



## Test Instructions for RDS Requests & College Applications

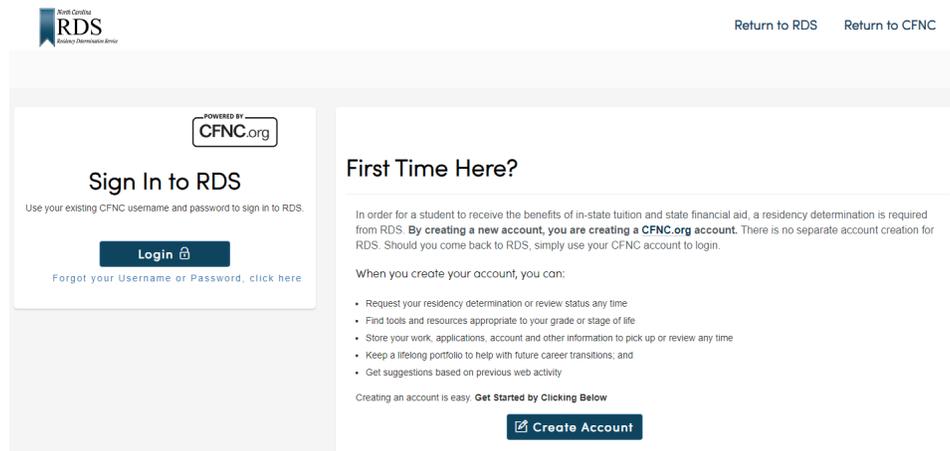
### Introduction

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

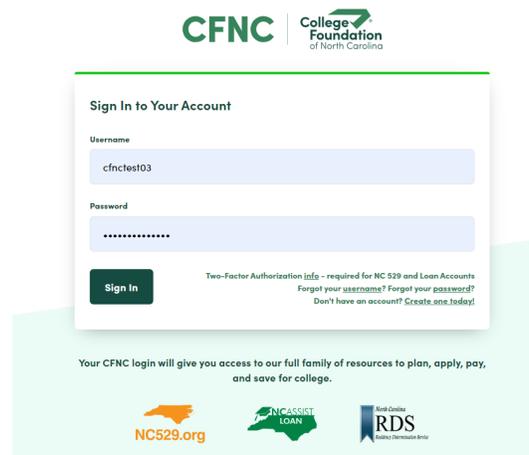
For purposes of testing, it doesn’t matter which test you perform first. However, these testing instructions begin with RDS because, normally, students are asked to complete their RDS requests before they complete their college applications. At the end of the RDS online interview students are assigned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

### A. Test for Accessing RDS Requests

1. Go to <https://ncresidency.org/>. The RDS home page is displayed.
2. Click the Complete Residency Determination button. The “Sign In To RDS” page is displayed.



3. Click the Login button. You will be taken to the CFNC login screen.



4. Log in using one of the test user IDs and passwords below.

User ID	Password
cfncctest00	accessGranted!
cfncctest01	accessGranted!
cfncctest02	accessGranted!
cfncctest03	accessGranted!
cfncctest04	accessGranted!
cfncctest05	accessGranted!
cfncctest06	accessGranted!
cfncctest07	accessGranted!
cfncctest08	accessGranted!
cfncctest09	accessGranted!
cfncctest10	accessGranted!

The page that should be displayed looks like this:

Your Residency Certification Number (RCN) is **1100581310**  
(Click to know more about RCN)

**CURRENT REQUEST** (EXPIRES ON NOVEMBER 22, 2028)

ARE YOU A NORTH CAROLINA RESIDENT ?  
**NO**  
(Click to know more)

ARE YOU ELIGIBLE FOR IN-STATE TUITION ?  
**NO**  
(Click to know more)

HAS MY INFORMATION BEEN VALIDATED ?  
**YES**  
(Click to know more)

