Starter Guide to the Texas A&M AgriLife Interfolio F180 Reporting System
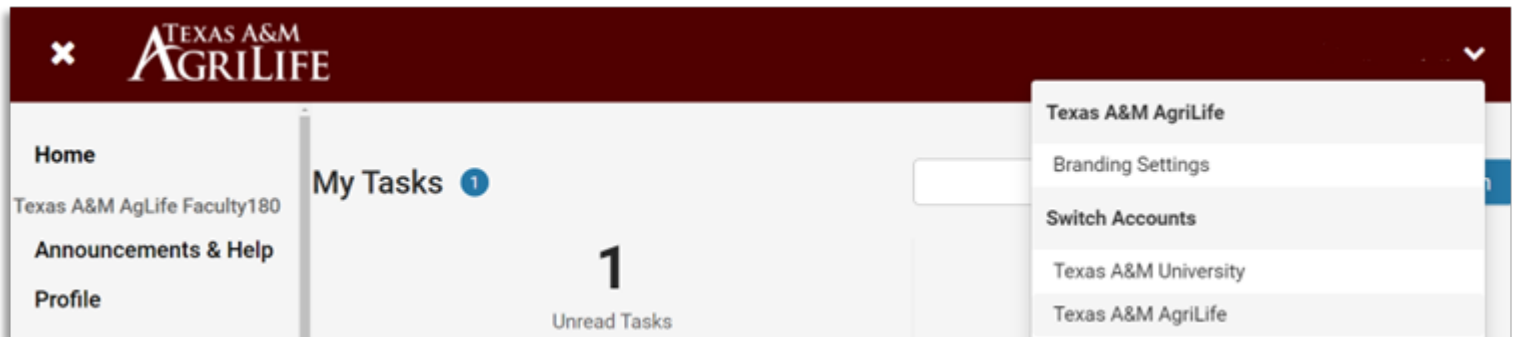
1. Navigate to the Texas A&M AgriLife platform at https://tx.ag/agrilifeF180. If you do not see the Texas A&M AgriLife logo on the upper left-hand of the maroon banner (shown below), select the drop-down menu to the right of your name and switch accounts to the **Texas A&M AgriLife** option.
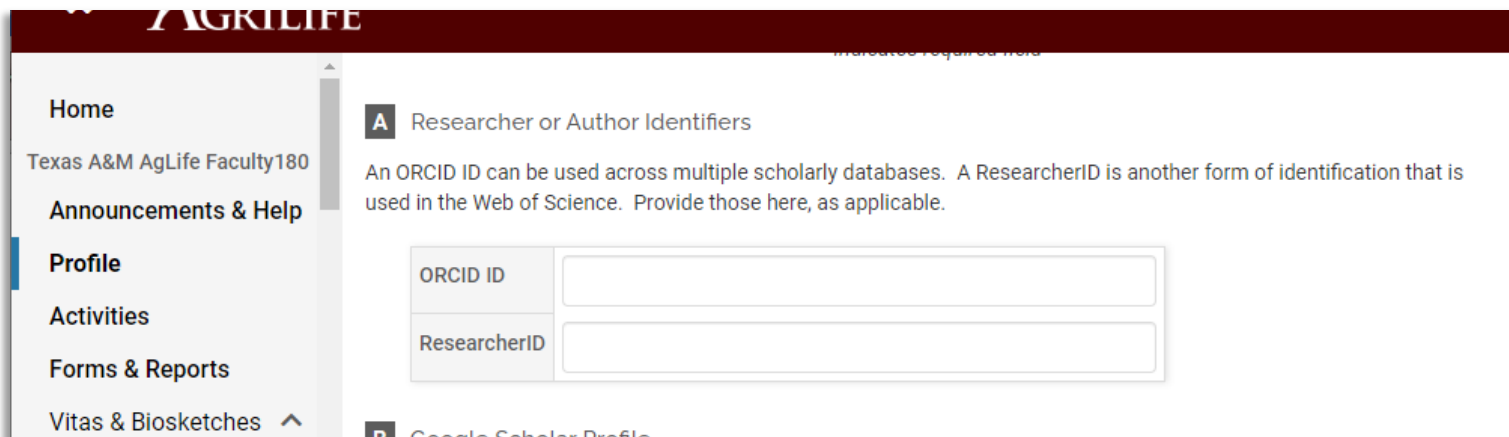

