

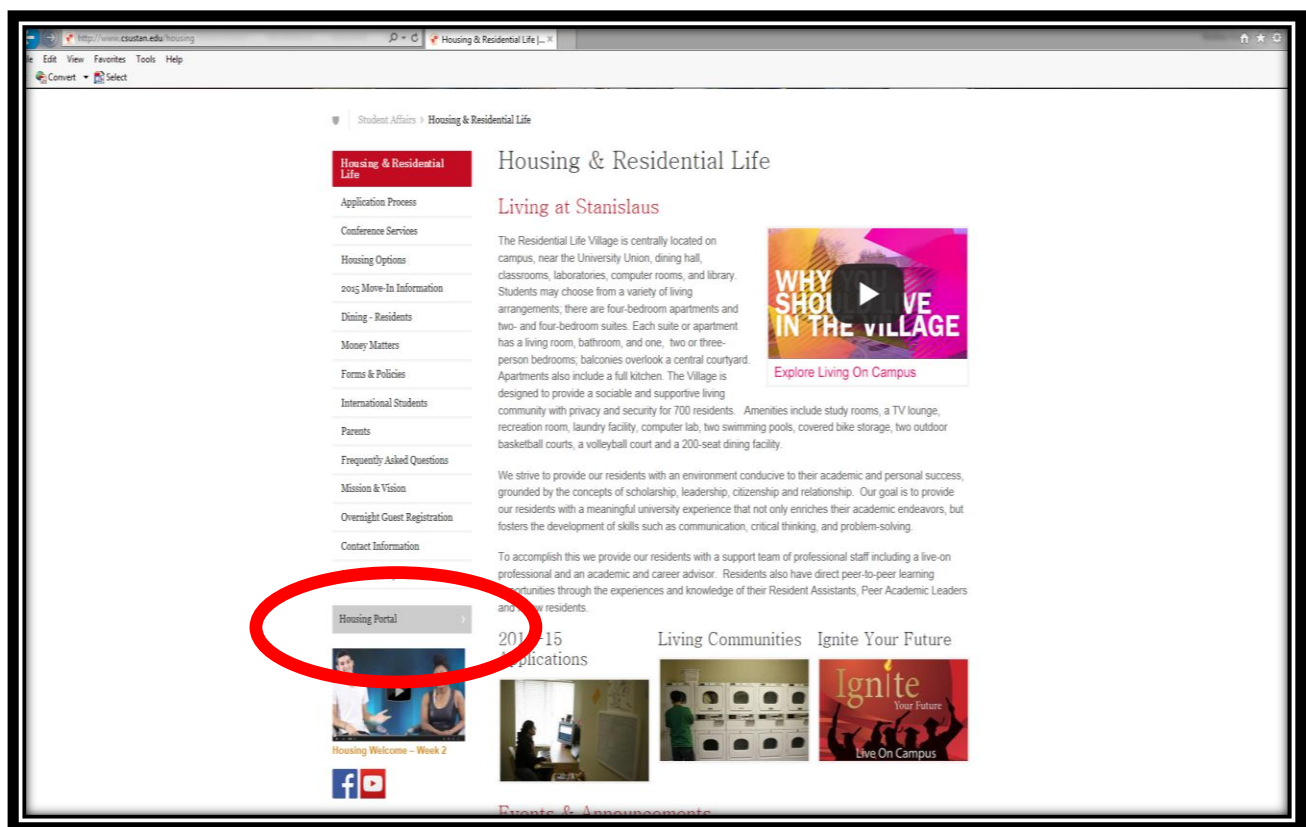


## HOUSING & RESIDENTIAL LIFE

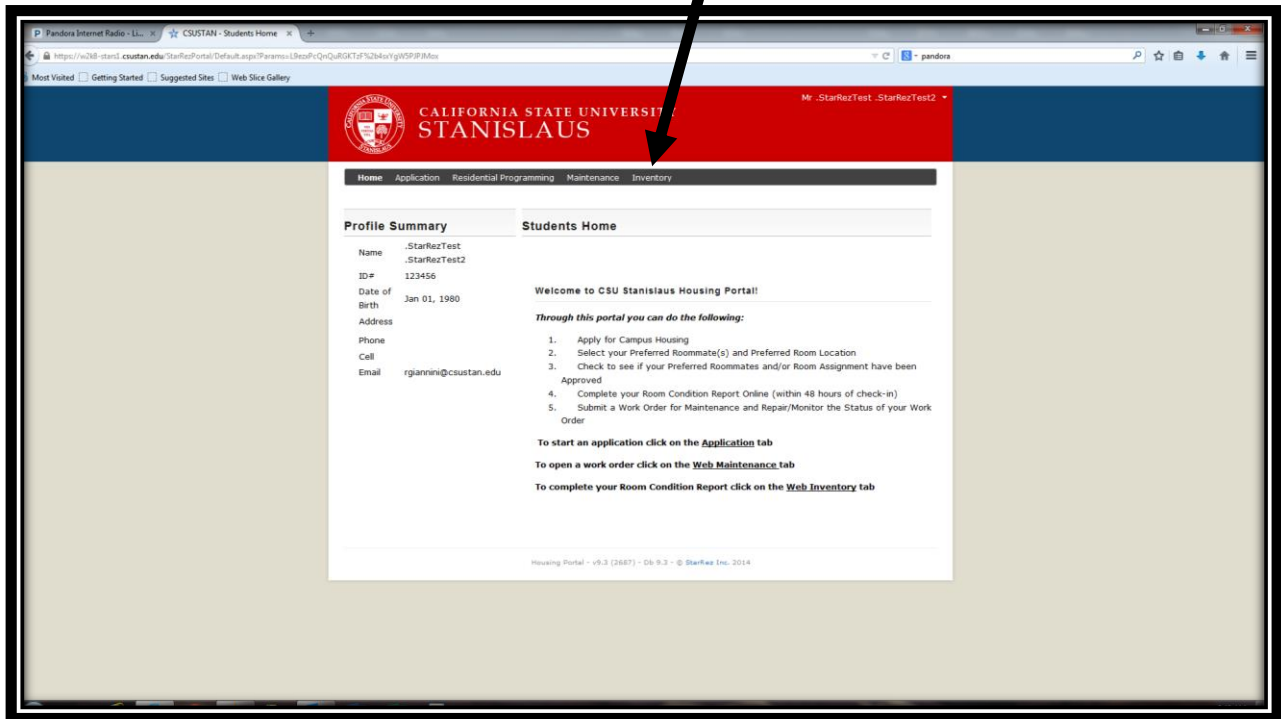
# Room Condition Report Resident Web Inventory Move-In Procedures

Room Condition Reports must be submitted within 72 hours of move-in.

