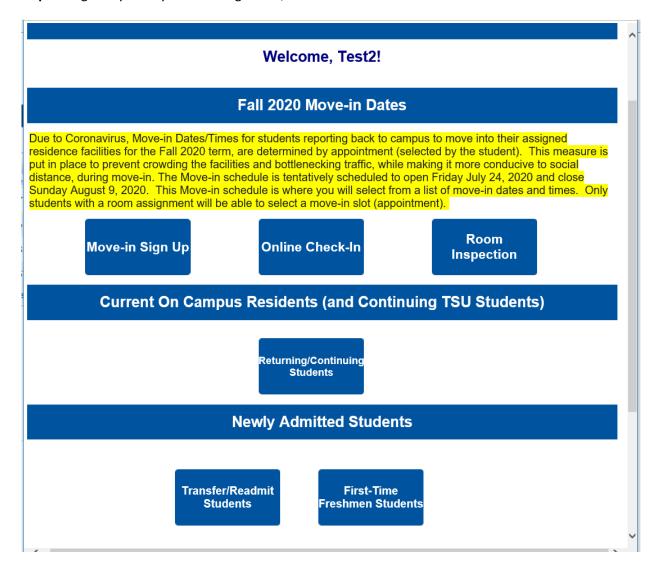
(Student completes this before arriving to Move-in)

**Step1.** Log into your myTSU Housing Portal, then select "Online Check-in"



(Student completes this before arriving to Move-in)

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

Person: Test2, Test2 (test2)



#### 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

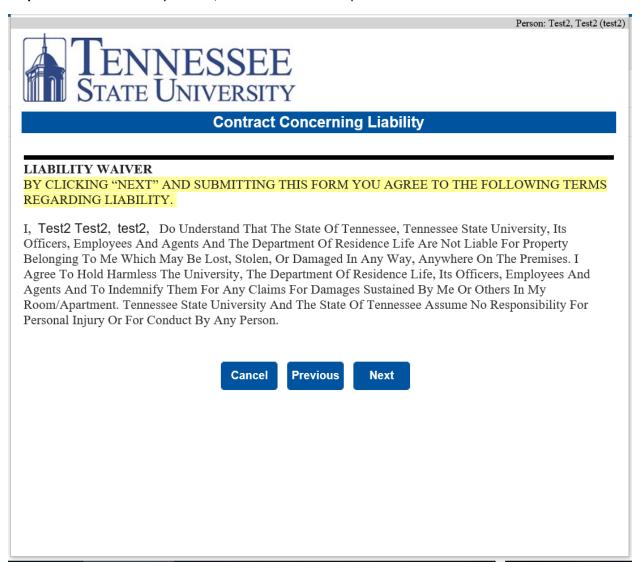
(Student completes this before arriving to Move-in)

**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)
TENNESSEE State University					
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.					
T Number:					
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.					
jproctor@tnstate.edu Personal Email bmalpass@rms-inc.com					
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	12	3-456-7890	*		
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					
	Е.				Mindre Desce
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.					
	Bed Space	Term	Move In	Move Out	
<b>✓</b>	BYD-0a	2020 Fall Term	8/15/2020	12/4/2020	
			Cancel	Next	
<					>

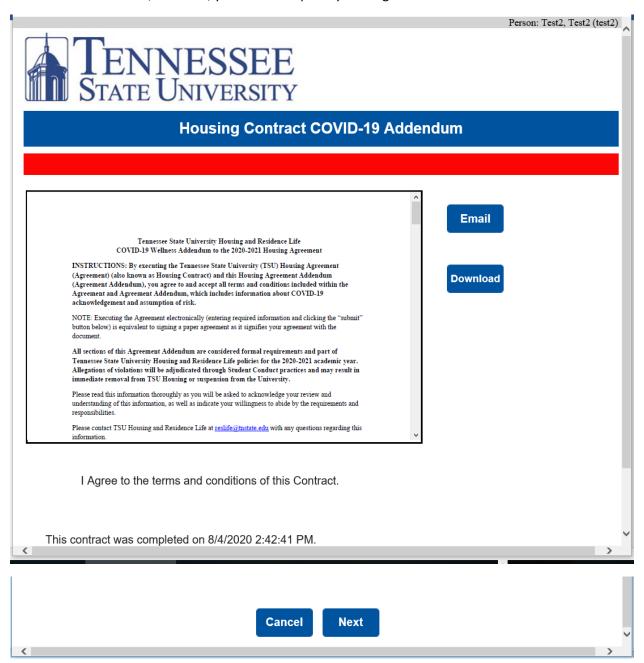
(Student completes this before arriving to Move-in)

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



(Student completes this before arriving to Move-in)

**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.



(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)



#### 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

(Student completes this before arriving to Move-in)

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