2. Navigate to the **Profile** tab on the left menu. Explore each section of your profile and make edits as desired. Use the *Show All* option to expand details, and edit the contents of each section by clicking the *Edit* or *Add* buttons at the bottom of each section. Pay particular attention to:
    a. the **Biography** section which may be used to populate faculty biographies,
    b. the **Honors and Awards** section, as these are not tied to the **Activities** tab, and
   c. the **Scholarly Impact Metrics** section, as these are valuable metrics for annual evaluations.
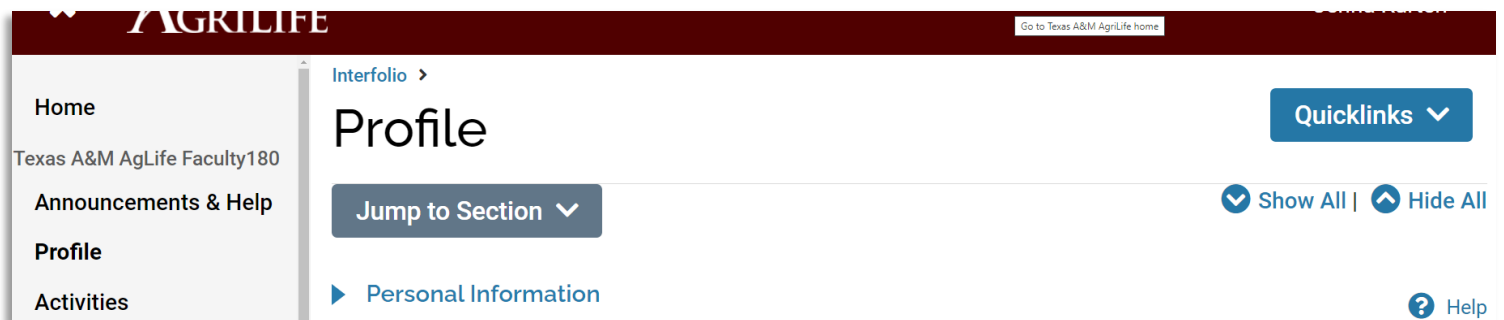
3. If you would like AgriLife Administration to help you populate scholarly activities in your Activities tab, navigate to the **Researcher/Author Identifiers** section and click the *Add* button. If you prefer to populate your own scholarly activities, this section should remain blank. Information entered in the **Researcher/Author Identifiers** section will be used to populate scholarly activities using publicly available and exportable information. Data curated by AgriLife Administration will be loaded in your profile once during the Fall semester as you prepare for annual faculty reviews (typically the last week of October). To avoid duplication, enter the following:
    a. your ORCID ID (which will be used to search the Web of Science),
    b. your ResearcherID (which will be used to search the Web of Science), or
    c. your Google Scholar profile name exactly as it is listed in Google Scholar which may allow us to extract information (*subject to very unreliable Google Scholar permissions at any given time*).

Exiting this section without saving will result in loss of data that you have entered. Click the *Save and Go Back* button to save your changes and return to the previous screen.

