



DIRECTIONS TO ALLOW
SUPPORT STAFF ACCESS TO
FACULTY UOFL FOLIO
ACCOUNT

ACCOUNT REQUIRED IN ORDER GRANT ACCESS

Please note:

- In order to provide access the staff member will need a UofL Folio account.
- This can be done by the staff member requesting access through the online request portal:
 - <https://louisville.edu/medicine/facultyaffairs/ul-interfolio/support-staff-interfolio-access-request>
- Once an account has been created, faculty member will be able to use the following directions that will allow the staff member to emulate the faculty member.

STEPS TO GRANT ACCESS TO STAFF MEMBERS

1. Go to "Account Access" located on the left navigation list
2. Click "Add" under the *Users Granted Access to My Account*

Interfolio >

Account Access

Users Granted Access to My Account

<input type="checkbox"/>	Name	Unit	Access Rights	Last Access Date
No data available				

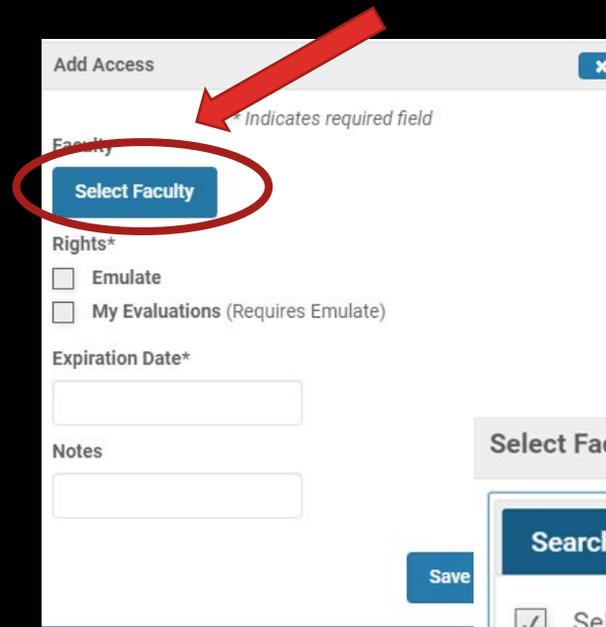
Add **Delete Selected**

Accounts I Can Access

Name	Unit	Access Rights	Last Access Date
No data available			

STEPS TO GRANT ACCESS TO STAFF MEMBERS

3. Click "Select Faculty"
4. Make sure the "Show Support Accounts" is checked



Add Access

* Indicates required field

Faculty

Select Faculty

Rights*

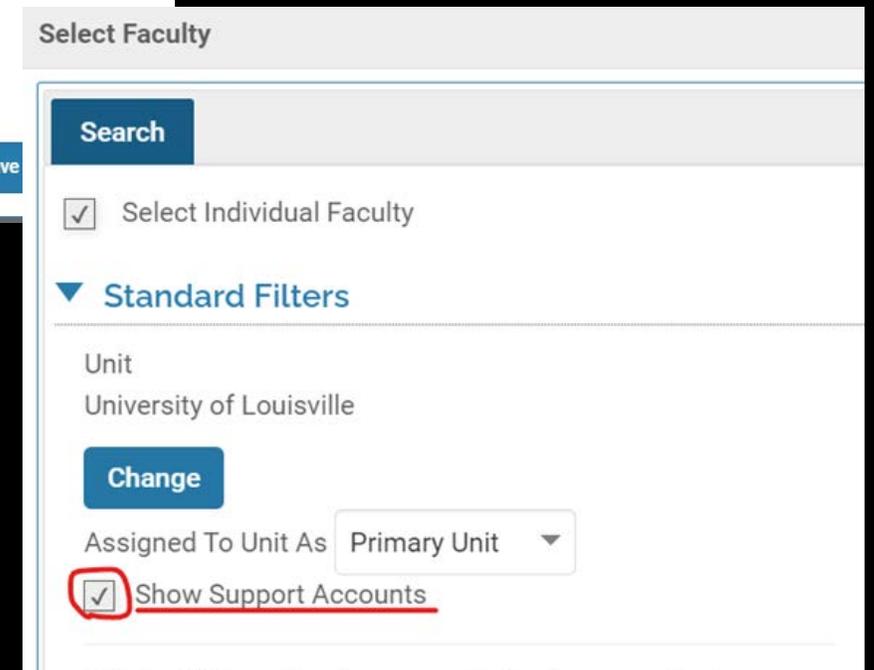
Emulate

My Evaluations (Requires Emulate)

