


## Online Pre Check-In Form (Example)

(Student completes this before arriving to Move-in)

**Step1: Log into your myTSU Housing Portal, then select “Check-IN”.** Note: Using a Chrome browser is preferred for optimal navigation of the housing portal software.

Person: Test4, Test4 (Test4)

 **TENNESSEE**  
STATE UNIVERSITY

Welcome, Test4!

Important Dates

If you have issues navigating this housing portal with your cellphone, such as you don't see a Next or Finish button, try changing the internet browser or access the housing portal using a computer, preferably using a Chrome browser.

**NOTE:** The Office of Residence Life located in the New Housing Facility. We are directly upstairs from the P.O.D. and around the corner from the restaurants. Please continue to check here in your housing portal and on the [housing webpage](#) for updates. Thank you.

Move-In Appointment Scheduler

Room Condition (Inspection)

Check-OUT

Check-IN

Housing Website

Students Continuing this Term from Last Term

Returning/Continuing Students

New and/or Re-Admitted Students for this Term

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**Step 2: Read further information on the check-in process, then proceed when ready.**

Person: Test4, Test4 (Test4)

 **TENNESSEE**  
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Welcome to the Online Check-in Form



**Please read the following before completing the  
Online Check-in Form**

This Pre Check-In Form must be completed prior to (BEFORE) your arrival to check into your respective residence facility and MUST be completed before you can pick up your room/apartment key. The check-in process has a few steps and listed below:

1. Complete this online PreCheck-in Form on the day of your scheduled check-in (Move-in date). With the exception of signing for a key, there little to no Check-in paperwork at the residence facility.
2. Inspect your room upon move-in and report all maintenance and cleanliness issues to the building staff by using the reporting method instructed (There is usually a QR code to scan to a maintenance link). The Room Inspection should be completed within 48 hours of retrieving your room/apartment key.


Click Here When  
You Are Ready

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**Step 3: Review your biographical and emergency/missing person contact information. This also shows your assigned room. Select "Next" to proceed.**

Person: Test4, Test4 (Test4)

**TENNESSEE  
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**Online Check-in Form**

The information below is on file with the University. If it is incorrect, please contact the Office of Records at 615-963-5300.

**Name:** Test4 Test4  
**T Number:** Test4  
**Gender:** Male  
**Birthdate:**

**Your Contact Information**

Your campus email is listed below. All communication will be sent to this email address. If you would like communication to be sent to a personal email in addition to your campus email, please enter a personal email in the space provided.

Personal Email

This is the cell phone number on which you wish to be contacted by the university. If at all possible, this should be the student's phone number, NOT a parent or guardian.

Cell Phone

**Emergency/Missing Person Contact Information**

All students must submit contact information for an Emergency Contact and a Missing Person's contact. You may submit the same person for both, if you wish. Usually the Emergency contact is a parent or guardian.

☐ Missing is same as Emergency

Emergency Contact		Missing Person	
First Name	<input type="text" value="Walter"/>	First Name	<input type="text" value="Walter"/>
Middle Name	<input type="text" value="S"/>	Middle Name	<input type="text" value="S"/>
Last Name	<input type="text" value="Davis"/>	Last Name	<input type="text" value="Davis"/>
Cell Phone	<input type="text" value="6159631395"/>	Cell Phone	<input type="text" value="6159631395"/>
Work Phone	<input type="text" value="6159635000"/>	Work Phone	<input type="text" value="6159635000"/>
Email	<input type="text" value="reslife@tnstate.edu"/>	Email	<input type="text" value="reslife@tnstate.edu"/>
Relation	<input type="text" value="Mentor"/>	Relation	<input type="text" value="Member"/>

**Your Room Booking Information**


This should be the building and room/apartment in which you are assigned for the term. Thus, it's the room in which you are moving into. If your physical room assignment changes (authorized by a housing official), then it may take a day or two for us to update it in the system. **We will not honor room/building change requests during the move-in period!**

	Bed Space	Term	Move In	Move Out
<input checked="" type="checkbox"/>	BYD-0a	2025 Fall Term	8/15/2025	12/5/2025

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**Step 4: Review the Liability Waiver, then select “Next” to continue.** Note: Screenshot this page for your records.

