

Check In Guide

Introduction

This guide will walk you through on how to sign up for a Check In date and time. If you need any assistance, please contact the Housing and Residence Life Office at 304-696-6765, housing@marshall.edu.

Start to Select Your Check In Date/Time

To start your Housing Agreement, go to <https://www.marshall.edu/housing/check-in-selection/> and click on **"Start Selecting Your Move-In Date/Time"**. You will see a login screen that is similar to the one you log into MyMU. Use your MU Net Credentials to login. Once Logged In you will see the screen below.

Sign up for a Move-In Time

Welcome! You are getting ready to select a date and time to move-in.

Please note in order to help with crowd control on move-in day, each time slot will only allow a limited amount of residents per time slot and once that limit has been reached it will disappear from the list. Time slots are available at a first-come, first-served basis. You can only select one time slot. If you need to change you must revisit this site and change from your current slot to a different slot that is available at that time, but doing so you will lose your previous selected time slot.

MUID:	901000000
Name:	Testing Person Marshall
Assignment:	BU-0113a

Select your Move-In Time below and then click "Finish" to Submit

	Date	Time	Status
<input type="button" value="Select"/>	8/15/2022	8:00 AM - 11:00 AM	Available
<input type="button" value="Select"/>	8/15/2022	11:00 AM - 2:00 PM	Available
<input type="button" value="Select"/>	8/15/2022	2:00 PM - 5:00 PM	Available
<input type="button" value="Select"/>	8/16/2022	8:00 AM - 11:00 AM	Available
<input type="button" value="Select"/>	8/16/2022	11:00 AM - 2:00 PM	Available
<input type="button" value="Select"/>	8/16/2022	2:00 PM - 5:00 PM	Available

Move In Day & Time Selection

Please Note that all time slots are have a limited number of spaces. Once the limit has been reached that time slot will disappear off the list.

To select your desired Move-In Date and Time, click on . Once selected your Date and Time slot will change to look like this:

8/16/2022 8:00 AM - 11:00 AM This time slot is confirmed for you

Once you have successfully selected a Move-In Date and Time, click on **"Finish"** at the bottom of the page to submit your selection.

You will then see a confirmation page stating that you signed up for a move-in time slot. Once you see this page, you can close the page. If you need to change your time, you can log back into the system to do so. Appointments must be changed 24 hours in advance and cannot be changed the day of.

If you have any question, please feel free to contact us at 304-696-6766 or housing@marshall.edu.