

# How To Complete Your Room Condition Report

1. Go to NDSCS homepage at [www.ndscs.edu](http://www.ndscs.edu) and select Campus Connection



2. Log into CampusConnection

### Campus Connection Log In

NDUS Campus Connection requires authentication using your NDUS identifier.

**User ID**

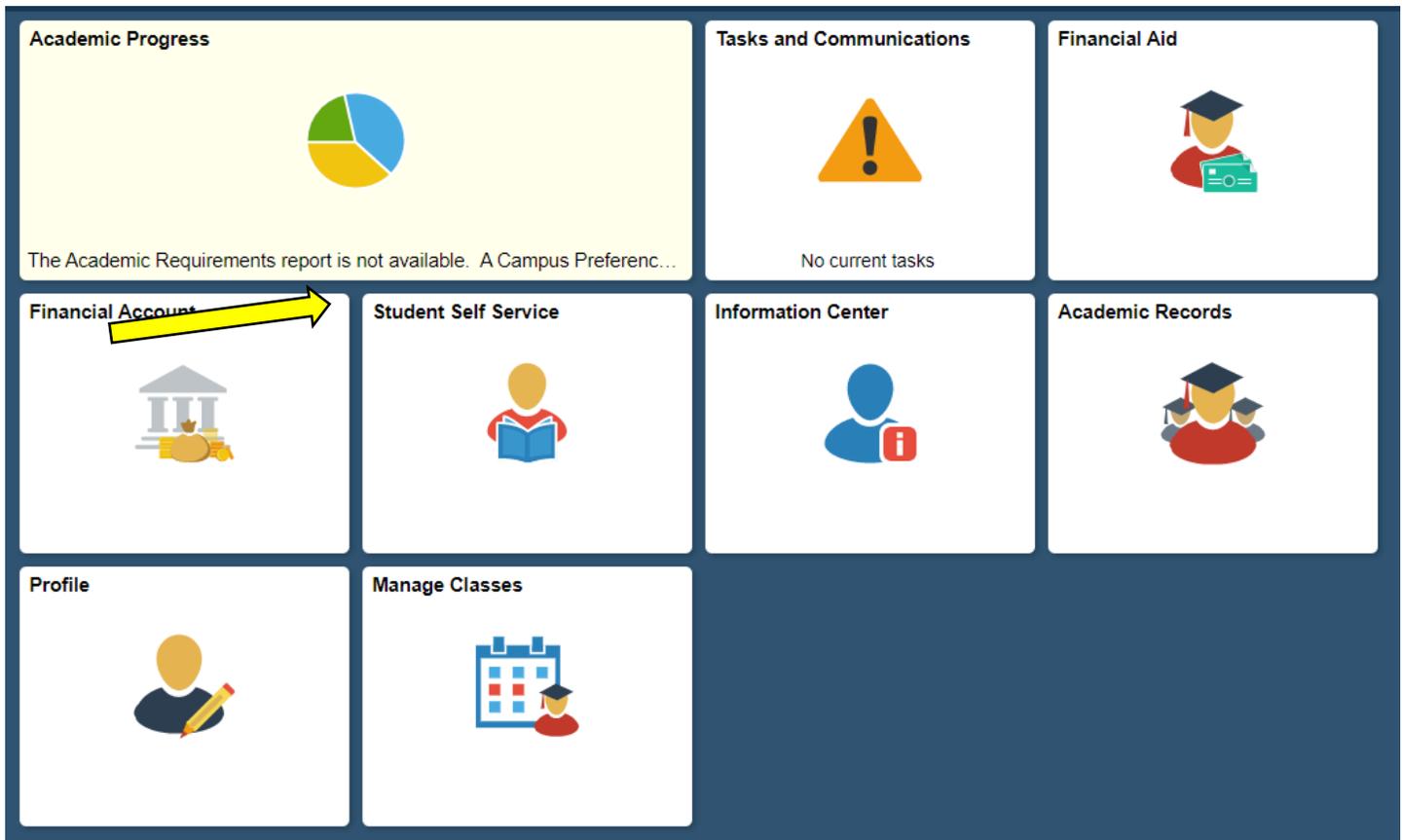
**Password**

I agree to the terms of the [User Agreement](#)

