New CCCApply
College Preparation and Deployment Steps

The following is a high level check list to be used for project planning the implementation of the New CCCApply. These categories and tasks are not intended to be all inclusive, but rather to give a project team an idea of the overall scope of work for the project.

Contract MOU

Although there is no fee for using the new CCCApply, an MOU contract must be signed prior to going live. If your college has a lengthy contract approval process, you want to jump on this early. Also, the MOU is sent using **EchoSign**, an electronic signature system, so there are emails that come from this system for signature.

Shibboleth IDP

1. Install and configure a Shibboleth instance if you do not already have one. The Shibboleth IDP initially is used to authenticate college staff for access to the Administrator and Report Center.
2. Test IDP installation.
3. For self installation, see the "Shibboleth Customizations for CCC Applications.doc" on the project website (cccapplyproject.org)/Repository/New CCCApply Documentation.
4. Self training can be found at the following links:

https://spaces.internet2.edu/display/ShibInstallFest/Shibboleth+Workshop+Series+-+Windows+Identity+Provider

Portal Heading Branding

In order to create college specific branding for the OpenCCC/CCCApply portal heading, you need to provide a file for each college. These files can be PNGs (preferred) if put on a transparent background or JPEGs, but they don't support transparency. **The size of the image is 607 X 63.**

Downloads

Downloads use a self contained software application. There are no download related functions in the Administrator (new control center). There are two XML files used in download, a job file and a format file that defines the layout of the download file.

1. Map current application to data available in the New CCCApply.
2. The **CCCID** is the unique federated identifier assigned when an applicant creates their account. This is passed as part of a submitted application. It is a requirement to store this in your system. This is an important field that can be used for de-duplication and authentication for future statewide services.
3. Decide what data to download (There are some new fields such as the Title IX fields).
4. Install download software.
5. Create XML for downloads.
6. Make any necessary changes for loading downloaded applications into Student Information System.
7. Create applications for initial testing.
8. Run download and make necessary adjustments.
9. **Initial** testing of the download format and Shibboleth installation/configuration can run **concurrently**.

Tables (Administrator)

1. Identify authorized users of the Administrator and Report Center. Add users via the Administrator.
2. Update college and district tables (via Administrator).
3. Populate Majors table (via Administrator).
4. Populate Terms table (via Administrator).

Supplemental Questions

Supplemental Questions are defined using an XML file. This file is imported into the system using the Administrator.

1. Identify supplemental questions.
2. Learn how to create the XML file.
3. Create XML for Supplemental page and load using the Administrator.
4. Test with the new CCCApply.

Reports

The Report Center has a substantial set of public reports (available to all colleges). The Report Center also provides the ability for end users to create their own Ad Hoc reports.

1. Schedule training session on the Report Center with CCCTC.
2. If there are any reports not covered by the public reports, either ask that these be added as public reports or create them as reports in your college specific folders.

Rules and Messages

1. Identify any application submission or email rules and corresponding conditions.
2. Enter rules via the Administrator.

Changes to College website (staff applications)

1. Decide where in the college website/portal access to the Administrator and Report Center will be.
2. Add links and perform other work necessary to access the two.

User Acceptance Testing

1. Identify test team and stake holders.
2. Create test plan and scripts.
3. Enter test applications.
4. Execute test cycles including loading of applications into SIS.

Changes to College website for application to college

> **Important Note**: If you are a district using district applications features of XAP, the front-end access into the application to college is for a single college. This means that if you currently have an apply link on your website that takes an applicant into XAP CCCApply for all colleges in your district, you will need to have separate links, one for each college. This makes it easier for the applicant since they do not have to select a college once they are in the application. On the backend, you can still combine all of your applications for all colleges into a single download file.

1. Define any new introductory text.
2. Decide where application link(s) will be on website.
3. Modify website with new links and retire the old links (on go live date).

Note: The apply link on your website should be something generic such as "Apply Online". Please avoid references to OpenCCC or CCCApply.

Help Desk

> The help desk application has been designed to determine if a caller needs to create a new account because they are applying to a college on the new system. It uses a table of colleges with go live dates to assist the help desk representative to make that determination. When you go live, this table will be updated with your go live date.

Deployment

1. **Schedule and hold the required Checklist meeting with CCC Tech Center about 2 weeks prior to when you plan to go live. Set a projected go live date as part of that review.**
2. Create authorized users for Administrator and Report Center.
3. Export Terms and Majors from test and import into production.
4. Update college and district tables.
5. Create rules in production.
6. Export/Import Supplemental Questions page (XML).
7. Update production college websites with apply links.
8. Update production college portal with links to staff tools (Administrator & Report Center).
9. Disable all terms in the XAP Control Center.

Download XAP Applications for reporting

> XAP applications will be made available in the Report Center. These will be downloaded from XAP and then loaded into a table available in the Report Center.

1. Create export project in XAP control center (CCCTC has a specification document and will assist with this).
2. Run the downloads in production.
3. Populate the college_id field in the download file. (CCCTC will provide guidance).
4. Load applications into the xap_application table.