

# Steps for a Successful Move In

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