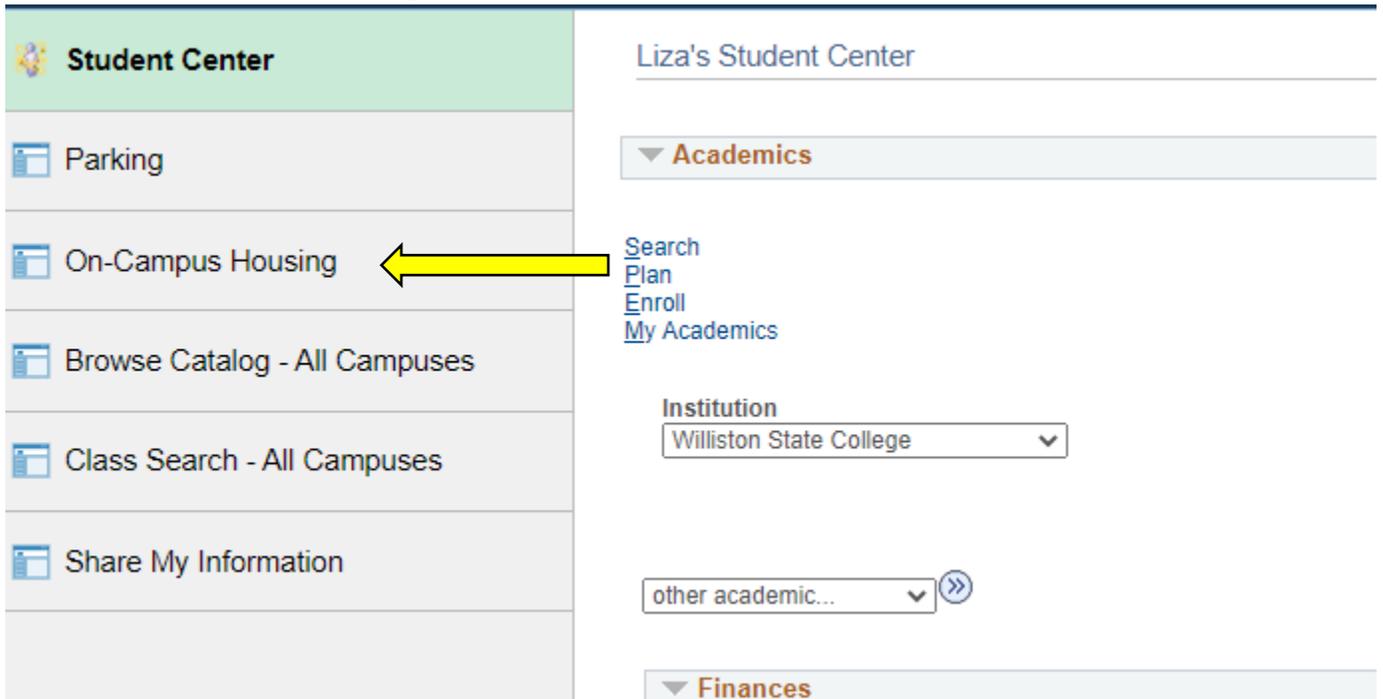
### Trouble Logging In?

If you are experiencing any difficulties getting logged into the system, please use the links below.

### 3. Select Self Service



### 4. Select On-Campus Housing



5. Follow the instructions, or select Continue

On-Campus Housing

**ATTENTION: If you receive an error message at any time during the apply online process, please follow the steps below to enable cookies:**

**Click the link for the browser you are using; it will open in a new tab.**

- [iOS - Safari, Chrome, Atomic, and Dolphin](#)
- [Firefox](#)
- [Google Chrome](#)
- [Internet Explorer](#)
- [Microsoft Edge](#)
- [Safari](#)



6. Select ND State College of Science, and Continue

Once you select your campus, you will be directed to login again using your campus credentials.

A rectangular form containing a list of campus options. Each option is preceded by a radio button. The option "ND State College of Science" is selected, indicated by a blue dot in the radio button. A yellow arrow points to this selected option from the right. Below the list is a "Continue" button, with another yellow arrow pointing to it from the right.

