You do not need a separate user name and password if you log in to Interfolio through Brown's Shibboleth system. To do this:

1. go to Interfolio.com

2. click the Sign In button (outlined in red), on the upper right hand side of the screen

3. a drop down list will appear. Instead of typing in a username and password, click the "partner institution" button

4. the page that opens next reads "Sign in through your institution"

5. Under "Search for or select your institution," click "Brown University--Dean of Faculty"

You will then be routed through Shibboleth to the landing page for Interfolio. Click the green "View Cases" button next to Review, Promotion and Tenure. You will then see a list of all cases that are currently available to you.