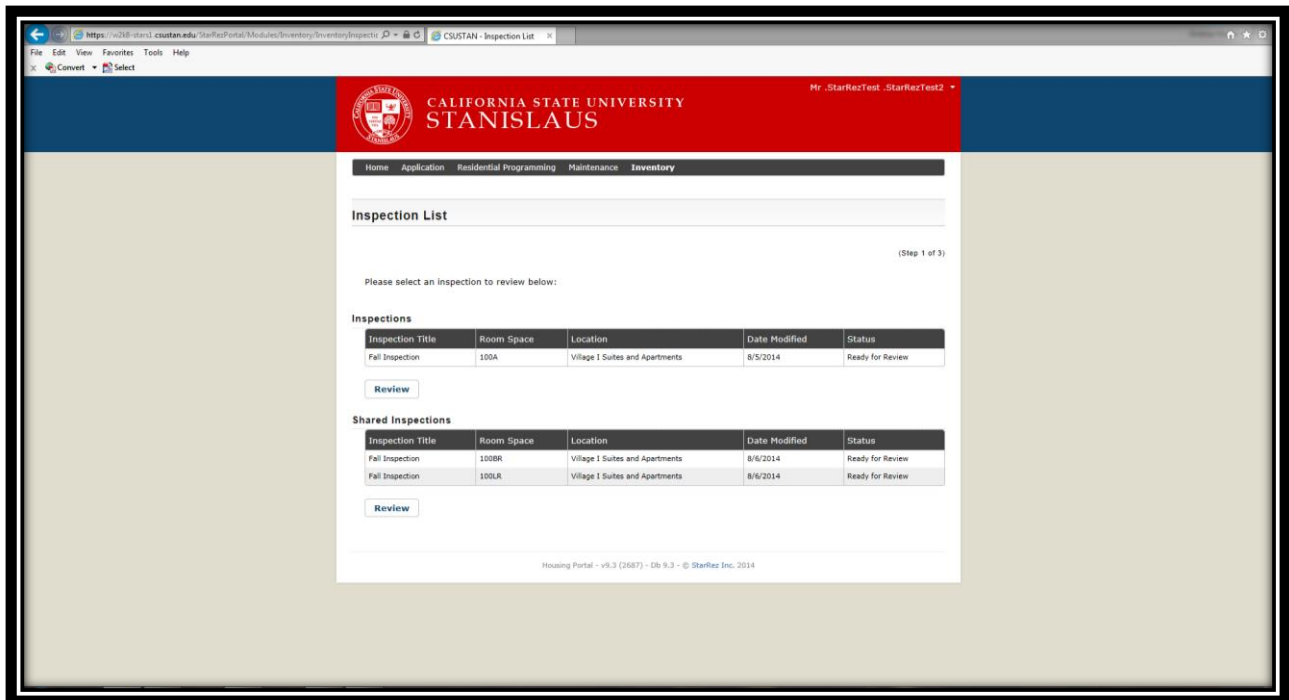
- 1) To review and edit your bedroom and common room inventory condition report, first navigate to <http://www.csustan.edu/housing/> and click 'Housing Portal'. Follow the directions to log into the Housing portal.



