## CALIFORNIA STATE UNIVERSITY LONG BEACH | FACULTY AFFAIRS

## **CANDIDATE'S QUICK REFERENCE GUIDE**

**Review, Promotion & Tenure** 



## **How Do I Remove/Delete A Document From My Packet?**

To delete a document from your packet, click **Remove**.

Title	Details	Actions
Curriculum Vitae	Added May 20, 2019	Edit   Remove

Then, click Yes to confirm the document can be deleted from your Packet.



NOTE: The Remove function deletes the document from your current packet only.

The Remove function does NOT delete the document from Dossier or a prior packet.

Technical issues with Interfolio (i.e., navigation, accessing your packet, uploading materials) can be directed to <a href="https://help@interfolio.com">help@interfolio.com</a>.