



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.cfnc.org/>

The RDS home page is displayed.

2. Click the Complete Residency Determination button.

The “Sign In to RDS” page is displayed.

North Carolina
RDS
Residency Determination Service

POWERED BY
CFNC.org

Sign In to RDS

Use your existing CFNC username and password to sign in to RDS.

[FORGOT USERNAME / PASSWORD?](#)

First Time Here?

In order for a student to receive the benefits of in-state tuition and state financial aid, a residency determination is required from RDS. **By creating a new account, you are creating a CFNC.org account.** There is no separate account creation for RDS. Should you come back to RDS, simply use your CFNC account to login.

When you create your account, you can:

- Request your residency determination or review status any time
- Find tools and resources appropriate to your grade or stage of life
- Store your work, applications, account and other information to pick up or review any time
- Keep a lifelong portfolio to help with future career transitions, and
- Get suggestions based on previous web activity

Creating an account is easy. **Get Started by Clicking Below**

[LOGIN](#) [RETURN TO RDS](#) [RETURN TO CFNC](#)

3. 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:

The screenshot displays a web interface for a residency certification application. At the top, it states "Your Residency Certification Number (RCN) is 1100581308" with a link to "Click to know more about RCN". Below this is a green header for "CURRENT REQUEST (EXPIRES ON NOVEMBER 22, 2019 - CLICK TO KNOW MORE)". The main content area features three cards: "ARE YOU A NORTH CAROLINA RESIDENT?" with a "NO" result, "ARE YOU ELIGIBLE FOR IN-STATE TUITION?" with a "NO" result, and "HAS MY INFORMATION BEEN VALIDATED?" with a "YES" result. Each card has a "(Click to know more)" link. At the bottom, there are three buttons: "VIEW CFNC APPLICATION(S)", "VIEW REQUEST SUMMARY", and "RECONSIDERATION / APPEAL".

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. 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.

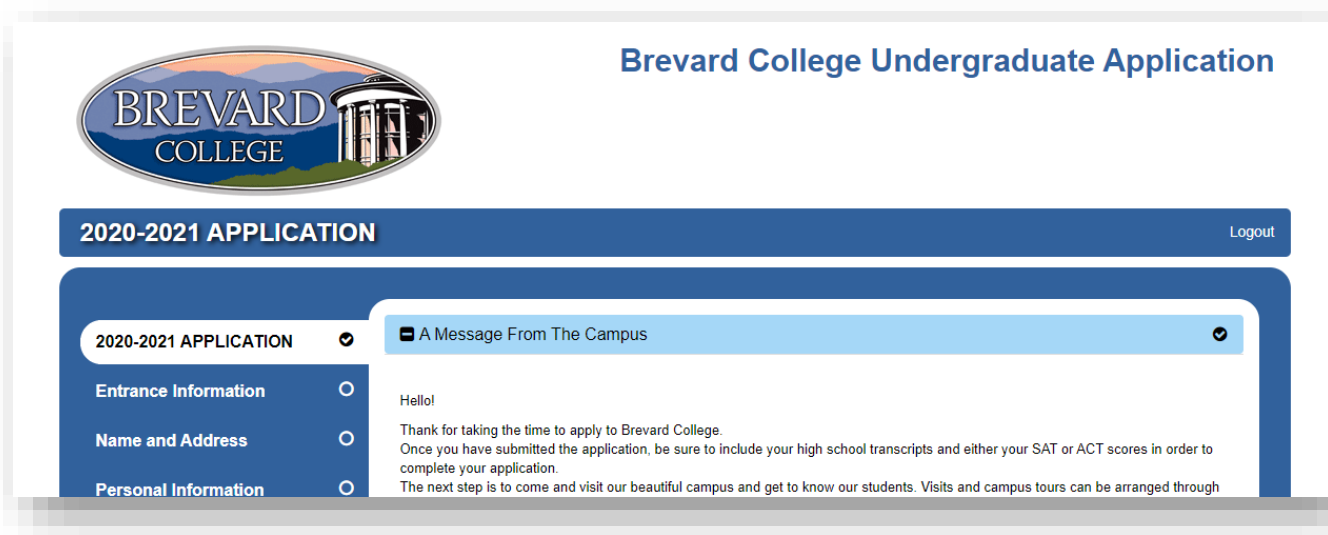
B. Test for Accessing CFNC College Applications

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

The CFNC home page is displayed.

5. Click the LOG IN button on the top right side of the header.
6. Sign in using a test user ID and password.
 - o Your test username 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!
7. In the top navigation bar, click on Apply to College.
8. On the right side of the Apply to College page, click the orange Application Hub button. (The Application Hub link on the left side of the page will work as well)
9. On the right side of the Application Hub page, click the Start an Application link at the bottom of the Start an Application box.
10. 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.

You have completed testing. Thank you!