Resident Web Inventory Procedures

1) To review and edit your bedroom and common room inventory condition report, first navigate to \csusant.edu\housing and click ‘Apply Now’. Follow the directions to log into the Housing portal.

2) Next select the Web Inventory tab from the main portal screen.
3) After you select the ‘Web Inventory’ screen, you will be able to view and edit the bedroom Inventory item screen. Please review all of the inventory items in the bedroom inventory report and type notes to describe the condition of the inventory items (e.g. if the blinds are bent, type ‘bent’ on the blinds line in the ‘enter comments here’ section). Once you have completed the bedroom inventory, click on the ‘I Agree’ box at the bottom of the page and then click ‘Continue’.

Click on the ‘I Agree’ box and then click ‘Continue’ to complete the bedroom inventory condition report. Proceed to step 4 to complete the common area inventory condition report.

4) Once you have completed the bedroom inventory condition report, you will receive an email confirming the receipt of your report. You will now need to complete your common room inventory report by clicking ‘Shared Inventory’ , describing the condition of the items in the ‘Enter Comments Here’ section and finally selecting the ‘I agree’ box at the bottom of the page before you select ‘Continue’. This will complete your inventory condition report process.

Select ‘Shared Inventory’ to view and edit your common room condition report.