Steps for a Successful Move In

Checklist	Task
	Arrive to campus and **park in closest available unloading zone** – see move-in maps
	Student **heads to the front desk** of their residence hall building
	Students will **check-in by presenting their QR code,** available in the *My Housing Information* section of the *UWSP Housing Portal*
	Students will then **receive their room key and building Saflok**
	Student/Guests **goes to the designated tent location for blue carts** – see move-in maps *You will be allowed a max of two (2) blue carts to unload their belongings.* *Present an ID and exchange it for one or two carts. Housing will hold ID until the carts are returned.*
	Unload belongings from the vehicle and drop them off in the student's room *Students will be allowed 10-15 minutes to unload.*
	Move vehicle to a short-term or long-term parking lot after unloading – see move-in maps
	Before setting up room, student need to **return the blue carts** back to designated tent location *ID returned – when ALL the blue carts are returned.*
	Students must complete their **Room Condition Report** in their UWSP Housing Portal *Please be **detailed** as possible. Continue to check your UWSP email for all Housing updates and deadlines.*
	Return to student's room to **start unpacking and settle in** *We ask that students take their cardboard out to the Recycling Tents.*
	Students will attend a mandatory floor meeting within their residence hall *Watch for signs and/or talk with your Resident Assistant (RA) about this and other mandatory Pointers Week events!*