

Interfolio Academic Appointments Resources

CWRU Quick Links

Below are CWRU-based resources for Interfolio users.

Access Request Form (Faculty Actions)	Postdoc Appointment Process Overview
Access Request Form (Postdoc Actions)	School Finance Approver Guide
How to Create a Case (Faculty)	Visa Office Approver Guide
How to Create a Case (Postdoc)	Office Hours
How to Close a Case	Training Slide Deck (updated 2025)
How to Duplicate a Template	CWRU Webpage

Interfolio Quick Links

Below are resources from Interfolio for system users.

Contact Information	External Evaluations
Creating and Managing Cases	Reviewing Cases
Creating and Managing Committees	Office Hours
Creating and Managing Forms	Product Help Site / AI Chatbox
e-Learning Training Courses	User Roles