<input type="radio"/> Bismarck State College	<input checked="" type="radio"/> ND State College of Science
<input type="radio"/> Dakota College at Bottineau	<input type="radio"/> North Dakota State University
<input type="radio"/> Dickinson State University	<input type="radio"/> University of North Dakota
<input type="radio"/> Lake Region State College	<input type="radio"/> Valley City State University
<input type="radio"/> Mayville State University	<input type="radio"/> Williston State College
<input type="radio"/> Minot State University	

Continue

7. Log in using your CampusConnection username and password



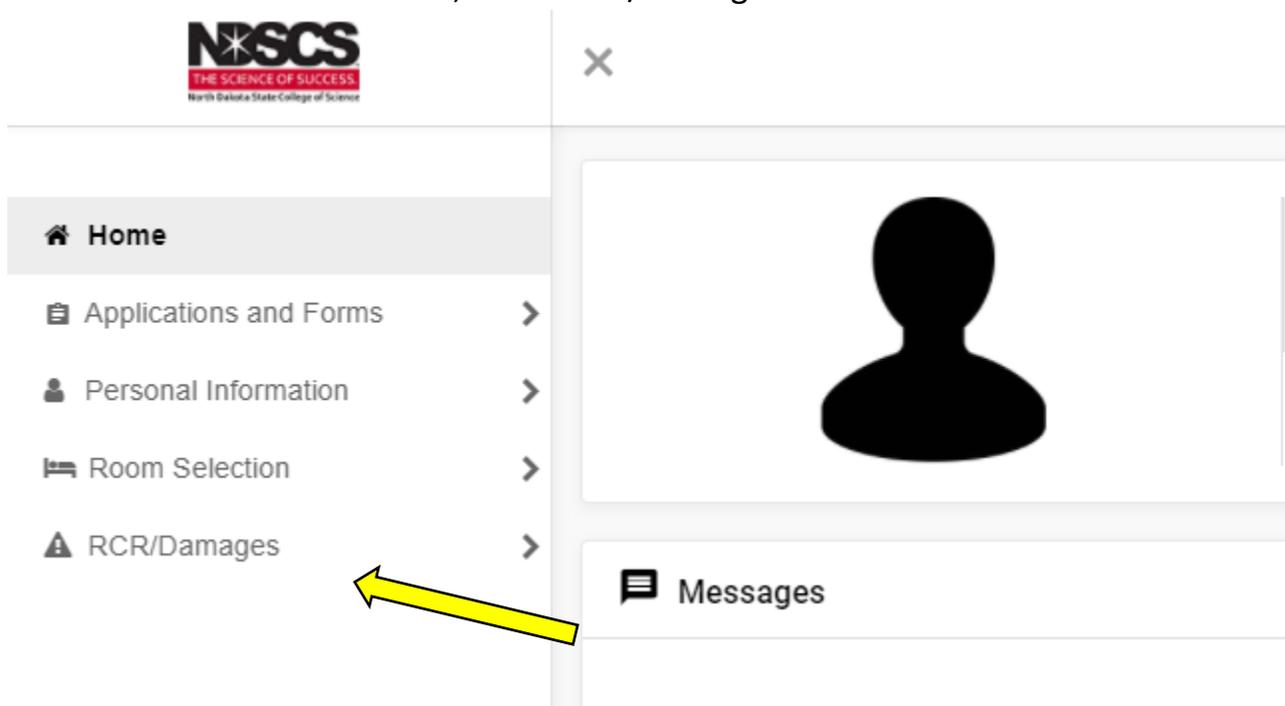
The login form features the NDSCS logo at the top, which includes the text 'THE SCIENCE OF SUCCESS' and 'North Dakota State College of Science'. Below the logo, the instruction reads: 'Please login to Housing Self-Service using your Campus Connection Username and Password.' There are two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned below the password field.

