FlashFolio
Share Electronic Copy

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1. Once in FlashFolio, click on Vitas & Biosketches in the left column.

2. Click on the eye icon across from the name of the process you want to share information regarding (tenure, promotion, reappointment, etc.)

3. Set the date range for the materials you want to share. To share only materials from a single year, set it to begin in Fall of that year (ex. 2017) and end in Fall of the same year. To share all years, including future, select all.
4. Click the Export/Share button and select the Web Link option.

5. Copy the URL that appears in the box. Anyone you share this URL with will now have access to the files you have chosen.