



Procedure for Taking RC Tests

- Log into computer - UN: **0731student**, PW: **student**
- Select the *HMH Icon*.
- Enter your **R2.D2** number CASE SENSITIVE and password which will temporarily be your 6 digit birthdate. Example: February 7, 2003 = **020703**
- Take the test.
- Log off. This is very important!

Procedure for Checking Book Count

- Computer should already be logged on as 0731student user.
- Go to: <http://cfms.pcsb.org>
- Under PROGRAMS or Quick Links, click on *HMH\Reading Counts Titles and Word Count*.
- Type your book title in the search bar. Once it appears (if it does), click on the title to verify the word count.
- If a quiz did not appear for your book, change the dropdown menu to **AUTHOR** and type your book's author in the search bar. Once it appears (if it does), click on it to verify the word count.
- All RC books must have a minimum of 25,000 words for fiction or 5,000 words for non-fiction and biographies.
- Log off. This is very important!