

Online Pre Check-In Form (Example)

(Student completes this before arriving to Move-in)

Step1. Log into your myTSU Housing Portal, then select “Online Check-in”

The screenshot shows a web portal interface with a blue header bar. Below the header, the text "Welcome, Test2!" is displayed in blue. A blue bar with the text "Fall 2020 Move-in Dates" is followed by a yellow-highlighted paragraph explaining the move-in process due to COVID-19. Below this, three blue buttons are arranged horizontally: "Move-in Sign Up", "Online Check-In", and "Room Inspection". A blue bar with the text "Current On Campus Residents (and Continuing TSU Students)" is followed by a blue button labeled "Returning/Continuing Students". Another blue bar with the text "Newly Admitted Students" is followed by two blue buttons: "Transfer/Readmit Students" and "First-Time Freshmen Students".

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 bottleneaking 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


Transfer/Readmit Students **First-Time Freshmen Students**

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Step 2. Read further information on the check-in process, then select “Click Here When You Are Ready”

Person: Test2, Test2 (test2)

 **TENNESSEE**
STATE UNIVERSITY

Welcome to the Fall 2020 Online Check-in Form



**Please read the following before completing the
Fall 2020 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 is a simple 3-stage process and is listed below:

1. Complete this Online Check-in Form. This process is going "paperless".
2. Report to the Gentry Center parking lot 45 minutes prior to your Move-in appointment date/time for COVID-19 screening, then go to your respective residence facility to pick up your room/apartment key.
3. Inspect your room by completing the Online Room Inspection (Room Condition Report) Form. 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, then select “Next” to proceed. The bottom of this form also shows your room assignment.

Person: Test2, Test2 (test2)

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Online Check-in Form

Fall 2020-Spring 2021

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

Name: Test2 Test2
T Number: test2
Gender: Male
Birthdate: 1/1/1996

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

Your Room Booking Information

Below is the room/apartment in which you are assigned. This is the room in which you will be checking into for the fall semester; however, this will be your room for the spring semester as well unless you cancel or get a room change.

	<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**

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Step 4. Review the Liability Waiver, then select “Next” to proceed.

Person: Test2, Test2 (test2)

**TENNESSEE**
STATE UNIVERSITY

Contract Concerning Liability

LIABILITY WAIVER
BY CLICKING “NEXT” AND SUBMITTING THIS FORM YOU AGREE TO THE FOLLOWING TERMS REGARDING LIABILITY.

I, Test2 Test2, test2, 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. Review the Housing Contract Addendum regarding COVID-19. You have the option to download or email this document; however, you must accept it by clicking “Next” to FINISH.

Person: Test2, Test2 (test2)

**TENNESSEE
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Housing Contract COVID-19 Addendum

Tennessee State University Housing and Residence Life
COVID-19 Wellness Addendum to the 2020-2021 Housing Agreement

INSTRUCTIONS: By executing the Tennessee State University (TSU) Housing Agreement (Agreement) (also known as Housing Contract) and this Housing Agreement Addendum (Agreement Addendum), you agree to and accept all terms and conditions included within the Agreement and Agreement Addendum, which includes information about COVID-19 acknowledgement and assumption of risk.

NOTE: Executing the Agreement electronically (entering required information and clicking the “submit” button below) is equivalent to signing a paper agreement as it signifies your agreement with the document.

All sections of this Agreement Addendum are considered formal requirements and part of Tennessee State University Housing and Residence Life policies for the 2020-2021 academic year. Allegations of violations will be adjudicated through Student Conduct practices and may result in immediate removal from TSU Housing or suspension from the University.

Please read this information thoroughly as you will be asked to acknowledge your review and understanding of this information, as well as indicate your willingness to abide by the requirements and responsibilities.

Please contact TSU Housing and Residence Life at reslife@tnstate.edu with any questions regarding this information.

Email

Download

I Agree to the terms and conditions of this Contract.

This contract was completed on 8/4/2020 2:42:41 PM.

Cancel


Next

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(Student completes this before arriving to Move-in)

Step 6. After FINISHING the Online Check-In Form, you will see this message. Feel free to screen shot this message, just in case you need to show it to your Residence Director or other University Official upon arriving to campus.

Person: Test2, Test2 (test2)

 **TENNESSEE**
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Thank You!

Thank you for completing the Online Pre-Check-in Form and COVID-19 Addendum.

REMEMBER, you have to complete the online room inspection form as well. Please see the bullet points below for additional check-in information. We look forward to seeing you!

- Each student may have no more than two (2) guests to assist with move-in. Students and guests must wear protective facemasks/coverings during move-in.
- Students must first check-in at the TSU Gentry Complex parking lot before proceeding to assigned residential facility.
- Students should arrive 45 minutes prior to move-in appointment in order to clear temperature checks and COVID-19 self-test prior to check-in.
- Students must adhere to confirmed check-in appointment times.
- Use of a designated unloading zone must be completed within 1.5 hours. Move-in can be continued from designated parking lots.
- In order to maintain social distancing, there will be no unloading volunteers to assist with move-in.

Return to Main Menu

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Step 7. Also, after FINISHING the Online Check-in Form, you will be sent an email immediately. Below is a sample email.

