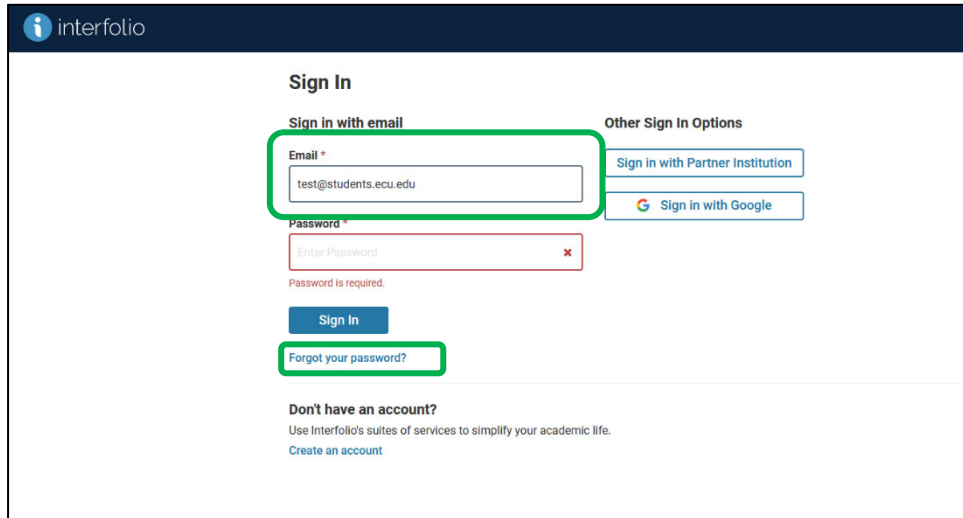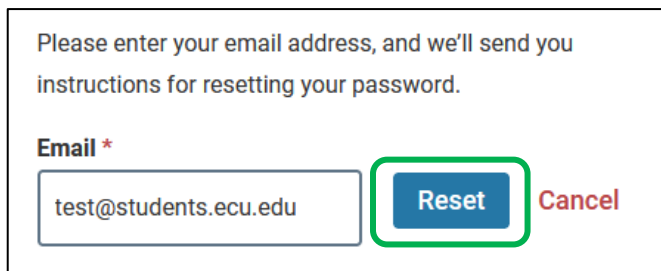# Guide for Student Reviewers – Logging in Faculty180 for the first time

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, type your email into the Email field and click "Forgot your Password."

2. Click "Reset."

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 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.