If you are a new user, please follow the “Account Activation” steps. Please note that users create their own passwords, they are not set by Interfolio or Faculty Advancement.

If you have used Interfolio in the past but cannot access your account, please follow the “Recover a Lost or Forgotten Password” steps.

**Account Activation**

1. Faculty Advancement will invite new users to Interfolio via email. User names will be set up as your SDSU email address. Please follow the “Activate Now” link in the email. If your link has expired, please either select the “requesting a new password” option in the email or follow the “Recover a Lost or Forgotten Password” steps.
Interfolio ByCommittee
Account Activation and Password Setup

2. Once you select “Activate Now”, an Interfolio page will open to enter your name and select your password.

3. Once you enter your information and select “Continue”, your account has been finalized and your Interfolio Dashboard will appear.
Interfolio ByCommittee
Account Activation and Password Setup

Recover a Lost or Forgotten Password

If you have lost or forgotten your password, or cannot sign in using the account activation email link, please follow the following steps.

1. Select the “Sign In” button on www.interfolio.com

2. Click the link for “Forgot your password?”
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3. Enter the email associated with your Interfolio account and select “Send Password”.

4. Interfolio will send you an email with a link to reset your password.