actions
<input type="checkbox"/> CV	Submitted by Michael Bishop Jan 15, 2015	

## 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.

California State University-Northridge > Cases >

### Jane Doe (Test 3)

**Send Case** **Case Options**

**Unit**  
Communication Studies

**Template**  
Test - Retention, Tenure and Promotion

**Status**  
● 4th Year - Early Promotion and Early Tenure change

Case Materials **Case Details** 2

**Reviewing as**  
Test Department Chair [change](#)

**Instructions**

By **January 22, 2021 or earlier**, the Department Chair will make available to the candidates their recommendations on promotion, and on retention, tenure, or notice of a terminal year. Please upload the personnel decision letter to the "Case Details" section **after the 10 days** from when the candidate was emailed the decision letter. After uploading the letter, the Department Chair is required to complete the **Filled Out Form** (in the forms section), and enter a recommendation. **Do not enter a vote in the Voting Results section below. The PAF Reviewer Certification form must also be completed and submitted.** This must be completed by **February 1**, or earlier. Forward the case by clicking "Send Case" to next reviewing agency. For step by step instructions please click [here](#).

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

**Required Items** 2 missing

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

**Department Chair Review Letter** **Add**

No files have been added to this section.

**Forms**

Form Name	Assignee	Actions
<b>Recommendation for 3 to 6 Year and Promotion</b> 1 required questions	Candidate 1 (You)	<a href="#">Edit Submission</a>
<b>PAF Reviewer Certification</b> 3 required questions , 1 missing responses	Candidate 1 (You)	<a href="#">Fill Out Form</a>

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.

