

**Process for Inspecting Your Room Upon Move-In  
(Please Complete it Within 48-hours)**

**Note:** You cannot inspect your room until after you receive your room key and your Residence Director (RD) performs the “Check-In” Process. Please allow 1-2 hours, depending on how busy it is; however, this could be available as early as 5 minutes.

**Step 1.** Log into your myTSU Account and go to “Room Inspection”

The screenshot shows a web browser window with the URL 'Person: Test2, Test2 (test2)' in the top right corner. The page features the Tennessee State University logo and the text 'TENNESSEE STATE UNIVERSITY'. Below this is a blue banner with 'Welcome, Test2!'. Another blue banner reads 'Fall 2020 Move-in Dates'. A paragraph of text explains that move-in dates are determined by appointment due to COVID-19, with a schedule from Friday, July 24, 2020, to Sunday, August 9, 2020. Three blue buttons are visible: 'Move-in Sign Up', 'Online Check-In', and 'Room Inspection'. Below these is a blue banner for 'Current On Campus Residents (and Continuing TSU Students)', followed by a blue button for 'Returning/Continuing Students'. At the bottom is a blue banner for 'Newly Admitted Students'.

Person: Test2, Test2 (test2)

**TENNESSEE STATE UNIVERSITY**

**Welcome, Test2!**

**Fall 2020 Move-in Dates**

Due to Coronavirus, Move-in Dates/Times for students reporting back to campus to move into their assigned residence facilities for the Fall 2020 term, are determined by appointment (selected by the student). This measure is put in place to prevent crowding the facilities and bottlenecking traffic, while making it more conducive to social distance, during move-in. The Move-in schedule is tentatively scheduled to open Friday July 24, 2020 and close Sunday August 9, 2020. This Move-in schedule is where you will select from a list of move-in dates and times. Only students with a room assignment will be able to select a move-in slot (appointment).

**Move-in Sign Up**      **Online Check-In**      **Room Inspection**

**Current On Campus Residents (and Continuing TSU Students)**


**Returning/Continuing Students**

**Newly Admitted Students**

**Process for Inspecting Your Room Upon Move-In  
(Please Complete it Within 48-hours)**

**Step 2.** You will see your room assignment. The assignment that you see is what we have on file in our system, and is the room in which you will be inspecting. Check the box to proceed.

Person: Test2, Test2 (test2)



**Choose the bed space.**

Click the checkbox by the bed space for which you will be doing the check in inspection.

**Your Bookings**

	<u>Bed Space</u>	<u>Term</u>	<u>Move In</u>	<u>Move Out</u>	
<input checked="" type="checkbox"/>	BYD-0a	2020 Fall Term	8/15/2020	12/4/2020	*

**Cancel** **Next**

**Process for Inspecting Your Room Upon Move-In  
(Please Complete it Within 48-hours)**

**Step 3.** Check the box corresponding to your Suite/Room/Bed Space, to proceed.

Person: Test2, Test2 (test2)



**Choose the correct inspection.**


	<u>Suite</u>	<u>Room</u>	<u>Bedspace</u>	<u>Inspection ID</u>	<u>Effective Date</u>	<u>Created Date</u>
<input checked="" type="checkbox"/>	n/a	BYD-0	BYD-0a	RI00060	8/15/2020	8/4/2020

**Cancel Previous Next**

**Process for Inspecting Your Room Upon Move-In  
(Please Complete it Within 48-hours)**

**Step 4.** First, inspect your Suite/Room. This inspection level includes items or areas shared by you and your roommate(s). Your residence facility staff has already pre-inspected your Suite/Room. If you agree with their ratings, move to the next tab, otherwise use the dropdown arrows to make your changes, before going to the next tab. **Note: You should inspect both tabs (Suite/Room and Bed Space), before clicking SAVE.**

Person: Test2, Test2 (test2)



### Inspection


Room BYD-0    Bed BYD-0a

Bedroom Door Frame	Good	▼	📷	🗑️
Bedroom Door Knob	Working Properly	▼	📷	🗑️
Bedroom Walls	Good	▼	📷	🗑️
Bedroom Ceiling	Good	▼	📷	🗑️
Bedroom Carpet	Not Applicable	▼	📷	🗑️
Bedroom Floor	New	▼	📷	🗑️
Bedroom Light Covering	Good	▼	📷	🗑️
Bedroom Light Switches	Working Properly	▼	📷	🗑️
Bedroom Cable Jack	Working Properly	▼	📷	🗑️
Bedroom Ethernet Port	Good	▼	📷	🗑️
Bedroom Outlets	Working Properly	▼	📷	🗑️
Bedroom Smoke Detector	Working	▼	📷	🗑️

**Process for Inspecting Your Room Upon Move-In  
(Please Complete it Within 48-hours)**

**Step 5.** Now, inspect your Bed Space. Again, your residence facility staff has already pre-inspected your room. If you agree with their ratings, SAVE; otherwise, use the dropdown arrows to make your inspection, then SAVE to finish.