4. Navigate to the **Activities** tab on the left menu. Use the *Show All* option to expand details and edit the contents of each section by clicking the *Add* button at the bottom of each section or the pencil icon to edit existing records. Pre-populated official TAMU data (e.g., Grants and Contracts, Courses Taught, and Graduate Student Advising) will not be editable, but faculty may add missing records as appropriate. Faculty may enter historical information as well, but AgriLife only requires data for the calendar year in which faculty are being evaluated for annual reviews. Several strategies for streamlining entry of **Scholarly Contributions and Creative Productions** are available at https://aglifesciences.tamu.edu/interfolio-faculty-180-support/. See #3 (above) as another option for importing scholarship.
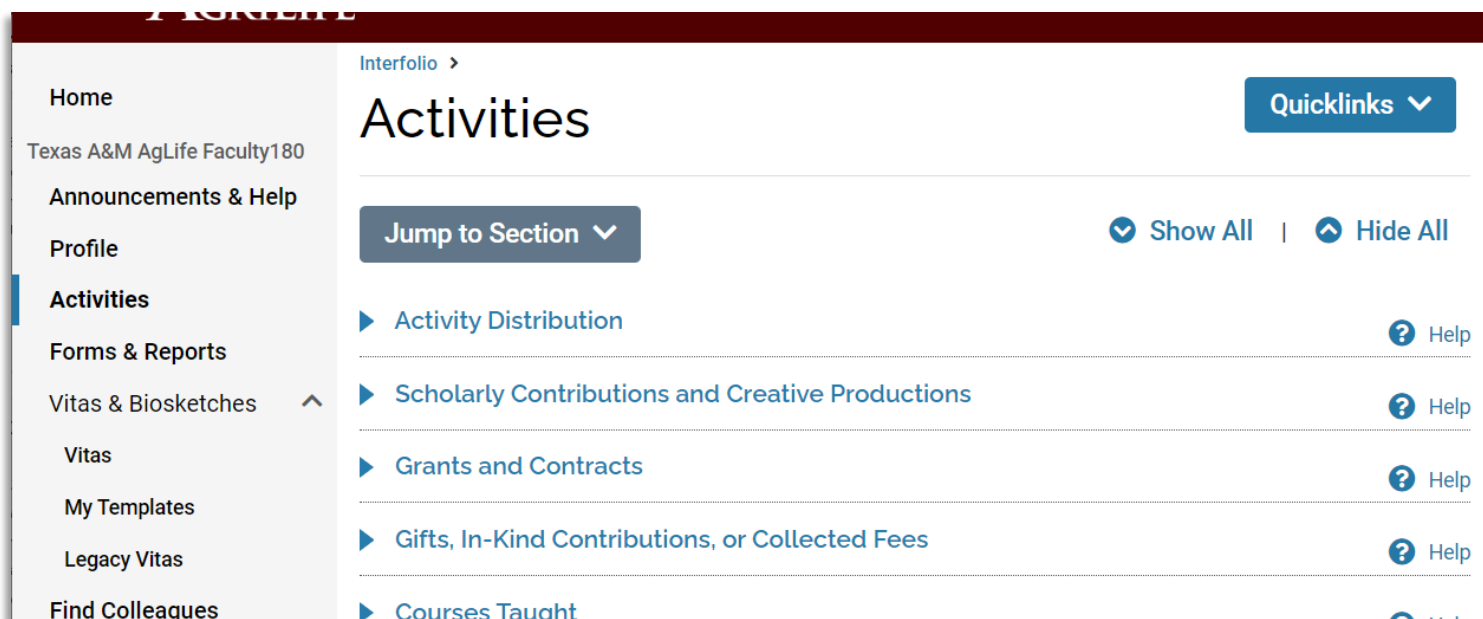
5. Faculty may enter information in Interfolio F180 throughout the year. However, during the annual activity input period (typically November 1 to January 15), each user is asked to verify the accuracy of their information for the calendar year and submit their Activity Input report to AgriLife administration. During this time frame, you will see a purple button at the top of the **Activities** tab which reads "Go to Activity Input Request." Click the purple button and verify all activities are accurate for the calendar year.

6. When you are satisfied, select the *Submit to Administration* button on the page to indicate that your report is complete. This will create a time-stamped report for distribution to administration. *NOTE: If you need to edit or add information after your submission, simply repeat this step which will overwrite your previous submission.

7. To learn additional details about each section of the **Profile** and **Activities** tabs, you can select the *Help* button on the right-hand side of the section title to expand comments and suggestions.

8. For additional resources, you may visit https://aglifesciences.tamu.edu/interfolio-faculty-180-support/ or you may email the AgriLife F180 help team at agrilifef180help@ag.tamu.edu with specific questions about your account. There is also an Announcements & Help tab in F180 which includes frequently asked questions.