**NOTICE:** If you are having trouble logging in, please contact the NDUS Help Desk for further assistance.

[NDUS Help Desk](#)

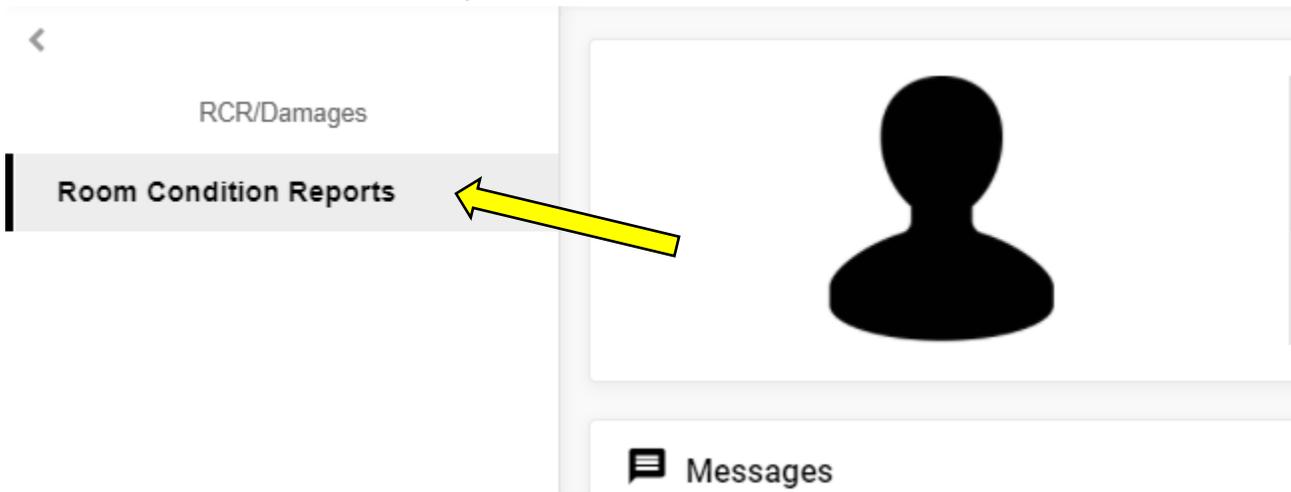
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8. On the left side of the screen, select RCR/Damages



The dashboard shows the NDSCS logo in the top left corner. A navigation menu on the left lists several options: 'Home', 'Applications and Forms', 'Personal Information', 'Room Selection', and 'RCR/Damages'. A yellow arrow points to the 'RCR/Damages' option. The main content area on the right features a large black silhouette of a person's head and shoulders, and a 'Messages' section with a speech bubble icon.

9. Then click Room Condition Reports



10. Click on the pencil icon to the right of your housing assignment

Room Condition Reports since SCS Fall 2019 (2)

Hall	Date	Type	Response	Comments
Nordgaard 206D	7/29/20, 2:44 PM	Check In	Response Required by: 12/01/2020	
Walton 101	7/29/20, 2:44 PM	Check In	You Agreed	N/A 

11. Review the condition of the items in your room

RCR - Check In Nordgaard 206D SCS Fall 2020

**Important Information Regarding Online Room Condition Reports**

*It is very important for you to carefully review the condition of your room and its contents. It is expected that you will maintain your room's condition and report any maintenance issues as they arise.*

Any discrepancies between the condition listed below and what you believe is the true condition of the item should be noted in the comments section at the bottom of the page.

Once you submit this report, you must notify a housing staff member in order to make changes.

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**Inventory (69)** 

filter 

Item	Condition	Last Inspected	Description
Bathroom E Ceiling	Used - normal wear and tear but no repairs needed	11/14/18	N/A
Bathroom E Door/Lock	Used - normal wear and tear but no repairs needed	11/14/18	N/A
Bathroom E Floor	Used - normal wear and tear but no repairs needed	11/14/18	N/A
...	Used - normal wear and tear but no	...	...

- 12. Use the text box to report anything you would like noted about the condition of your space.
- 13. Type your name on the line, or select the signature pad option and sign.
- 14. Submit!

	repairs needed		
Suite Window/Screen	Used - normal wear and tear but no repairs needed	11/14/18	N/A

Inspection Date: 7/29/20, 2:44 PM

Condition: (n/a)

Notes:

Your Comment: N/A

- I agree with the condition of my room as listed above.
- I DO NOT agree with the condition of my room as listed above.

If you do not agree with the condition as listed above, please provide detailed comments below on the items you wish to have re-evaluated.

Make your comments here!



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- Enter your full name to give consent (Hand drawn signature will be auto generated)
- Use the signature pad to draw your signature

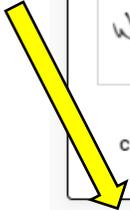
Enter your full name

Wildcat Willie



Wildcat Willie

clear signature



Submit

Clear