

## Introduction

The purpose of this test is to ensure that your school has proper access to the RDS and College Application servers, as well as the corresponding websites and utilities necessary to complete online RDS requests and college applications.

For purposes of testing, it doesn't matter which test you perform first. However, these testing instructions begin with RDS because, normally, students are asked to complete their RDS requests before they complete their college applications. At the end of the RDS online interview students are assigned a Residency Certification Number (RCN) and that number is prefilled on their college applications automatically.

## Test for Accessing RDS Requests

1. Go to <https://ncresidency.cfnc.org/>.

The RDS home page is displayed.

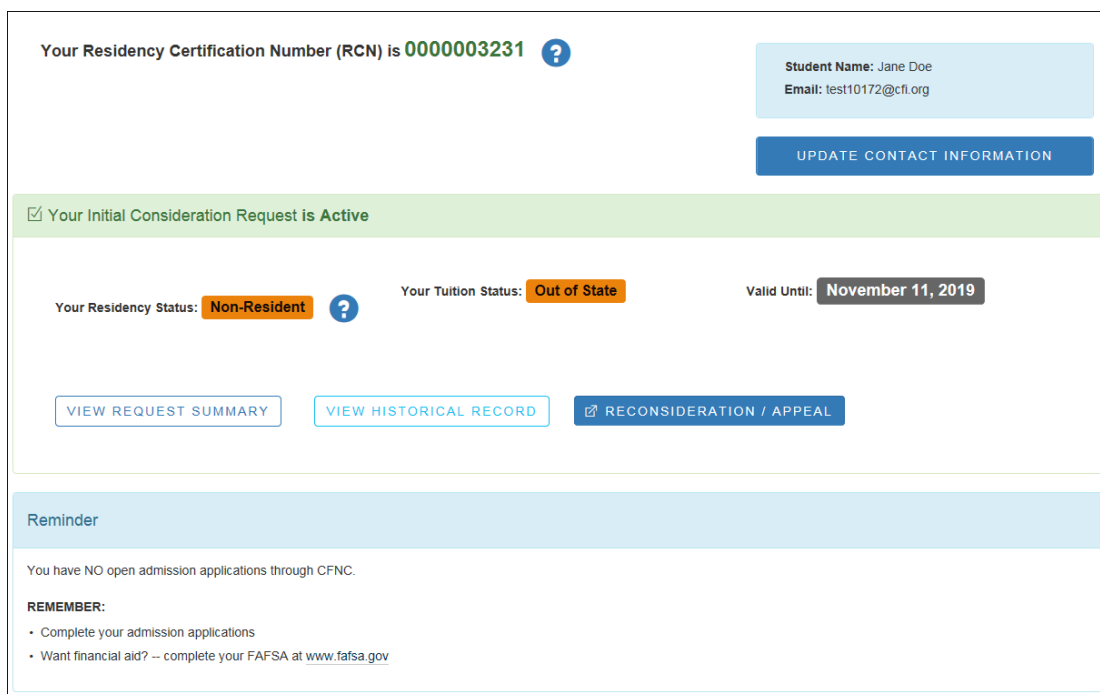
2. Click the Complete Residency Determination button.

The Sign In to RDS page is displayed.

3. Log in using a test user ID and password.

- Your test user ID is cfncctestXX
- Replace the XX in the ID above with the last two digits of your school's zip code
- For example, if your school's zip code is 27604, your test user ID would be cfncctest04
- Your test password is: accessGranted!

The page that should be displayed looks like this:



Your Residency Certification Number (RCN) is **0000003231** ?

Student Name: Jane Doe  
Email: test10172@cfl.org

UPDATE CONTACT INFORMATION

Your Initial Consideration Request is Active

Your Residency Status: **Non-Resident** ?      Your Tuition Status: **Out of State**      Valid Until: **November 11, 2019**

VIEW REQUEST SUMMARY    VIEW HISTORICAL RECORD    RECONSIDERATION / APPEAL

**Reminder**

You have NO open admission applications through CFNC.

**REMEMBER:**

- Complete your admission applications
- Want financial aid? -- complete your FAFSA at [www.fafsa.gov](http://www.fafsa.gov)

**STOP AT THIS POINT!** If you see this page, it means that your test was successful; you have reached the server and have proper access to the correct site and utilities. If you continue, you might accidentally complete the online interview. That must not happen, because you are testing on the Production server, and all completed interviews on that server are monitored and managed by the system and RDS staff members.

## Test for Accessing CFNC College Applications

1. Go to <https://www.cfnc.org>.

The CFNC home page is displayed.

2. Click the Sign In button.
3. Log in using a test user ID and password.
  - o Your test user ID is cfnctestXX
  - o Replace the XX in the ID above with the last two digits of your school's zip code
  - o For example, if your school's zip code is 27604, your test user ID would be cfnctest04
  - o Your test password is: accessGranted!
4. In the top navigation bar, click on Apply, then click To College.
5. At the top of the Apply to College page, click the Application Hub link.
6. On the top-left side of the Application Hub page, click the Start an Application link.
7. In the Start an Application pop-up window, choose any college and application combination from the Select Application drop-down list. Then click the Apply button next to it.

The first page of the application is displayed. The following is an example of what it looks like.



**STOP AT THIS POINT!** If you see this page, it means that your test was successful; you have reached the server and have proper access to the correct site and utilities.