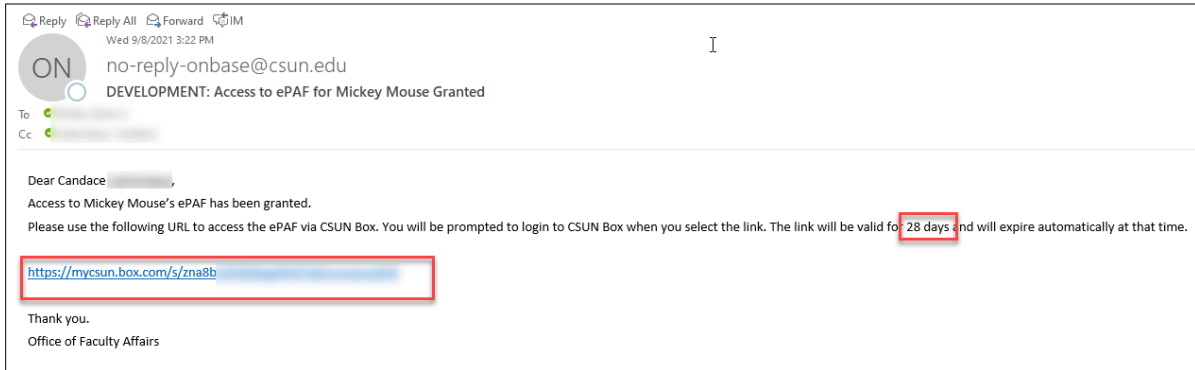


Figure 1: ePAF Access Email

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

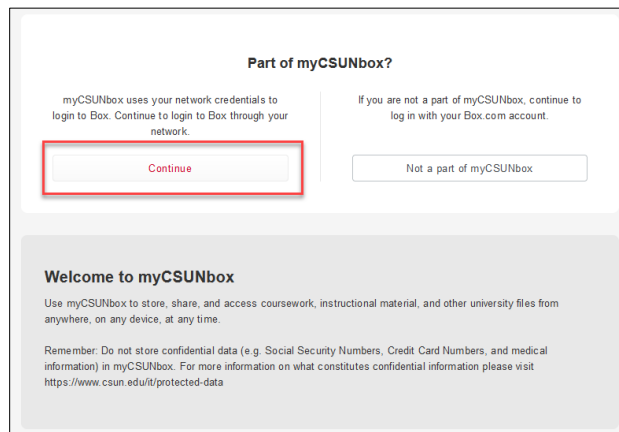


Figure 2: myCSUNbox Screen

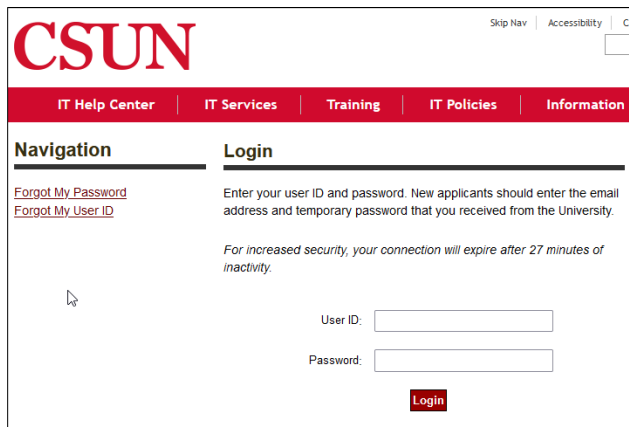


Figure 3: CSUN Login Screen

**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.

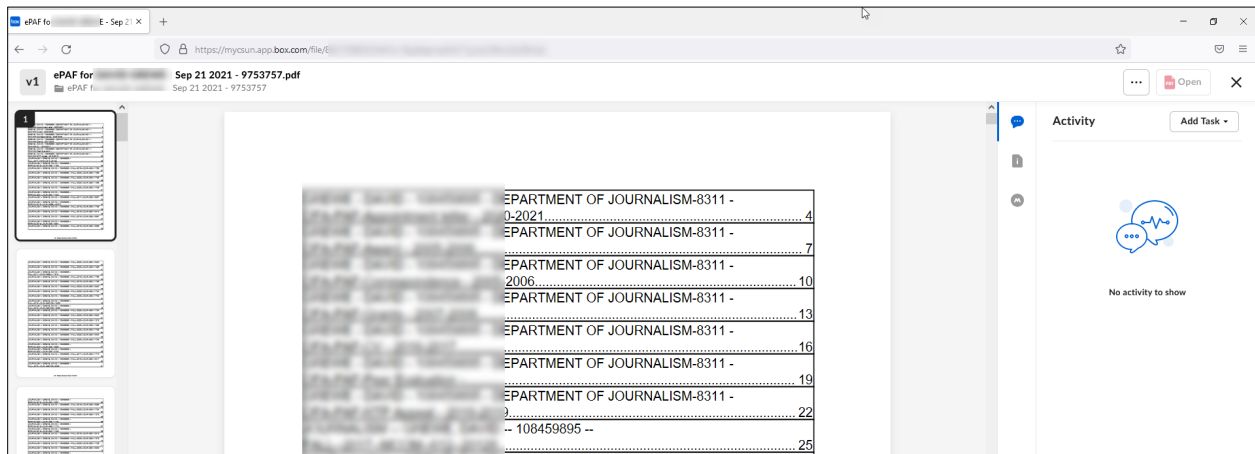


Figure 4: Example ePAF Displayed in Box

## 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.

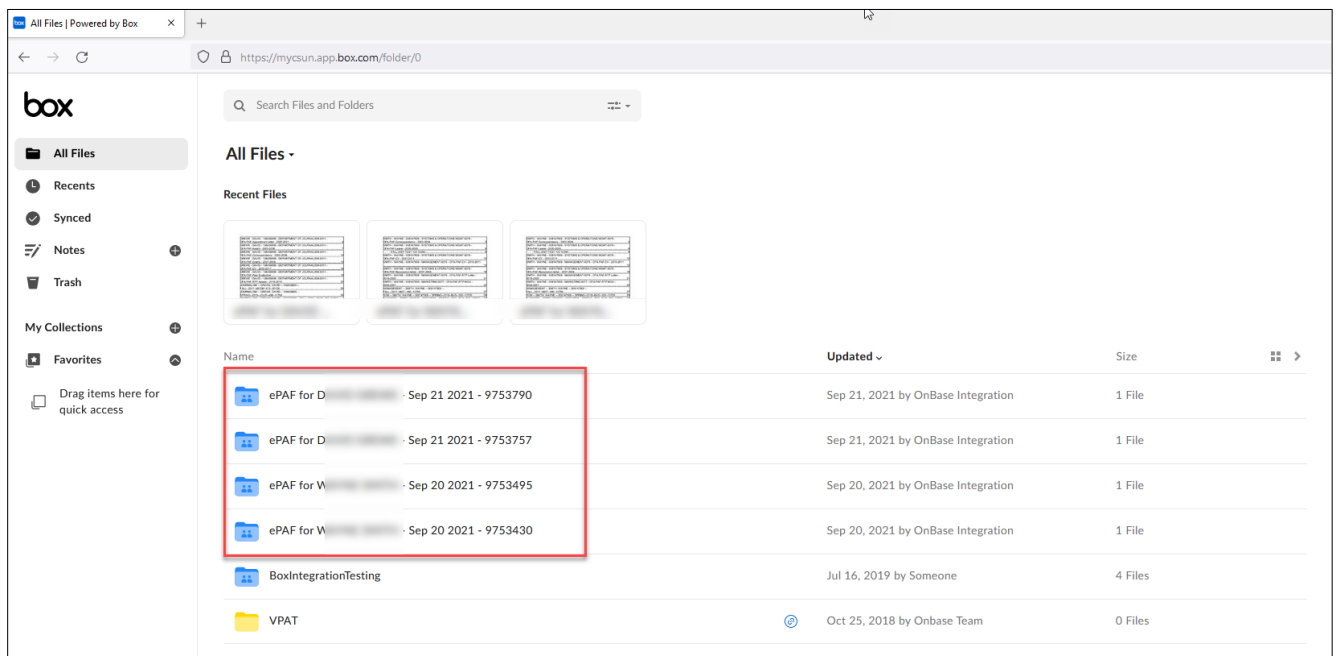


