

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

UNIVERSITY LIBRARY

PROCEDURE TO OBTAIN FINAL THESIS OR PROJECT LIBRARY APPROVAL

During this process, you will obtain signatures from a Library reviewer, approving the formatting of your document.

***Attention:** before you start this process please make sure your library reviewer has gone over your final paper and approved it to be submitted to Adobe Sign for signature. If you have not been seen by a library reviewer, please contact libraryformat@cpp.edu to schedule an appointment.

Please note that if the reviewer rejects your submission, the process will be voided, and a new submission will be required. It is essential that you talk to a library reviewer before starting this submission process.

Before starting, you need the following:

- A project/thesis electronic document approved by your committee.

INSTRUCTIONS

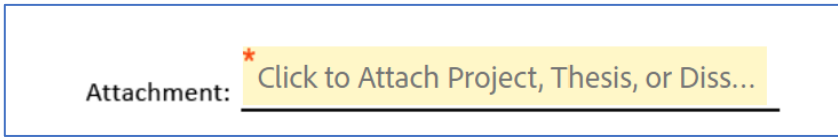
1. Click on the following link to start the submission process:
 - [Library Format - Electronic Submission form](#)
2. On the form, please select your Submission Type, Graduation Term, Year, Name, Email Address, and Bronco ID. Use the dropdown list to choose the name of your Graduate Program.

Please **double check your email address**. An email will be sent to that address to verify your submission.

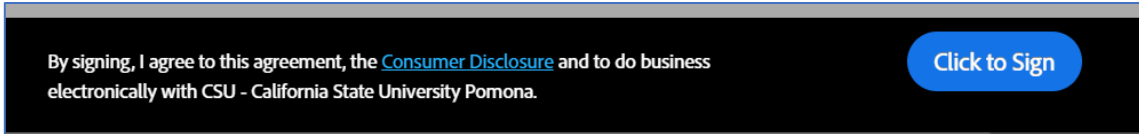
The screenshot shows a web form titled "CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA GRADUATE LIBRARY SUBMISSION FORM". On the left side, there is a vertical grey bar with a yellow arrow pointing right labeled "Start". The form contains the following fields:

- SUBMISSION TYPE:** Two radio buttons labeled "Thesis" and "Project", both with red asterisks.
- Submitted Term:** A dropdown menu with "Select..." and a red asterisk, followed by a "Year" field with a red asterisk.
- STUDENT INFORMATION:** A black header bar.
- AUTHOR:** A text input field with a red asterisk.
- EMAIL ADDRESS:** A text input field with the placeholder "Enter your email address" and a red asterisk.
- BRONCO ID:** A text input field with a red asterisk.
- PROGRAM:** A dropdown menu with "Select..." and a red asterisk.
- STUDENT SIGNATURE:** A text input field with the placeholder "Click here to sign" and a red asterisk.
- Date:** A text input field with the value "07/21/2023".