Person: Test4, Test4 (Test4)

 **TENNESSEE**  
STATE UNIVERSITY

**Contract Concerning Liability**

**LIABILITY WAIVER**

BY CLICKING “NEXT” AND SUBMITTING THIS FORM YOU AGREE TO THE FOLLOWING TERMS REGARDING LIABILITY. **PLEASE SCREENSHOT THIS PAGE FOR YOUR RECORDS!**

I, Test4 Test4, Test4, Do Understand That The State Of Tennessee, Tennessee State University, Its Officers, Employees And Agents And The Department Of Residence Life Are Not Liable For Property Belonging To Me Which May Be Lost, Stolen, Or Damaged In Any Way, Anywhere On The Premises. I Agree To Hold Harmless The University, The Department Of Residence Life, Its Officers, Employees And Agents And To Indemnify Them For Any Claims For Damages Sustained By Me Or Others In My Room/Apartment. Tennessee State University And The State Of Tennessee Assume No Responsibility For Personal Injury Or For Conduct By Any Person.

Cancel

Previous


Next

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**Step 5: You have completed the Pre Check-In form! The page below displays upon finishing this form.** There may or may not be further information here; however, a confirmation email is automatically sent to you with more detailed information. **Be prepared to show the confirmation email upon arrival.**

Person: Test4, Test4 (Test4)

 **TENNESSEE**  
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**Online Check-In Complete**

Test4 Test4  
Test4

DONE! You have submitted your Online Check-In for the term. An email with further information has been sent to your University email. **Be prepared to show a screenshot of that confirmation email to your residence facility staff upon check-in.**

[Return to Main Menu](#)

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**Confirmation Email:** This is automatically sent to your University email upon completion of the online Pre Check-In. Again, be prepared to show this upon move-in. Otherwise, you may be delayed or prevented passage through a checkpoint on campus. You will not be able to receive a room key and move into your assigned room until you provide proof you have completed the Pre Check-In.

FALL 2025 Pre Check-In Complete

RL

TSU Residence Life & Housing <reslife@tnstate.edu>  
To Proctor, Julius

😊

↩ Reply

↩ Reply All

→ Forward

📎

⋮

Sat 7/26/2025 7:51 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Test4 Test4**

**Your Fall 2025 Room Assignment is:**

Building	Bed Space
Boyd Hall	BYD-0a

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**DONE! You have completed your Online Pre Check-in form.**

Undergraduate students should be enrolled full-time (12 or more credit hours) for the term to be eligible for student housing. Those enrolled in less than 12 credit hours must get approval from the Director of Residence Life and Housing to reside in student housing as part-time students. If your enrollment status falls to zero hours, you must vacate student housing within 48 hours. Fall 2025 student housing ends Friday December 5, 2025 and residents must vacate over the semester break. Make preparations in advance for your housing needs over the semester break (December 6, 2025 through January 8, 2026). Students residing in FRC Apartments and NRC Apartments may request to stay over semester break, but must be enrolled in Spring 2026 before being granted approval by their Residence Director.

- You have just completed the Pre-Check In form. You must still do the physical check-in process at your respective residence facility. After your physical check-in, residents should inspect their room and report all maintenance and cleanliness issues to the building staff by utilizing the reporting method that's instructed. This is usually through a QR code that links to a maintenance form. The Room Inspection should be completed within 48 hours of retrieving your room/apartment key.
- Report all maintenance issues through your respective residence facility's maintenance reporting method, as soon as they occur. Do not wait until time to check-out to report something that happened earlier.

For further information, contact the Office of Residence Life at (615) 963-5361 or [ResLife@tnstate.edu](mailto:ResLife@tnstate.edu). **Be prepared to show this email upon your arrival to move into your residence facility.**