How to Create a Case in Interfolio

1. Navigate to [https://account.interfolio.com/login](https://account.interfolio.com/login)

2. Click "Sign in with Partner Institution"
3. Click "Search for your institution"

4. Choose "Case Western Reserve University"
5. Click "Sign In"

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

Case Western Reserve University

Sign in with an Interfolio account

Don't have Interfolio?
Use Interfolio to manage your academic career.

Click "Sign In"

6. Click the "Cases" tab along the left side.
7. Click "CREATE CASE" in the top right corner.

8. Click "add SELECT CANDIDATES"
9. Search for and select the candidate. **Please note: If the candidate cannot be found, a user profile will need to be created first.**

10. Click "ADD CANDIDATES"
11. Click "CONTINUE"

12. Click the "Unit for Case(s)" field.
13 Choose your department.

14 Click the "Type" field.
Choose the template type.

Choose the template. **Please note: You should only use those labeled "SCHOOL OF MEDICINE". Those labeled "Case Western Reserve University" will not route to Faculty Affairs.**
Click "CONTINUE"

Click the calendar to add a deadline for the candidate to submit materials. Deadlines are not required but encouraged.
Choose if the candidate will be involved in the case (submitting materials themselves). **If "no" is chosen, the department must submit the candidate's materials in the case.**

Choose if you would like to notify the candidate. Yes, will send a message to the candidate and allow them to start submitting materials. Choose no if you are submitting materials on behalf of the candidate.

Click "CREATE 1 CASE"