Person: Test2, Test2 (test2)



### Inspection

Room BYD-0    Bed BYD-0a

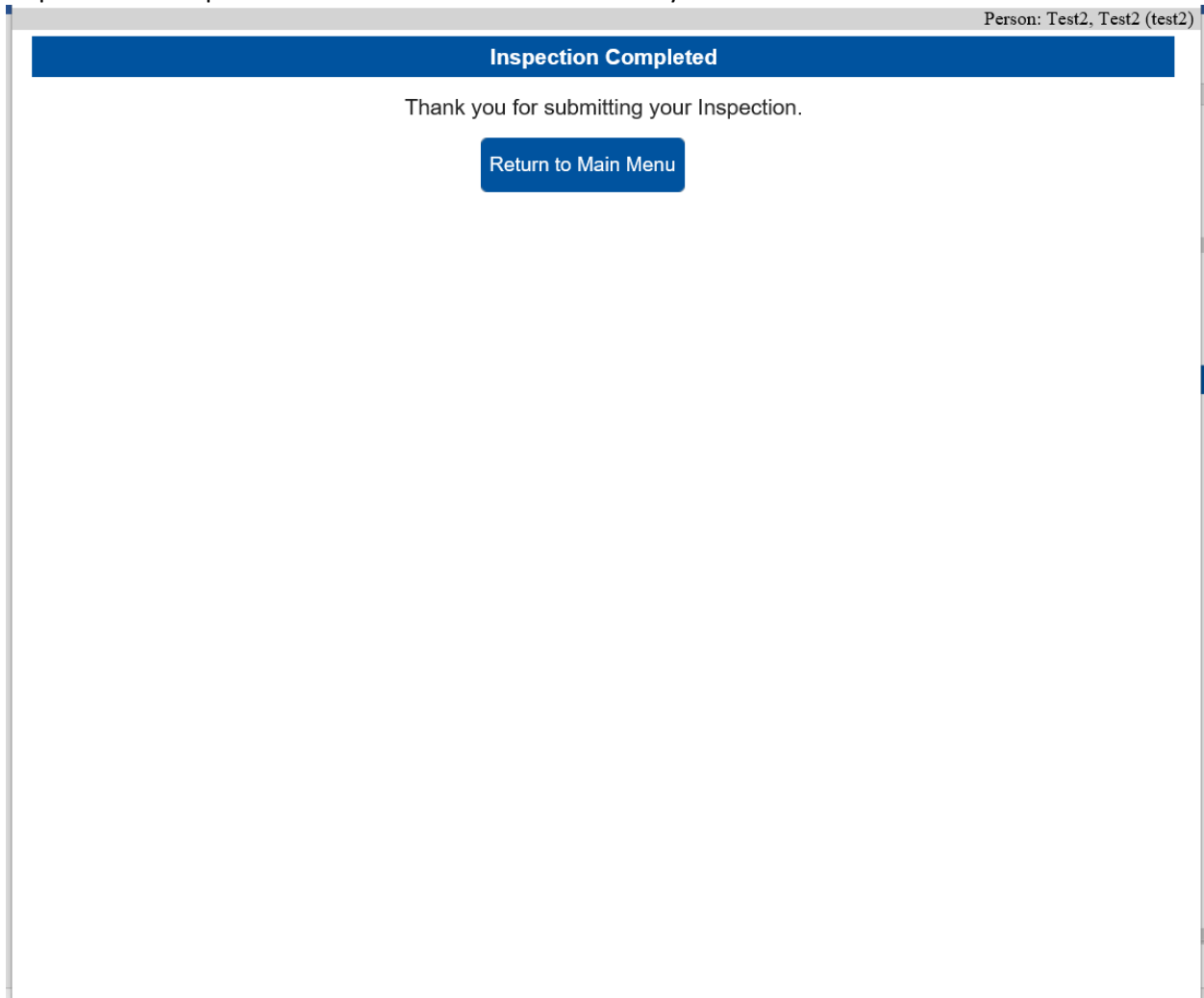
Bed Frame	Good	▼	📄	🗑️
Platform Bed	Not Applicable	▼	📄	🗑️
Mattress	Good	▼	📄	🗑️
Chest of Drawers	Good	▼	📄	🗑️
Dresser	Good	▼	📄	🗑️
Desk	Good	▼	📄	🗑️
Desk Chair	Good	▼	📄	🗑️
Desk Lamp	Not Applicable	▼	📄	🗑️
Desk Lamp Works	Not Applicable	▼	📄	🗑️
Closet Door(s)	Not Applicable	▼	📄	🗑️
Closet Interior	Not Applicable	▼	📄	🗑️

Comment

By: jproctor on: 8/7/2020 10:41:19 PM

**Process for Inspecting Your Room Upon Move-In  
(Please Complete it Within 48-hours)**

**Step 6.** You're done! You'll see a finish message displayed on the screen, letting you know your inspection is completed. An email has also been sent to you.



**Process for Inspecting Your Room Upon Move-In  
(Please Complete it Within 48-hours)**

**Step 7.** This is the email that'll be sent to you after completing your Move-in Inspection. Any changes you made to your inspection from the ratings in the pre-inspection by your residence facility staff, will be shared with them for a follow-up inspection. Be sure to complete your inspection within 48 hours from receiving your room key. Otherwise, the pre-inspection done by the residence facility staff, will be your official Move-in Inspection.

