

## Accessing Interfolio RPT Packet

To access your Annual Review/Promotion packet sign in to Interfolio and select University of Rhode Island:

interfolio

Hi Phillip,  
Where do you want to go?

THE UNIVERSITY OF RHODE ISLAND

i dossier

This will take you to your RPT packet

This will take you to Dossier. A space where you can store and share your documents. Your RPT packet will NOT be here.

Your faculty's packets will be accessible from two locations. At login on your dashboard you will see your packet within My Tasks:

THE UNIVERSITY OF RHODE ISLAND Phillip Testeira

Home Your Packets

Review, Promotion and Tenure Cases

My Tasks 1

1 Unread Tasks

0 Read Tasks

Title	Due Date
Phillip Testeira Tenure-Track, Clinical, and Research Faculty - Review MASTER   University of Rhode Island   Review	

Similarly you can click on "Cases" to see all active and past packets:

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Home Your Packets

Review, Promotion and Tenure Cases

Templates Administration Reports Users & Groups

My Tasks 1

1 Unread Tasks

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Title	Due Date
Phillip Testeira University of Rhode Island   Review   Tenure-Track, Clinical, and Research Faculty - Review MASTER	Nov 1