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 [home.interfolio.com](http://home.interfolio.com), type your email into the Email field and click “Forgot your Password.”

![Sign In](image)

2. Click “Reset.”

![Reset](image)

3. You will receive an email from Interfolio. Click on the button from that email to create a password.
4. Navigate back to [home.interfolio.com](http://home.interfolio.com) 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 [Selection Committee Guidance](#) to review candidate portfolios.