

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

FOR CANDIDATES

## How to view packet requirements

Before you begin, the DRTPC chair will create a case for you that includes instructions for submitting your packet with all the required documents and forms. You should be notified that your case is ready via email.

1. Select "View Case" in the notification email

California State Polytechnic University Pomona has initiated a review on your behalf.
VIEW CASE
Viewing your case will allow you to view requirements, read instructions, and submit your packet online.
Good afternoon,
Your case is now ready for you in Interfolio.
Thankyou,
Mary
Powered by Interfolio   Support

2. You will be prompted to create a password that generates the Interfolio account you will use to collect and submit materials for your packet. If you already have an Interfolio account, the "View Case" button will take you to your account dashboard.