Guide for Student Reviewers – Logging in Faculty180 for the first time

When a student reviewer receives an email that an award portfolio is in their queue to review, the student will need to complete the following steps to login. *These steps are only necessary the first time the student logs in.*

1. From the notification email or from <u>home.interfolio.com</u>, type your email into the Email field and click "Forgot your Password."

| 🚯 interfolio | | |
|--------------|---|----------------------------------|
| | Sign In | |
| | Sign in with email | Other Sign In Options |
| | Email * test@students.ecu.edu | Sign in with Partner Institution |
| | Password * Enter Password X | |
| | Password is required. | |
| | Forgot your password? | |
| | Don't have an account? Use Interfolio's suites of services to simplify your academic li Create an account | fe. |

2. Click "Reset."

| Please enter your email address, and we'll send you instructions for resetting your password. | | | | |
|---|-------|--------|--|--|
| Email * | | | | |
| test@students.ecu.edu | Reset | Cancel | | |
| | | | | |

- 3. You will receive an email from Interfolio. Click on the button from that email to create a password.
- 4. Navigate back to <u>home.interfolio.com</u> and enter your email and new password.
- 5. If asked whether you want to navigate to ECU or Dossier, click ECU.
- 6. You will see tasks for each candidate's portfolio in your queue. Follow the <u>Selection Committee</u> <u>Guidance</u> to review candidate portfolios.

| Home Your Packets Faculty180 Activity Reporting | My Tasks 0 | Search O Read Tasks |
|---|------------|---------------------------|
| | Title | Due Date |
| | User Test | |