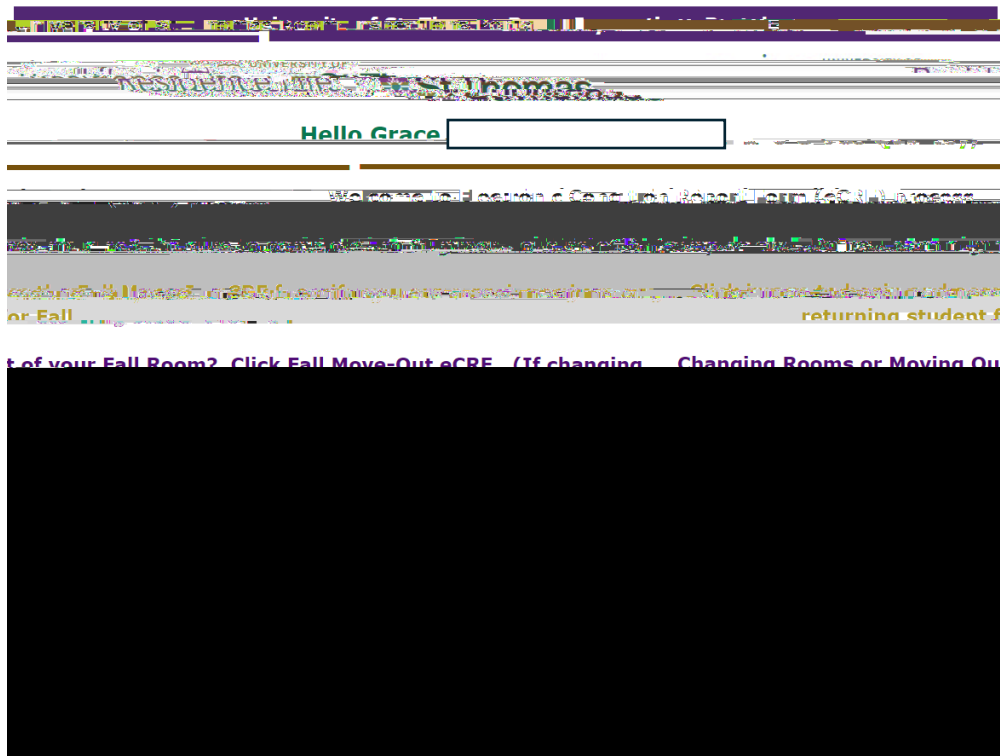


- Log in to the Housing Portal directly at: <https://rmsstudent.stthomas.edu/housing> and click on the button "I WANT TO COMPLETE MY ELECTRONIC CONDITION REPORT FORM".
  - At the next portal click the appropriate **eCRF Move In Button** to begin and access the form. After you access the online form, follow the instructions found in the form.
  - To update each line item listed in the form click the down arrow and then click the up arrow to give a response. **You must select each TAB - SUITE (if applicable) ROOM, and ROOM NUMBER** in the form to see the list of items to be updated for each TAB.
  - You may also add a general comment in the text box found at the top of the form, and individual notes and images for each item listed by clicking on the corresponding icons and notes icons.
  - **FINAL STEP - Click the FINISH link** found at the bottom of the form to save and submit the form.
  - After you save and submit the form you will receive a confirmation email from Residence Life sent to your St. Thomas email. If you do not receive this email, please contact Residence Life for assistance.
  - After you click the button " **I WANT TO COMPLETE MY ELECTRONIC CONDITION REPORT FORM**", the Inspections Portal is displayed.
  - Follow instructions on the page and click the



- The first page of the eCRF is displayed.
- Verify or select the correct room if more than one room is displayed.
- Click **Next step** to continue.

- Follow the instructions found on the page and complete the form.
- Be sure to click each TAB found at the top of the form and select conditions for each item listed.
- You may type additional comments in the comment box provided in the form.
- When done click **Finish** found on the bottom and you will receive a confirmation email from Residence Life if you successfully submit the form.

**INSTRUCTIONS (Please follow carefully):**

- You will notice three tabs at the top of the form for SUITE, ROOM, and BED.
- To begin updating our form - click the TAB for the SUITE, then click the dropdown arrow to select a response for each item listed. (Suite rooms are in common shared areas).
- To continue updating the form - Click the TAB for the ROOM, then click the dropdown arrow to select a response for each item listed.
- To continue updating the form - Click the TAB for the BED, then click the dropdown arrow to select a response for each item listed.
- Optional - Click the Notes Icon to add additional notes to the Workorder. You may also click the Camera Icon to upload images. You may add additional comments in the text box provided in the Comment Section below...
- After you complete the form in the FINISH button to submit the form and submit updates.
- You will receive a confirmation email from Residence and Life. If you do not receive the confirmation email, please email residence.life@thomas.edu or call at (651) 962-6470.

Suite Room GRA-514 Bed GRA-514

**Bathroom(s)**

Normal Wear and Tear  Bathroom-Walls

Bathroom Countertops: Normal Wear and Tear

Cabinet/Mirror: Medicine  Normal

Bathroom Lights: Working Proper

Comments

24 11:26 AM By: smthgpp on: 6/5/20