Step by Step Guide to the GW Check-In Process

STEP 1:

1. Sign in using your NET ID and password.
   You can access the application by visiting living.gwu.edu or directly at http://my.gwu.edu/mod/rms

   If you type in the wrong NET ID and password, the page will refresh to enter in the information again. Once you enter in the correct NET ID and password, you will need to return to the Living website to access the application.

   Email Sign-In

   Members of the University community can access email by using their NET ID.

   If you do not have a NET ID, you can get one from the IT Virtual Help Desk Account Center.

   Secure Your NetID

   George Washington Today
   GW’s Official Online News Source

   Frequently Asked Questions
STEP 2 – Landing Page

1. Click on the **Apply/Edit** button to begin the 2014-2015 check-in process.

Welcome to GW Housing e-Services. This page provides links to find your RMS ID, current Housing assignment, and housing applications. Housing applications for returning students can be found in the Continuing Students section.

Prior to starting your housing application, please visit the [GW Housing](http://living.gwu.edu) website where you can learn more about building information and housing rates. To better understand the steps of the application, please take a few moments to view these instructions. Please note these are general instructions and your application may not include all sections.

In order to begin your housing application, you will need your GWID (University ID). If you are requesting a roommate(s), you will also need to obtain their RMS ID(s) from them.

<table>
<thead>
<tr>
<th>Student Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Check-In</td>
<td><a href="http://living.gwu.edu">Apply/Edit</a></td>
</tr>
<tr>
<td>RMS ID Lookup</td>
<td><a href="http://living.gwu.edu">Apply/Edit</a></td>
</tr>
<tr>
<td>View Assignment</td>
<td><a href="http://living.gwu.edu">Apply/Edit</a></td>
</tr>
<tr>
<td>Self Check-Out</td>
<td><a href="http://living.gwu.edu">Apply/Edit</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Student Applications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Students (Incoming Fall Freshmen only)</td>
<td><a href="http://living.gwu.edu">Apply/Edit</a></td>
</tr>
</tbody>
</table>
Step 3 – Application

1. Review welcome page and proceed to the Next Step.

All other information on this page can only be changed by logging into the GWeb system.
**STEP 4 – Emergency Contact Information**

The information below reflects your official student record. You are required to update or provide all information that is marked with a red asterisk (*).

Your Emergency Contact is someone whom University officials will contact in the case of an emergency while you live in campus housing.

If your Emergency Contact only has either a Cell Phone or a Home Phone then please fill out the same number in both required fields.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha</td>
<td>Washington</td>
<td>marthawashington</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Address Line 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 21st Street N</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Country</th>
<th>Relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington</td>
<td>District of Columbia</td>
<td>20052</td>
<td>USA</td>
<td>Wife</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell Phone</th>
<th>Home Phone</th>
<th>Phone Work</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>202-994-1000</td>
<td>202-994-1000</td>
<td>202-994-1000</td>
<td>First Lady</td>
</tr>
</tbody>
</table>

1. Fill out all of the information relating to who you want your Emergency Contact to be on campus
2. Make sure that all phone numbers are formatted in the XXX-XXX-XXXX format
3. Once you have filled out all required fields proceed to the Next Step

For more information, visit the Living@GW website at [http://living.gwu.edu](http://living.gwu.edu)
STEP 5 - Missing Person Contact Information

1. Fill out all of the information relating to who you want your Missing Person Contact* to be on campus

2. Make sure that all phone numbers are formatted in the XXX-XXX-XXXX format

3. Once you have filled out all require fields proceed to the Next Step

*Note: Your Emergency Contact and Missing Person Contact should not necessarily be the same person. Your Missing Person Contact should ideally be located in/around the DC area
STEP 6 – Check-In

By checking in you agree to the terms and conditions outlined in the 2014-2015 Housing License Agreement. If you believe any of the information listed below is incorrect DO NOT CHECK IN and immediately contact the Housing Office at 202-994-2552 or gwhouse@gwu.edu.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mabel Thurston Hall</td>
<td>MT-0100</td>
</tr>
</tbody>
</table>

Set Check In for Bed Space: MT-0100-1

Check In:
07/31/2014 02:21 PM

1. Read the top of the page and review the 2014-2015 Housing License Agreement
2. Verify that your listed bed space is correct and click Proceed to Contract

For more information, visit the Living@GW website at http://living.gwu.edu.
STEP 5 – Contract

**Contract**

- I affirm that by completing the self check-in I have read and understand all of the Terms and Conditions of the Housing License Agreement. I further agree to pay all charges accrued for lost key(s) and/or lost GWorld Access Card fee(s), as well as any assessments for damages, housekeeping, or improper check out. GWorld Access Cards and Keys may not be altered in any way.

- I understand that any keys that I am issued are the property of the George Washington University, and that I am responsible for the safekeeping of my keys) until the return of my key is requested or required. I will not lend my keys to any other individuals, and if I lose my key then I will immediately report this to Facilities Services. I understand that failure to return any loaned keys to the Key Depot within 24 hours of borrowing will result in a lock change at my own expense. Fees for lost, damaged, and keys not returned when requested are as follows:
  - Replacement GWorld Access Card: $25 fee
  - Lost/Damaged/Unreturned Front door key: $150 fee per key
  - Lost/Damaged/Unreturned Bedroom door key: $150 per key
  - Lost/Damaged/Unreturned Mailbox Key: $10

- I understand that I am responsible for reporting any facilities related issues discovered or that are contrary to the Room Condition Report within 24-hours of arrival. A Room Condition Report (RCR), noting the arriving state of your unit, can be found affixed to the back of your unit's door. If there is not a RCR in your room upon arrival, please see your Resident Advisor. To report all facilities related issues, students utilize their GW Net ID to access [GW's Fix-it System](http://living.gwu.edu).

I Agree to the terms and conditions of this Contract.

**GWID:**

![I Agree](#)

1. **Check the boxes next to each statement after carefully reading them.**
2. **Input your GWID into the space provided and click ![I Agree](#) to confirm your agreement and complete this application.**
1. Once you have receive the screen above the check-in process is complete. You will also receive an email that you MUST present to your move-in hub site on the day that you move in (a copy of the email is found on the next page)
Congratulations, you have successfully completed the Check-In Process for 2014-2015. If you have any questions, feel free to contact us at gwhouse@gwu.edu or call us at 202-994-2552.

For more information, visit the Living@GW website at http://living.gwu.edu.