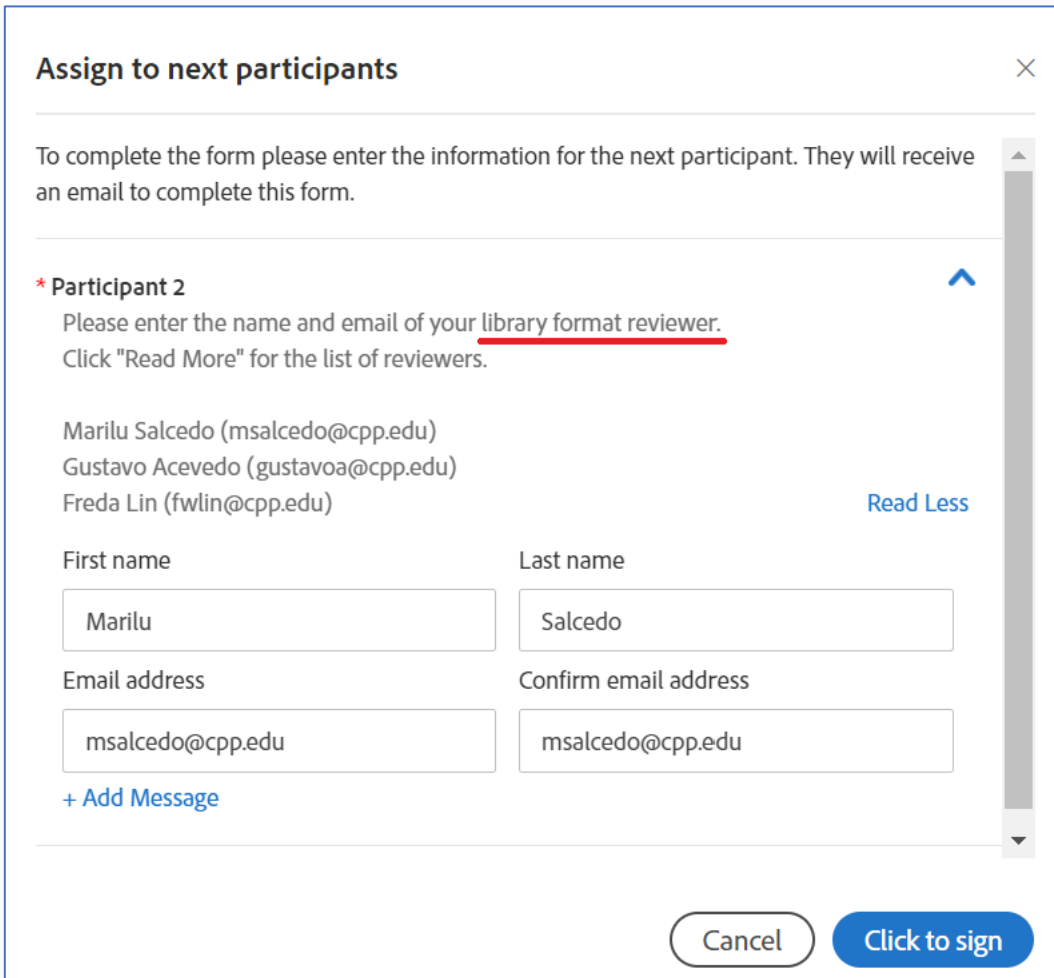
3. Click on "Click to Attach..." and upload your document. You can upload PDF or Word files.



4. Review your submission and click the "Click to Sign" button.



5. A screen will pop-up and you'll need to enter the name and email address of your library format reviewer. Click "Click to Sign" again to submit.



A screenshot of a pop-up window titled "Assign to next participants" with a close button (X) in the top right corner. The window contains the following text and form elements:

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

*** Participant 2** ^

Please enter the name and email of your library format reviewer.
Click "Read More" for the list of reviewers.

Marily Salcedo (msalcedo@cpp.edu)
Gustavo Acevedo (gustavo@cpp.edu)
Freda Lin (fwlin@cpp.edu) Read Less

