



CFNC Campus Annual Application Launch Checklist

NCCCS

Please use this checklist to launch your annually updated application.

The checklist contains items that are necessary to a successful launch for your updated application; anything optional is noted as such. Keep in mind:

1. You can use the [online CrossConnect Manual](#) and recorded webinar videos to aid you in completing the checklist below (both available at CrossConnect | Help menu), and
2. You can request edits or items by emailing Breé at cfnc-campus@northcarolina.edu

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1. **Complete [UAT \(User Acceptance Testing\)](#)**
 2. **Update CrossConnect (<https://xconnect.cfnc.org/login>)**

NECESSARY

Create [enrollment terms](#) (Application | Edit Application | Terms)

Review and update [majors](#) (Application | Majors)

Review and update [major lists](#) (Application | Major Lists)

RECOMMENDED

Review [users accounts and permissions](#) and request updates, if applicable

Update any non-Colleague [application export setting\(s\)](#) and export project(s)
(Applicants | Export Settings & Applicants | Export Projects)

Remember to export a test file and review

Review and update [application notification\(s\)](#) (Application | Notifications)

OPTIONAL

Edit [College Profile information where needed](#) (pre-populated answers are from the most recent Peterson's data survey results)

Update [recruitment export setting](#) and export project to download [prospect data](#)
(Recruitment | Export Setting & Recruitment | Export Project)