2) Next select the Inventory Tab from the main portal screen



3) After you select the 'Inventory' screen, you will be able to select the room or 'Room Space' you would like to review and edit. To select room space, click on the room you want to edit. Once you click on the room space it will become highlighted in orange, then click review.



**There are two types of room space:**

- a) Inspections by Room Number
- b) Shared Inspections: Which are common rooms such as living room, bathroom, and kitchen (if applicable).

Because all of you share the common rooms only ONE PERSON can fill in common rooms online (bathroom, kitchen, living room). The housing portal will default to whichever roommate accesses these pages first.

**What this means:**

You and your roommates need to select an “editor” who will be responsible for filling in your Common Rooms Report.

**We suggest the following:**

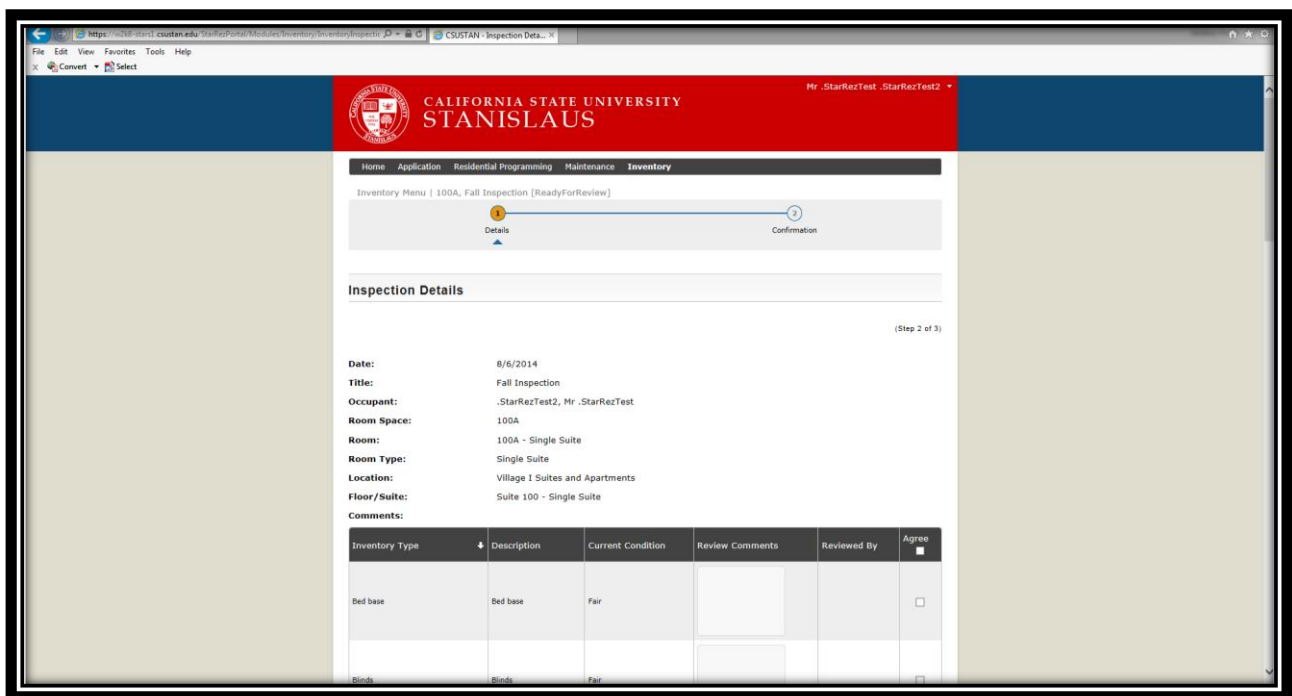
- a. Have the editor log into the system when all of you are present and do it together; or
- b. Jointly discuss what you want to report and then have your editor fill in the report on his/her own

People who are not editors can still see the common rooms on their online account, but they shouldn’t complete the Common Room Report, because the report will be locked after the first person completes and saves information on the report.

***If you disagree with what your editor submitted:***

If the editor does not report something you feel is important you can access blank condition reports for common rooms on the housing website. You can complete this form and turn it into the Housing Office within seventy-two hours of move-in. [http://www.csustan.edu/housing/Forms\\_Publications.html](http://www.csustan.edu/housing/Forms_Publications.html)

- 4) Once you have selected your room to review, you will see the Inspection Details screen with the inventory type (bed, couch, desk), and the current condition of the item. If you do not agree with the condition shown in this screen, please leave the ‘Agree’ box blank and type in your comments relating to the item. Click the ‘Save & Continue’ button on the bottom left of the screen when you have finished your room review.



- 5) Once you click 'Save & Continue', you will receive a confirmation screen for your Room Condition review. If you are the Editor for your suite or apartment please navigate back to Step 2 of these instructions to complete any remaining rooms to be reviewed (e.g. living room, bathroom, kitchen, etc.).

