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:

  o 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*

STEPS TO GRANT ACCESS TO STAFF MEMBERS

3. Click "Select Faculty"

4. Make sure the "Show Support Accounts" is checked
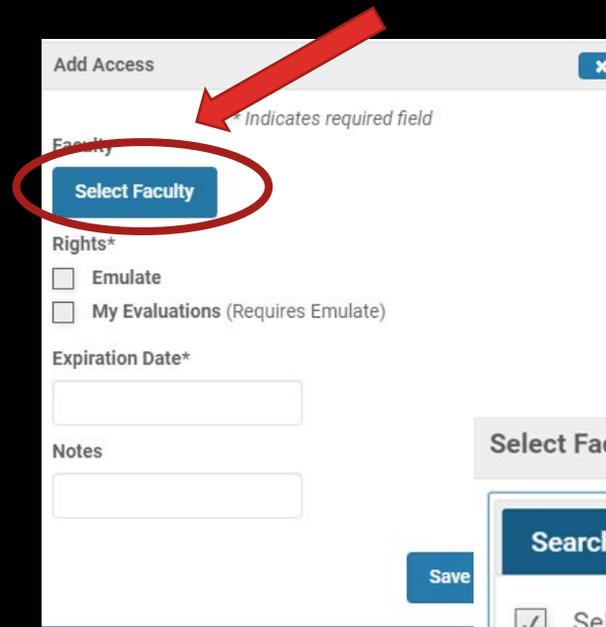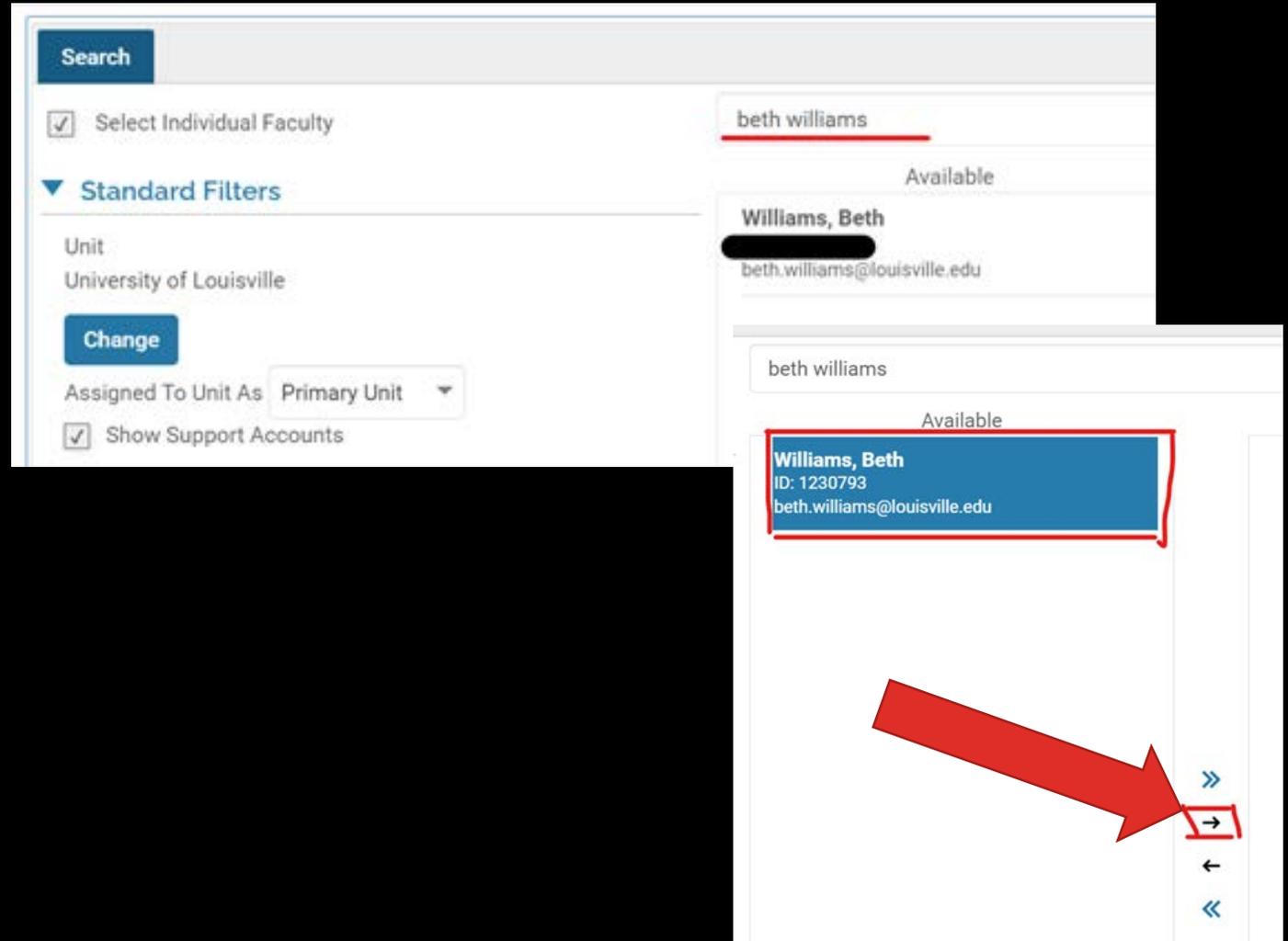
STEPS TO GRANT ACCESS TO STAFF MEMBERS

