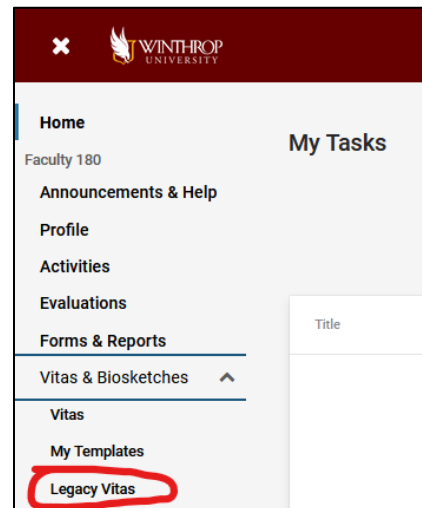
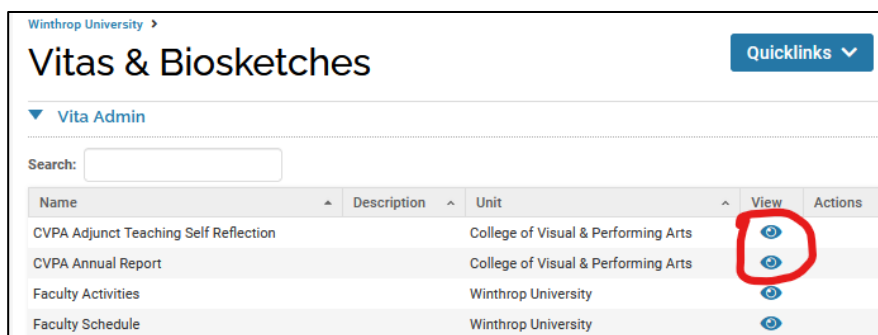


## How to download a copy of your Annual Report from Faculty180 (Interfolio)

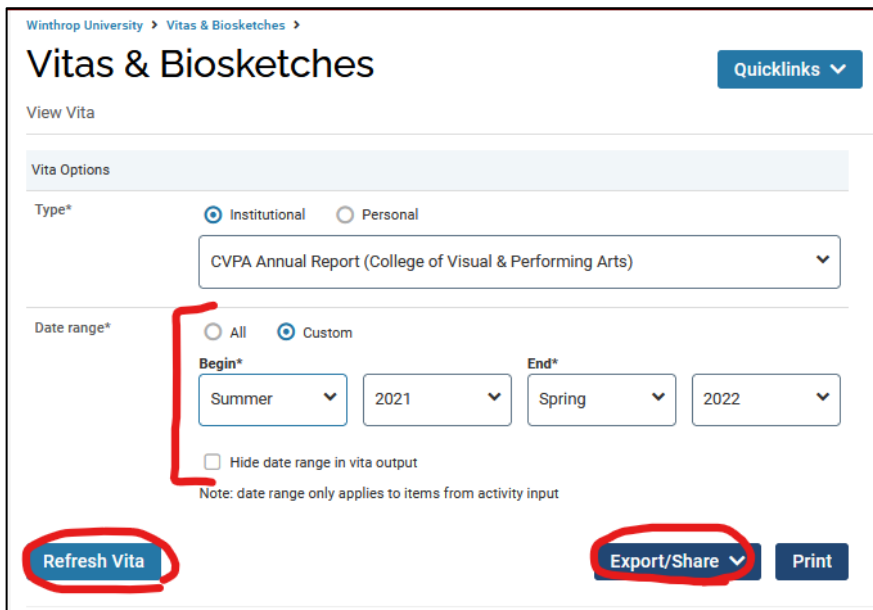
1. In the main menu on the left side of the screen, click on **Vitas & Biosketches** and then select the **Legacy Vitas** option in the submenu that appears below it.



2. The legacy vitas page will show you a list of all of the templates available for your college. Click on the eyeball icon next to the annual report type that you complete.



3. On the actual report builder page, adjust the **Date Range** to show the dates for the annual report year that you want to download. *For example, to run a report for the 2021-2022 Academic Year, select Summer 2021 under Begin and select Spring 2022 under End.*



4. Click the **Refresh Vita** button to update the report with those date settings, and then select **Export/Share** to download the report as either a Word document or a PDF.

5. To download the annual report for an additional year, change the date range to reflect the year you need, and then click Refresh Vita again, followed by Export/Share. *Note: most colleges changed their annual report format in 2018 or 2019. If you need to run an annual report using an older template, select the older template from the dropdown menu in the top section of the page. The template name will include a reference to the date that it was replaced, such as "prior to Fall 2019".)*