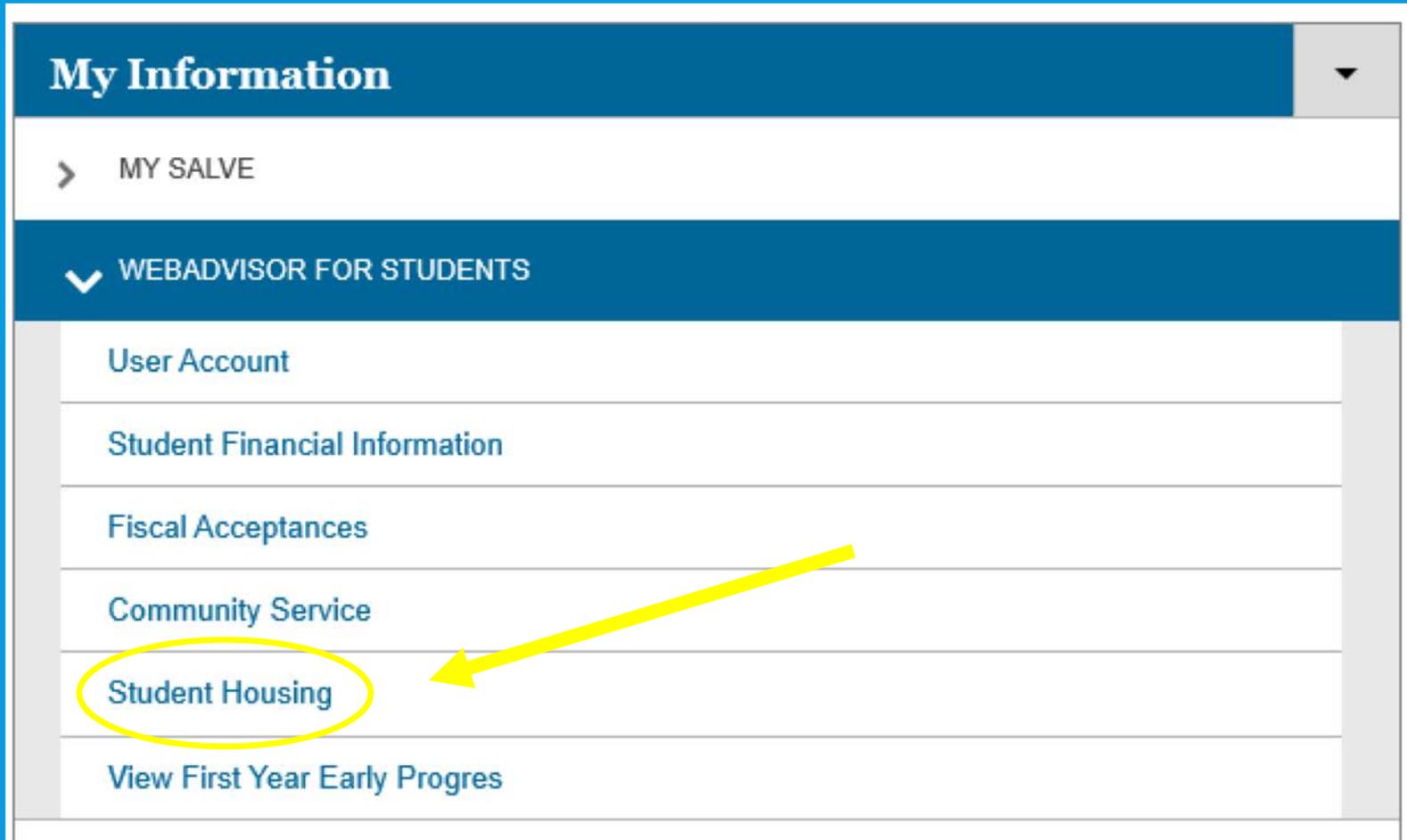


SPRING 2020 CLOSING

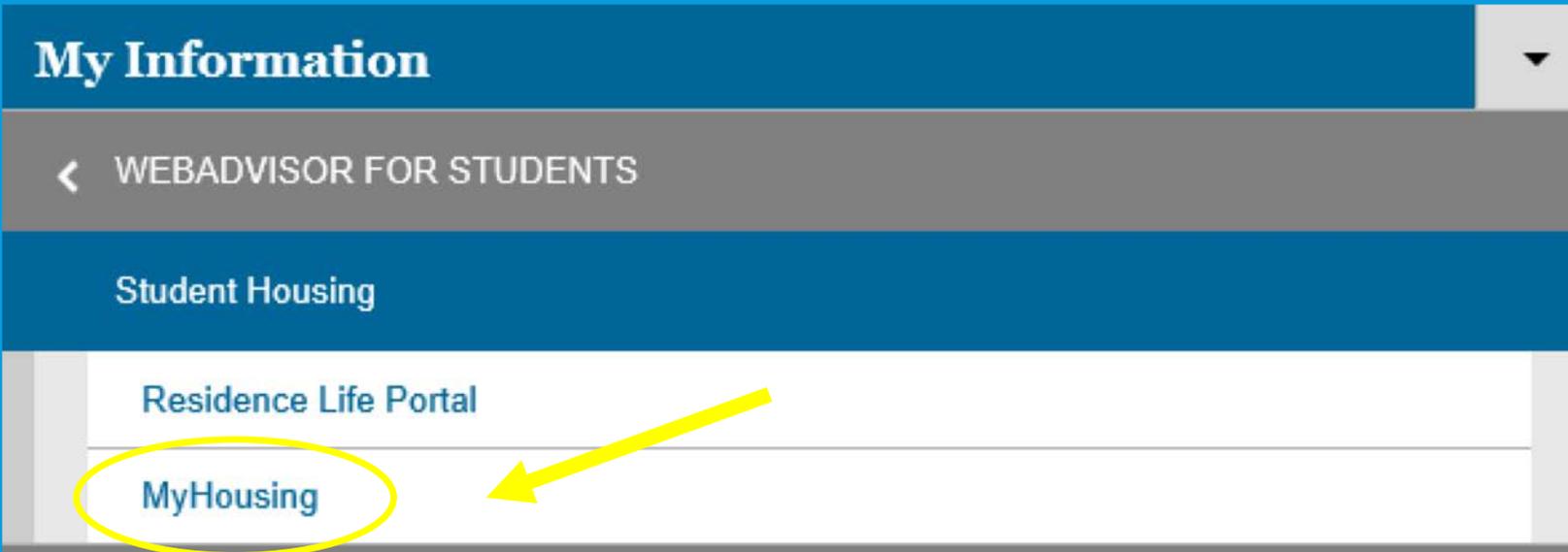


LOG INTO YOUR MYSALVE PORTAL



Click 'Student Housing' under Webadvisor for Students in the MySalve portal.

LOG INTO MYHOUSING



Click
'MyHousing'
under Student
Housing in the
MySalve
portal.

LOG INTO SELF-SERVICE IN MYHOUSING

Log in to My Housing Self-Service using your Salve credentials.



Please login to Self-Service using your Salve Regina University Network username and password. Your Username is *NOT* your Salve email address. It is listed as your "Network username" on the letter sent to you, and is the portion before @salve.edu.

Username:

Password:

Login

NOTICE: If you are having trouble logging in, please contact the Office of Residence Life at residencelife@salve.edu

SELECT DATE TO MOVE-OUT

The screenshot shows a web interface for room assignments. At the top left, there is a home icon and the text 'Room Assignments'. Below this, a yellow-bordered box contains the text: '74 Victoria 101', 'RMHOU-DB', and '1/21/2020 - 5/8/2020'. To the right of this box is a black button labeled 'Spring 2020'. Below the yellow box, the text 'SPRING 2020-CLOSING' is followed by the instruction 'Select the drop down arrow, choose from the dates listed below and click 'Update My Time''. A dropdown menu is shown with 'None Selected' and a downward arrow. A yellow arrow points to this dropdown menu. Below the dropdown menu is a button labeled 'Update My Time', with another yellow arrow pointing to it.

- Select date from the dropdown menu between March 25th through April 19th (the time for every day is 9am-4pm)
- Then click 'Update My Time'

MOVE-OUT OF YOUR ROOM

- Move-Out Check List

- Remove all belongings

- Make sure all furniture that belongs in the room is there

- Take all trash to dumpsters

- Use Donation boxes for non-perishable items

- Please leave your room in the condition it was on move in

- Once you have completed these items you will need to log into MyHousing for Express Check Out

LOG INTO MYHOUSING

 Room Assignments

74 Victoria 101
RMHOU-DB
1/21/2020 - 5/8/2020

Spring 2020

You are authorized to express check out. When ready, please click below.

[Complete Express Check Out](#)



Once you have completed moving out go into your MyHousing and select 'Complete Express Check Out'

LOG INTO MYHOUSING

No, Do Not complete the check out
Yes, please finalize my check out

Confirm My Check Out

Return to Main Menu

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If your room has keys, please drop off at Tobin Hall using key packet at Security with your name provided

Select 'Yes, please finalize my check out' then click 'Confirm my Check Out' to complete process



Questions?

Contact the Office of Residence Life at

residencelife@salve.edu or

401-341-2210

Monday-Friday 9am-4pm