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
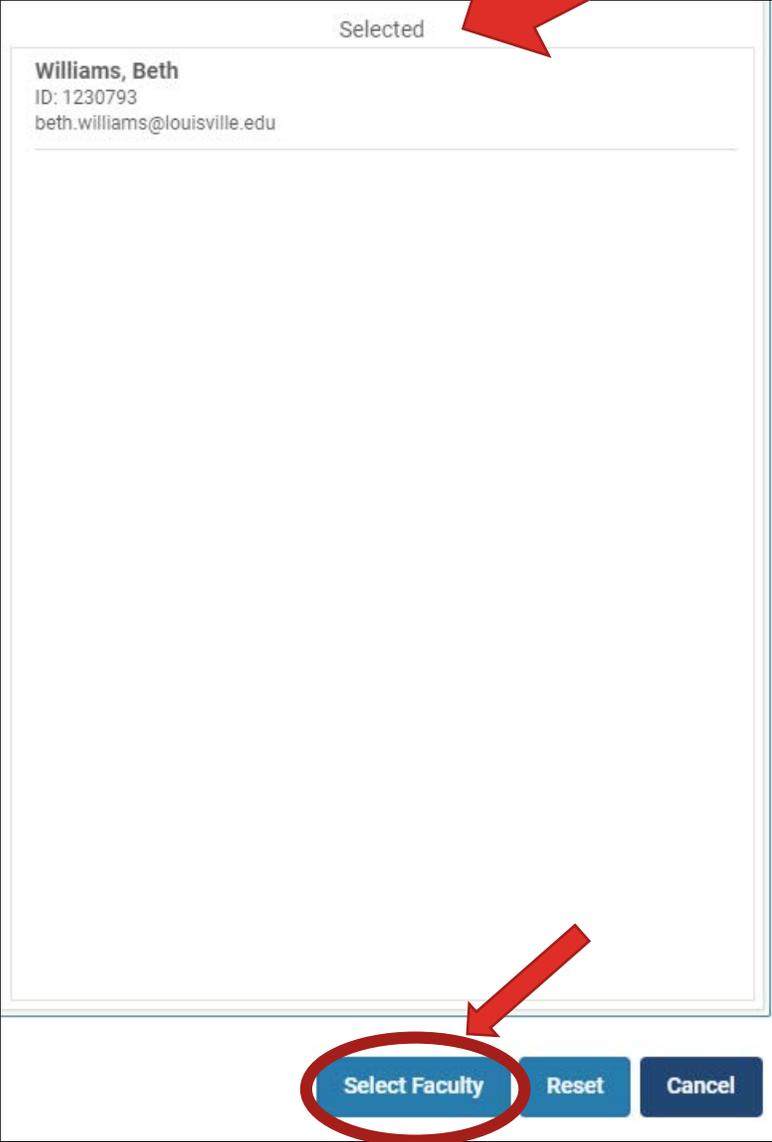
STEPS TO GRANT ACCESS TO STAFF MEMBERS

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*