Step by Step Guide to the GW Self Check-In Process

STEP 1 – Log in to the e-Services page

1. Sign in using your NET ID and password.

You can access the Self Check-In 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.

Welcome to myGW!

Members of the University community can access myGW by using their Net ID (also known as GWMail account) information.

If you do not have a Net ID, you can get one from the Division of Information Technology Virtual Help Desk Account Center.

Check out the Help files to get more information about the portal and its features.

myGW Login

Net ID: @gwu.edu
Password:

Stay signed in
Do not check this if at a public computer

Sign In

SECURE YOUR NetID

NOTICE: By signing into myGW you agree to the Terms of Service.

For more information, visit the Living@GW website at http://living.gwu.edu.
STEP 2 – Landing Page

1. Click on the ‘Fall Self Check-In’ button to begin the check-in process.

For more information, visit the Living@GW website at http://living.gwu.edu.
Step 3 – Application

1. Review the first page and proceed to the ‘Next Step’ button if all the information provided is correct.

You may edit the following fields: Preferred First Name, Cell Phone and Gender. All other information on this page can only be changed by logging into the GWeb system.
STEP 4 – Emergency Contact Information

1. Fill out all of the information relating to who you want your Emergency Contact to be on while living 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.’
STEP 5 - Missing Person Contact Information

1. Fill out all of the information relating to who you want your Missing Person Contact to be while living 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

1. Read the top of the page and review the 2017-2018 Housing License Agreement.
2. Verify that your listed bed space is correct and click ‘Next Step.’
STEP 7 – Contract

1. Check the boxes next to each statement after carefully reading them.

2. Input your GWID into the space provided and click to confirm your agreement and complete this application.

3. A box will pop up. Click “OK.”
FINISH AND EMAIL

Once you have received 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)

You have successfully completed your Housing Self Check-in. You are scheduled to move-in on . If you believe this date is incorrect, please contact GW Housing as soon as possible.

For more information on parking, move-in tips, and what to bring please visit the GW Housing website.

If you have questions regarding housing or move-in, please contact GW Housing at 202-994-2552 or gwhouse@gwu.edu.

For more information, visit the Living@GW website at http://living.gwu.edu.
Present this section at move-in:

Name: George Washington

Bed Space Building Room #: MT-0100 1 Mabel Thorson Hall MT-0100
Self Check-In Complete: 09/20/17 9:57:58 AM

George Washington,

Do not delete this email! This email will serve as your confirmation of check-in at move-in so that you are able to pick up your key(s) from your move-in hub site.

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

Congratulations! You have successfully completed the Self Check-in process for the 2017 Fall Semester.

Please present this email at your move-in hub site on your move in date either on your phone or in print. You must present this email in order to pick up your key(s).

If you are assigned to 1959 E St, 2109 F Street, District House, JSKO, Lafayette, Munson, or Mark Shenkan Hall, and already have a GWorld card, you may move in directly to your room and do not have to visit a hub site as long as you have completed the Self Check-in a minimum of 72 hours before your arrival.

As a reminder, you have agreed to the terms and conditions of the 2017-2018 Housing License Agreement and Key Loan Agreement which includes lost key or lost GWorld access card fees of:

- Lost GWorld $35
- Lost or Damaged Bedroom Key: $150
- Lost or Damaged Room Key: $150
- Lost or Damaged Mail Key: $10
- Lost Loaner Access Card: $50

If you have questions regarding Move-In please visit the GW Housing website or contact GW Housing at gwhousing@gwu.edu or 202-994-2552.

We are looking forward to welcoming you to campus later this month!

The George Washington University
Philip Amsterdam Hall
2350 H St NW
Suite 106
Washington, DC 20052
(202) 994-2552 (phone)
(202) 994-1422 (Fax)
Follow us on Twitter: @GW_Housing
http://living.gwu.edu

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