Figure 5: ePAF Folders in Box All Files List

- 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.

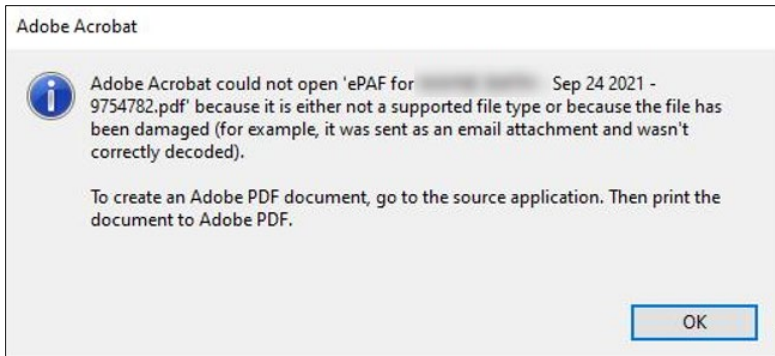


Figure 6: Adobe Error Message in Box Drive

- 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.

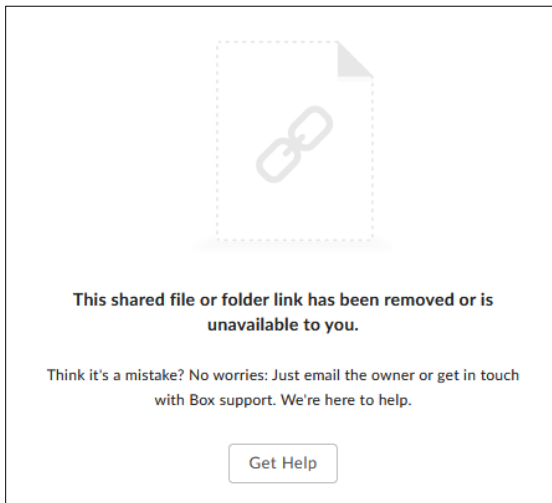


Figure 7: Box Link Unavailable Message

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

**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 \*