Expiration Date*

Notes

Save



Select Faculty

Search

Select Individual Faculty

Standard Filters

Unit

University of Louisville

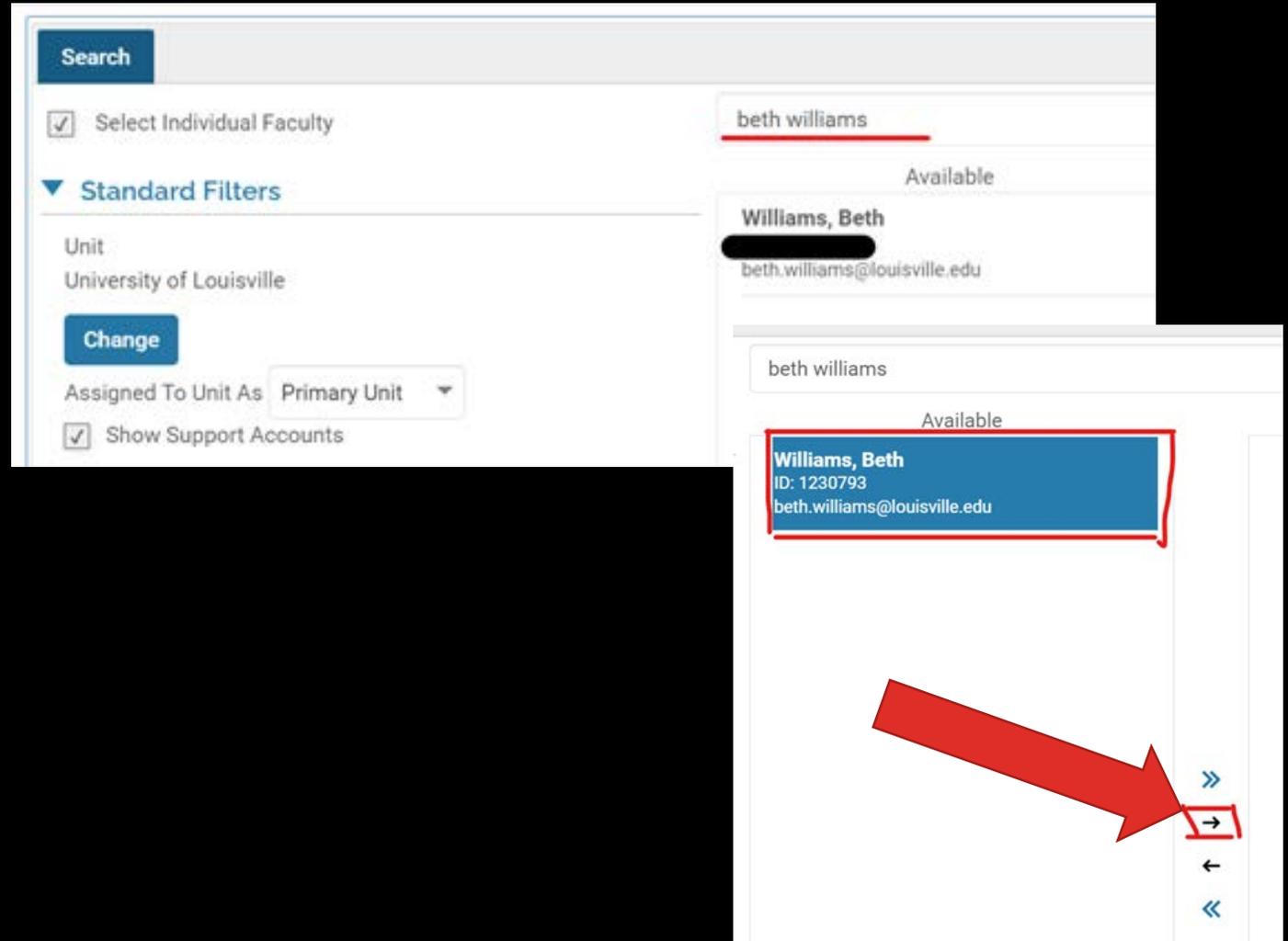
Change

Assigned To Unit As Primary Unit

Show Support Accounts

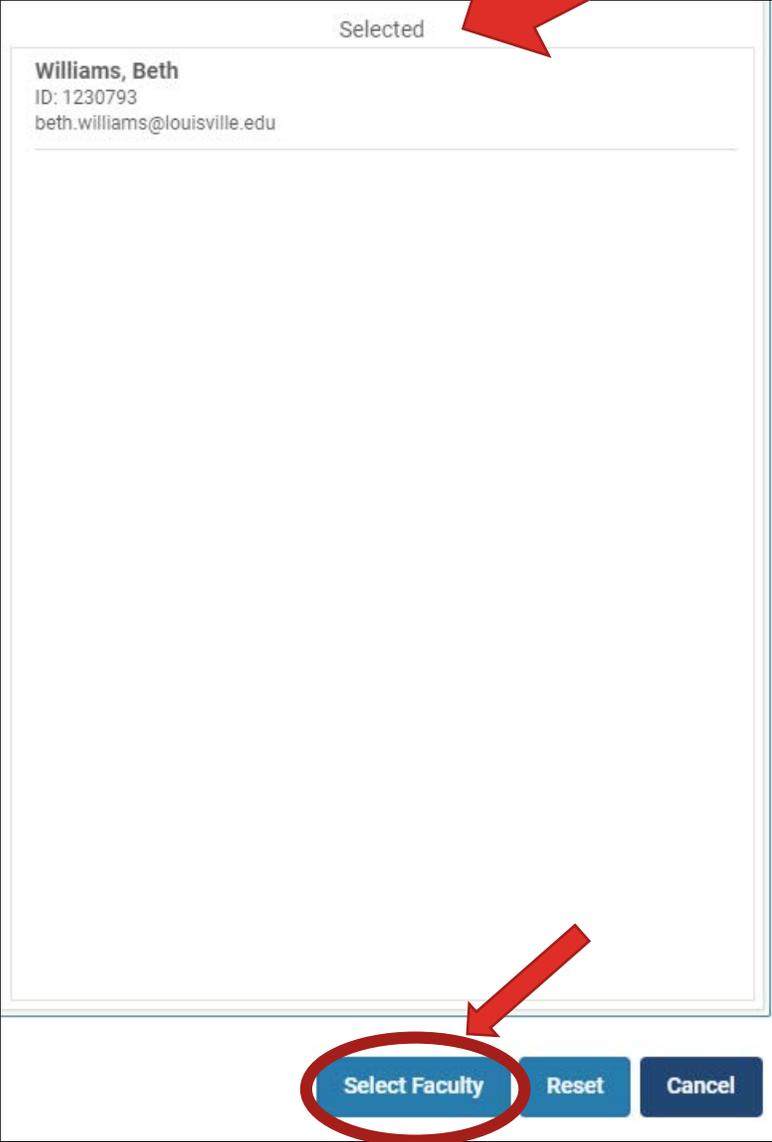
STEPS TO GRANT ACCESS TO STAFF MEMBERS

5. Search for staff member name in the search box
6. Chose the person you would like to emulate you from the list and click the arrow pointing to the right



STEPS TO GRANT ACCESS TO STAFF MEMBERS

7. The name will then show in the right column labeled selected
8. You will then click "Select Faculty" at the bottom of the screen



The screenshot shows a user selection interface. At the top, the word "Selected" is displayed. Below it, the name "Williams, Beth" is listed, along with her ID "1230793" and email "beth.williams@louisville.edu". At the bottom of the interface, there are three buttons: "Select Faculty", "Reset", and "Cancel". The "Select Faculty" button is circled in red, and a red arrow points to it from the bottom right. Another red arrow points to the "Selected" header from the top right.

STEPS TO GRANT ACCESS TO STAFF MEMBERS

9. Click "Emulate" and add an expiration date (the date is required)
10. Click save and they should then show up on the list under *Users Granted Access to My Account*

Add Access ✕

* Indicates required field

Faculty*

1 Faculty Selected

Rights*

Emulate

My Evaluations (Requires Emulate)

Expiration Date*

Notes

Save Cancel