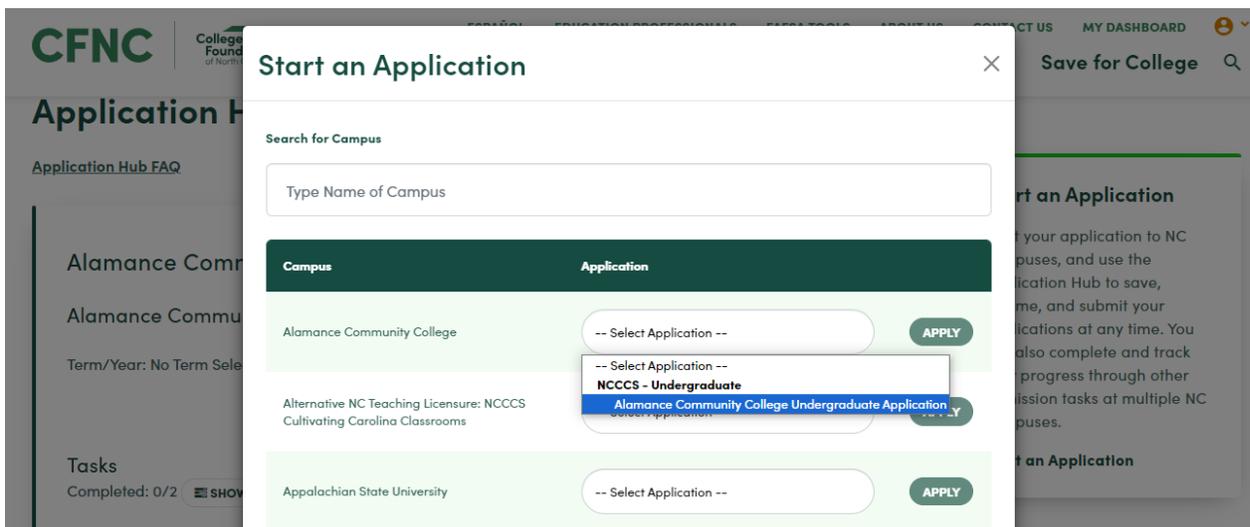
[View CFNC Application\(s\)](#) [View Request Summary](#) [Reconsideration / Appeal](#)

**YOU'RE DOING GREAT IF YOU'VE REACHED THIS POINT!** Seeing this page means that your RDS 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. Please do not go further and complete an online interview during testing 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.

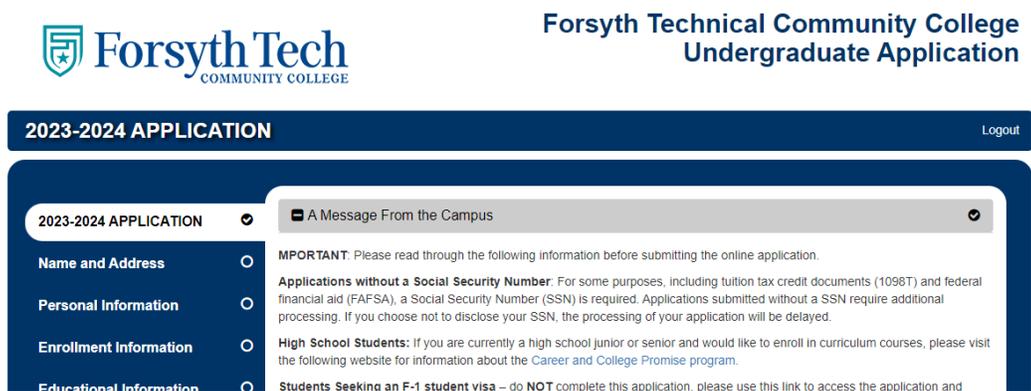
Next step is testing the CFNC College Applications.

## B. Test for Accessing CFNC College Applications

1. Go to <https://www.cfnc.org>. The CFNC home page is displayed.
2. In the top navigation bar, hover on Apply to College and click on Application Hub in the dropdown menu.
3. You will be taken to the CFNC login screen. Sign in using one of the test user IDs and passwords listed above. You will be taken to the Application Hub.
4. On the right side of the Application Hub page, click the Start an Application link at the bottom of the Start an Application box.
5. 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.



6. You will be taken to the first page of that application. 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.

**You have completed testing. Thank you!**