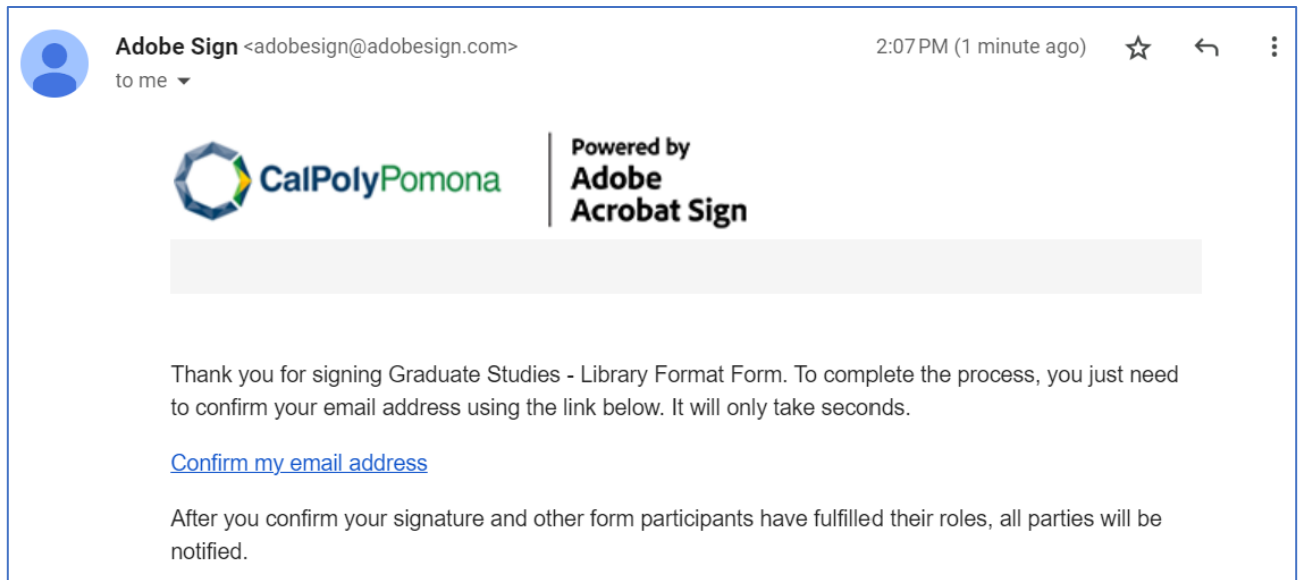
First name	Last name
<input type="text" value="Marily"/>	<input type="text" value="Salcedo"/>
Email address	Confirm email address
<input type="text" value="msalcedo@cpp.edu"/>	<input type="text" value="msalcedo@cpp.edu"/>

[+ Add Message](#)

6. Check your email for a verification message from Adobe Sign. Make sure you click the **Confirm my email address** link to verify your email address.

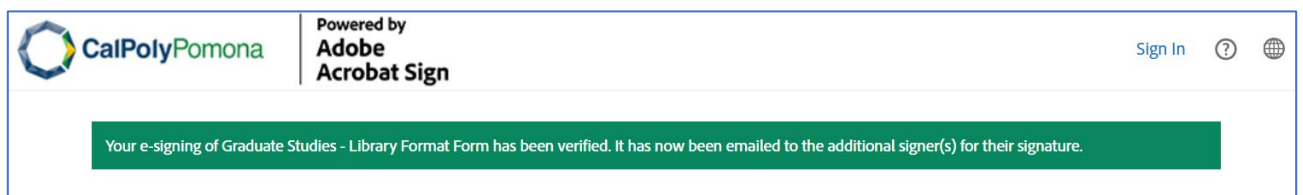
Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "Graduate Studies - Library Format Form" until you've confirmed.



The screenshot shows an email interface. At the top left is the Adobe Sign logo and the sender's name "Adobe Sign" with the email address "<adobesign@adobesign.com>". To the right of the sender information is the time "2:07 PM (1 minute ago)" and icons for star, reply, and more options. Below the header is the CalPoly Pomona logo and the text "Powered by Adobe Acrobat Sign". The main body of the email contains the following text: "Thank you for signing Graduate Studies - Library Format Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds." followed by a blue hyperlink "Confirm my email address". Below the link, it says "After you confirm your signature and other form participants have fulfilled their roles, all parties will be notified."

7. That completes your part of the Adobe Sign steps of this process. Your Project or Thesis will now be routed to your library format reviewer for signature.



The screenshot shows a confirmation message from Adobe Sign. At the top left is the CalPoly Pomona logo and the text "Powered by Adobe Acrobat Sign". At the top right are the words "Sign In" and icons for help and globe. A green banner at the bottom contains the text: "Your e-signing of Graduate Studies - Library Format Form has been verified. It has now been emailed to the additional signer(s) for their signature."

8. You will receive another email with subject "Completed: Graduate Studies –" after your library format reviewer have signed your submission.

