How To Complete Your Room Condition Report

1. Go to NDSCS homepage at www.ndscs.edu and select Campus Connection

2. Log into CampusConnection

3. Select Self Service
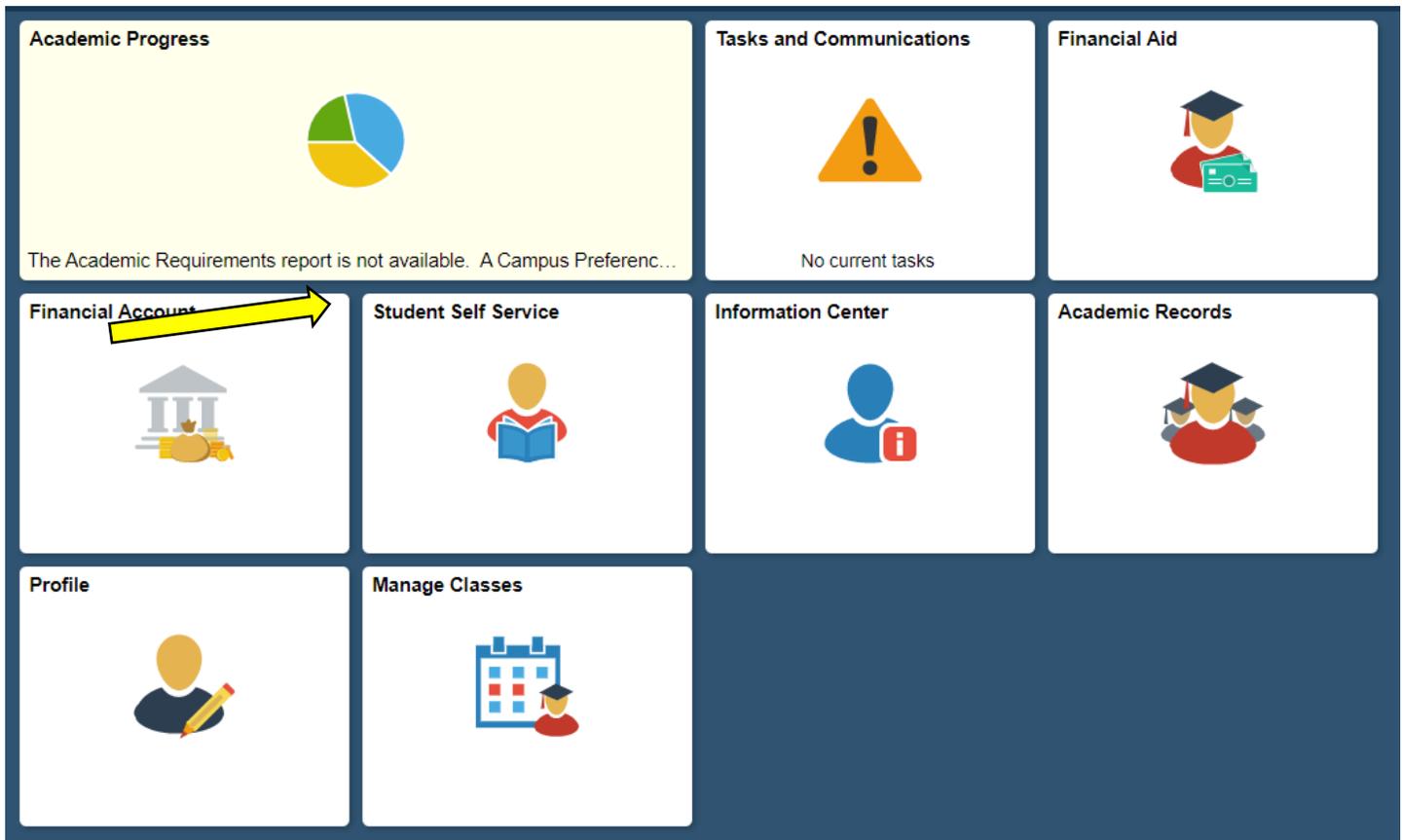
4. Select On-Campus Housing
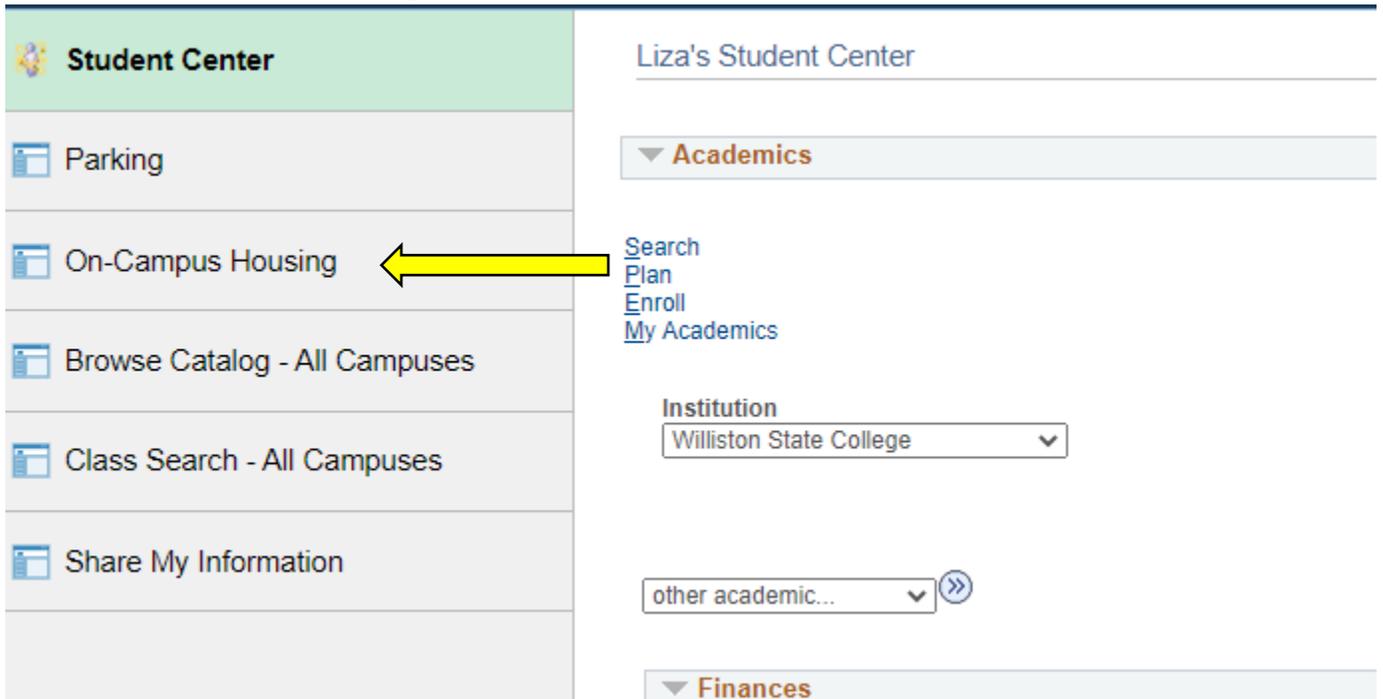
5. Follow the instructions, or select Continue

