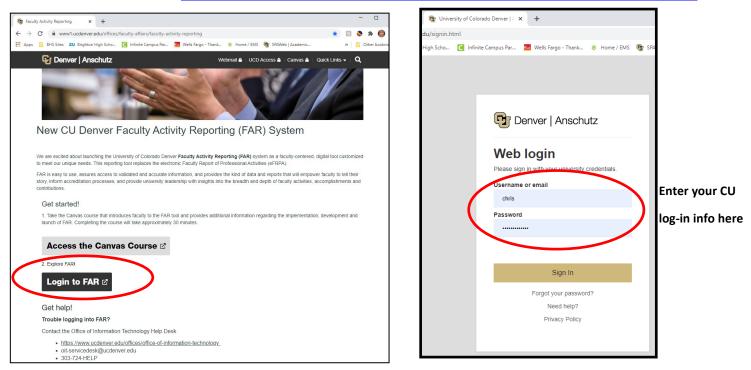
Interfolio

1. Log into the FAR system: https://www1.ucdenver.edu/offices/faculty-affairs/faculty-activity-reporting



2. Click on 'Activities' and then then click on the 'Jump to Section' dropdown box to find the type of activity you want to enter. Enter all of your data here in its appropriate category.

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Home FAR Announcements & Help Profile Activities	My Tasks O Unread Tasks		O Read Tasks	Search			
Forms & Reports Vitas & Biosketches	Title Due Date		University of Colorado Derver			CHRISTINA SMITH 🗸	
Find Colleagues	Looks like yo	u're all caught u	Home FAR Announcements & Help Profile Activities Forms & Reports Vitas & Biosketches Find Colleagues	CU Deriver > Activities Information that needs regular updating such as courses taught, committee grants, awards, etc. Jump to Section Courses Taught (CU-SIS) Courses Taught (Not CU-SIS) Individual Instruction / Supervision (CU-SIS)		Quicklinks ∨ es, publications, scholarly and creative activities, Show All Show All Hide All Help Help Help	
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			0	Paid Consulting		😮 Help	
			© 2020 Interfolio, Inc. Program Policies	Professional Devel	opment	🚱 Help	

3. Scholarly activities can have the status of "<u>in progress</u>," "<u>submitted</u>", or "<u>completed</u>," based on your previous e-FRPA reports. Go through all of your entries and change <u>"in progress</u>" and "submitted" to <u>"completed</u>" if they have been published. You do this by clicking the pencil icon to <u>EDIT</u> the entry

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	Article	In the driver's seat: Examining how protection orders benefit victims of intimate partner violence	Handbook of Interpersonal Violence Across the Lifespan	1019	Completed/Published	d Fal 2019	Other			
	Article	Child Abuse and the Experience of Violence in College Dating Relationships: Examining the Moderating Effect of Gender and Race.	Journal of Family Violence	2015	Completed/Published	i Fall 2015	Other	1		
	Article	Measuring the Impact of Police Representativeness on Communities	Policing: An International Journal of Police Strategies & Management	2116	Completed/Published	1 F/II _016	Other	1		

4. Entries of activities that are ongoing do not have to be re-entered each year. You just need to change the end term to "<u>ongoing</u>." For example, you are probably on committees that are ongoing like the MPA committee or you may be on editorial board that are ongoing. Again, just <u>EDIT</u> the entry by clicking the pencil icon.

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Profile	practice of librarianship, referee of scholarly manuscripts, etc.). Note that paid consulting and attendance at									
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	Member, American Society of Criminology	Service to the field of criminology and criminal justic			Fall 1996	Ongoing	Scholarly/Prof. Or Other Professiona Activities			,
	Editorial Board for Women and Crime	Service to the field of criminology and criminal justice	2020	2020	Spring 2002	Ongoing	Scholarly/Prof. Or Professional Committees or Boards	g.: 🥖	* 33 L	'
	Member, SPA Criminal Justice Committee	Service to the School of Public Affairs			Fall 2006	Ongoing	CU/College/Schoo	ol 🥑	' O L	J
	Member, American Society of Criminology Division on Women and Crime		2012- 01-01	2012- 12-31	Spring 2012	Fall 2012	Scholarly/Prof. Or Other Professiona Activities		° 🛛 🗖	J

5. To produce the annual review report, go to "<u>Vitas & Biosketches</u>". Then click on the eyeball icon next to "Standard CV"

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		Forms & Reports Vitas & Biosketches Find Colleagues	Bibliograph Standard C	у	Prostiption	Un	iversity of Colorado - Denver iversity of Colorado - Denver	

NOTE- Interfolio automatically defaults to 2019 as the start date and will start producing the report automatically, let the process run, then after the report runs you need to change the report dates (see below).

Emulating ANGELA R GOVER	Emulation Details Exit Emulation	
University of Colorado Derver	CHRISTINA SMITH 🗸	Change the start date to Spring 2020
Home FAR Announcements & Help Profile Activities Forms & Reports Vitas & Biosketches Find Colleagues	CU Denver > Vitas & Biosketches > View Vita View Vita Vita Options Type* Institutional Personal Standard CV* (University of Colorado - Denver) Date range* All Ocustor End* Fall U2019 Fall 2020 Hide date range only applies to items from activity input	and end date to Fall 2020 then press " <u>Refresh Vita</u> " to produce your 2020 annual report CV (previously known as the e-FRPA). You can then scroll down to view the online version, but you must hit " <u>Export/Share</u> " to download it to Word and/or PDF to be submitted to the APC
	ANGELA GOVER@UCDENVER.EDU	ocument 2



For further assistance, contact <u>Chris.Smith@ucdenver.edu</u>. She can help walk you through how to update or correct your data, how to produce reports, or any other issues with Interfolio. This can be done through a Zoom screen share meeting and/or you can assign Chris permission to "Emulate" you within your Interfolio profile so that she can make edits or run reports on your behalf. This permission can be assigned for a specified period of time that you enter, or it can be ongoing. This permission can also be rescinded at any time.

For information on how to assign "Emulate" access, please click here to watch a short one-minute how-to video.