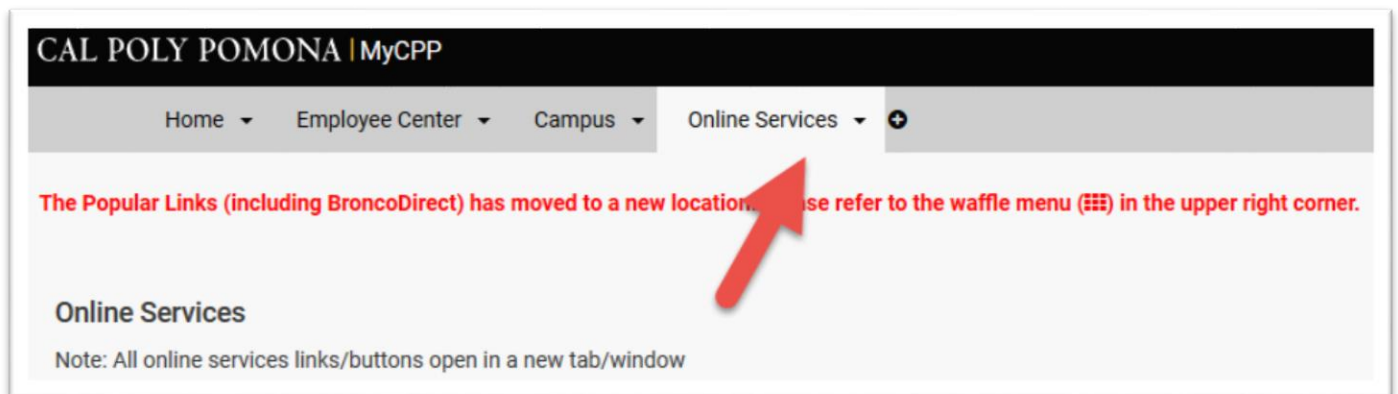


INTERFOLIO RTP STEP-BY-STEP RESOURCE

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

Getting Started

1. Log in to “[My CPP](#)”
2. Click on “[Online Services](#)”



3. Click on “[Interfolio](#)” from the A-Z listing



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



Sign In

Sign in with email

Email *
Enter Email

Password *
Enter Password

Sign In

[Forgot your password?](#)

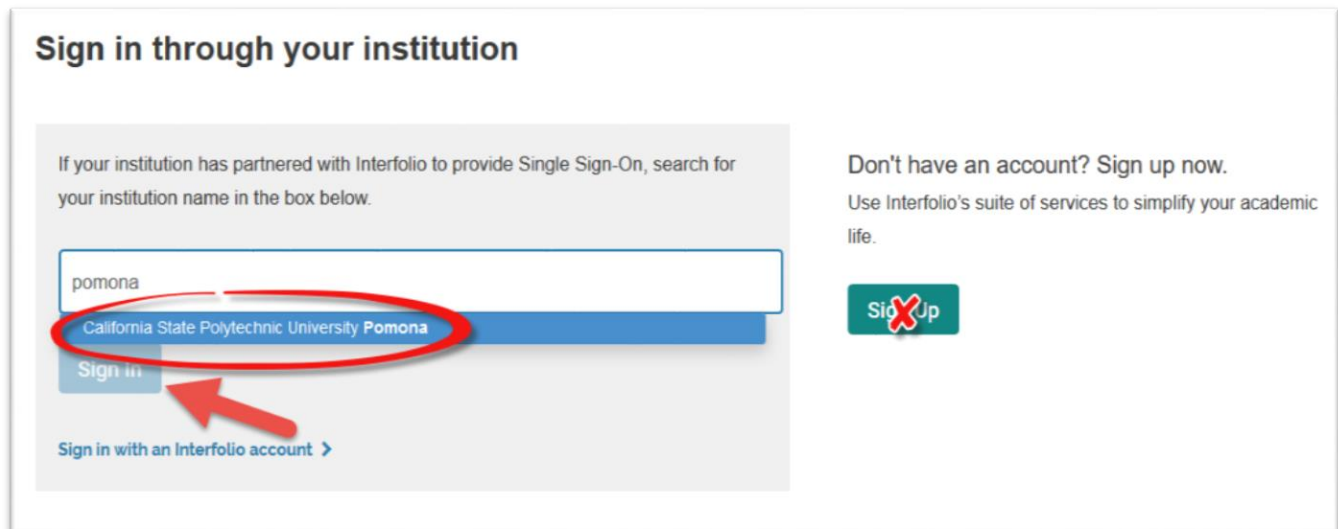
Or sign in with:

Partner Institution

 Google

A large red 'X' is drawn over the email and password fields. A red circle highlights the 'Partner Institution' button.

5. Type "Pomona" in the search box, select "California State Polytechnic University, Pomona" and click "Sign In"



Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

pomona

California State Polytechnic University Pomona

Sign in

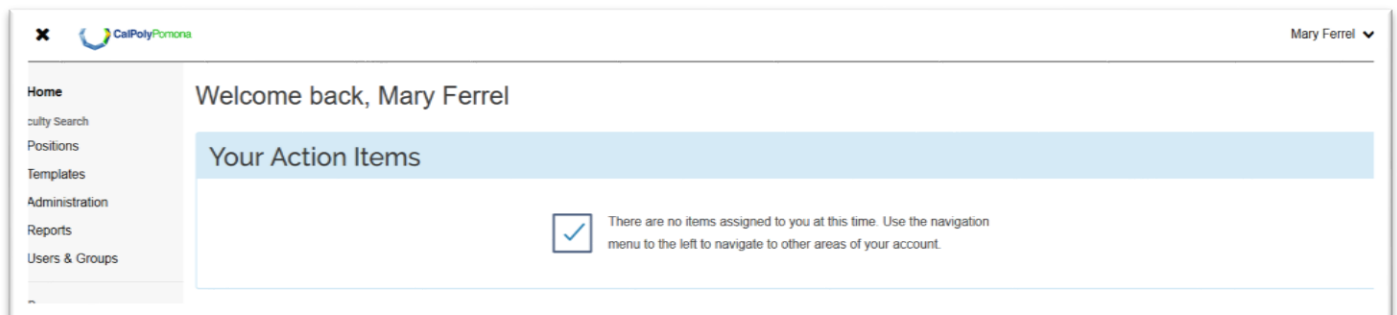
[Sign in with an Interfolio account >](#)

Don't have an account? [Sign up now.](#)
Use Interfolio's suite of services to simplify your academic life.

Sign Up

A red circle highlights the search result "California State Polytechnic University Pomona". A red arrow points to the "Sign in" button.

6. You are now on the home page for Interfolio



CalPolyPomona Mary Ferrel

Home

- Faculty Search
- Positions
- Templates
- Administration
- Reports
- Users & Groups

Welcome back, Mary Ferrel

Your Action Items

There are no items assigned to you at this time. Use the navigation menu to the left to navigate to other areas of your account.