

INTERFOLIO DOSSIER MERGING YOUR ACCOUNT

OVERVIEW

Interfolio Dossier is a free online platform for scholars to collect and curate scholarly material. If you have an Interfolio Dossier account prior to joining the Dickinson Community, you will need to merge your existing account with your Dickinson account. This document provides instruction on how to perform the merge. For more details visit the [Interfolio software support site](#).

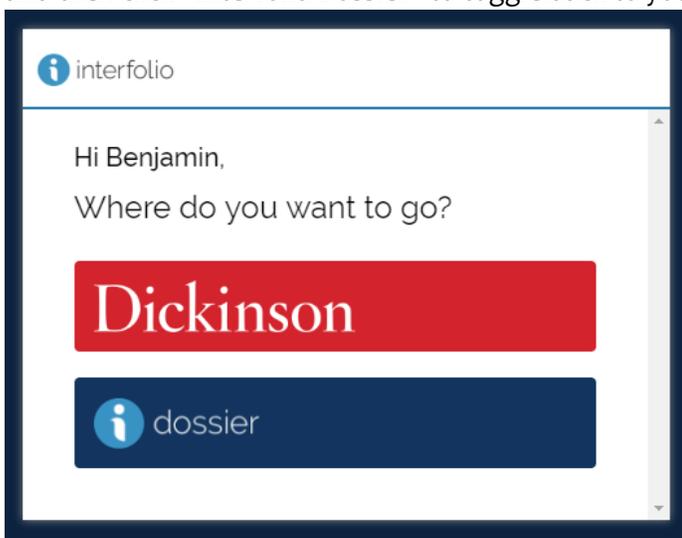
LOGIN

To access your Dossier:

1. Go to the Gateway (<https://gateway.dickinson.edu>)
2. **Click the Interfolio icon** on the Application Launch Pad

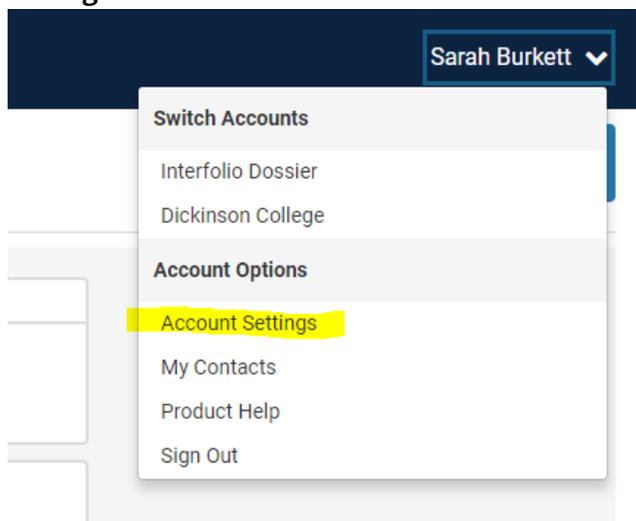


3. If asked “Where do you want to go?” **select dossier**. (Note: Not everyone will see this step. If you are in Interfolio Review, Promotion and Tenure, click your name in the top right corner, and then click “Interfolio Dossier” to toggle back to your Dossier.)



MERGING YOUR ACCOUNT

1. In your dossier, **click your name** in the top right corner of the screen, and **select “Account Settings.”**



2. **Select “Email & Communication”** from the left-side menu
3. **Click “Merge Accounts.”**

interfolio Sarah Burkett ▾

Settings

- Basic Information
- Email & Communications**
- ID Numbers
- Subscription & Billing
- Signing in & Password

Email + Add Email

Email notifications related to your Dossier account (such as renewal notices) will only be sent to your primary email address.

Primary **burketts@dickinson.edu**

If you have another account under a different email address you can merge the accounts to access all the information in one place. [Learn more about merging accounts](#)

Merge Accounts

Communications

Note: you will always receive important messages and notifications about your account, such as when you reset your password, or when a requested letter or evaluation arrives.

Yes, I'd like to be contacted by email about product updates, news, and best practices.

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4. Enter your other account's email address and password in the "Account to be merged" area.

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Merge Accounts

To get started, please enter the email address and password of the account you'd like to merge with this one.

Current account: **Sarah Burkett**, burketts@dickinson.edu

Account to be merged

Email address * Or sign in with:

Password * Show password

[Forgot email or password?](#)

Why merge accounts?
Merging allows you to access all the materials, letters, deliveries, and other information from the merged accounts in one place.

[Learn more about merging accounts](#)

5. Read through and check the acknowledgement information.
6. Click "Merge Accounts." You should then see a Merge Complete screen.