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

Continue

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.

○ Bismarck State College	● ND State College of Science
○ Dakota College at Bottineau	○ North Dakota State University
○ Dickinson State University	○ University of North Dakota
○ Lake Region State College	○ Valley City State University
○ Mayville State University	○ Williston State College
○ Minot State University	

Continue

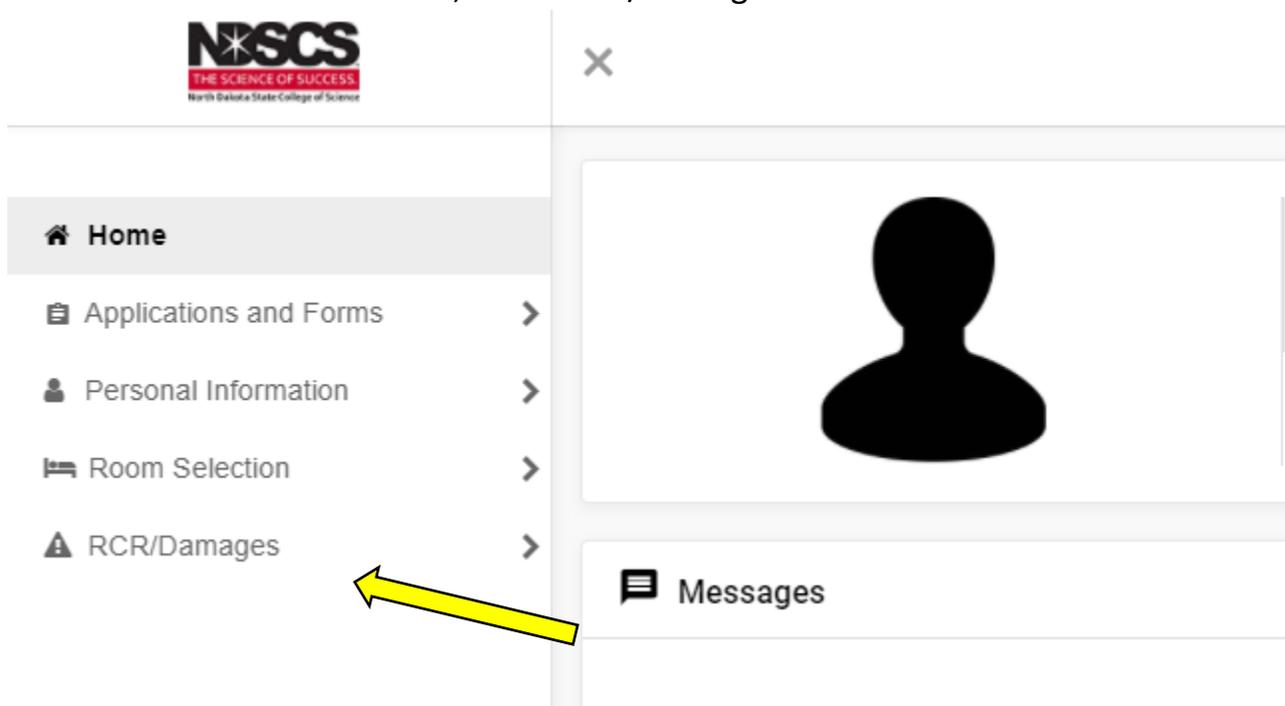**7.** Log in using your CampusConnection username and password

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North Dakota State College of Science

Please login to Housing Self-Service using your Campus Connection Username and Password.

Username: [   ]

Password: [   ]

[Login]

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

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🏠 Home

📄 Applications and Forms >

👤 Personal Information >

🛏 Room Selection >

⚠ RCR/Damages >

💬 Messages

9. Then click Room Condition Reports

RCR/Damages

Room Condition Reports

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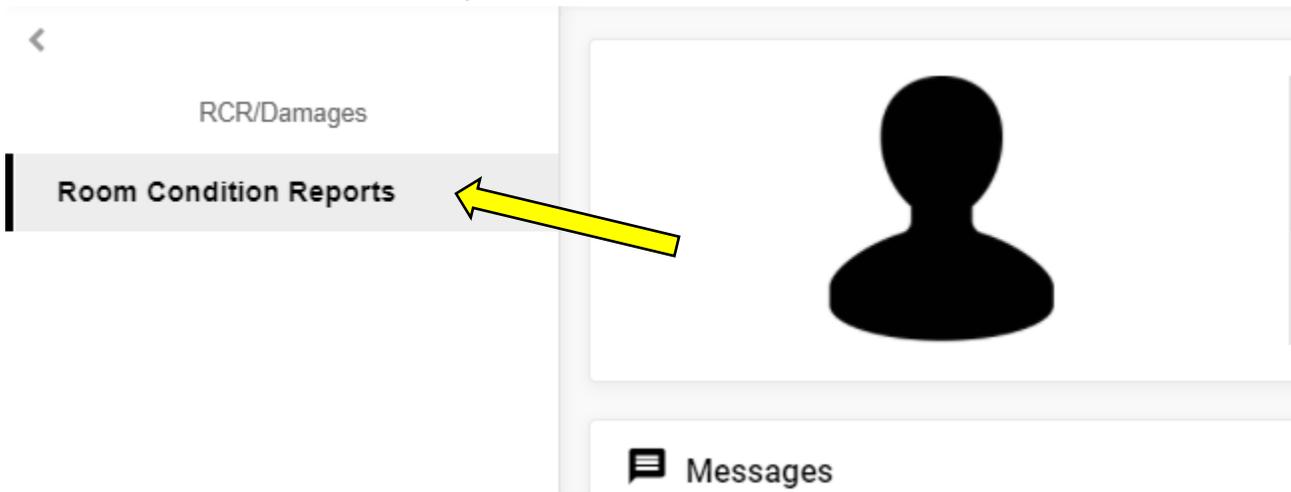
10. Click on the pencil icon to the right of your housing assignment

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.

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!

◉ Enter your full name to give consent (Hand drawn signature will be auto generated)

◯ Use the signature pad to draw your signature

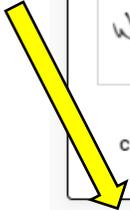Enter your full name
Wildcat Willie

Wildcat Willie

clear signature

Submit **Clear**