**INTERFOLIO RTP STEP-BY-STEP RESOURCE**

FOR CANDIDATES, DRTPC, DEPARTMENT CHAIRS or others who assist with RTP process management

# Getting Started

1. Log in to “[My CPP](https://my.cpp.edu)”
2. Click on “Online Services”



1. Click on “Interfolio” from the A-Z listing



1. Select sign in through “Partner Institution” button located on right-hand side of screen



1. Type “Pomona” in the search box, select “California State Polytechnic University, Pomona” and click “Sign In”



1. You are now on the home page for Interfolio

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