

Student Room Key Check In

Residence Life check a student into a room:

The Residence Life Key Pickup page is used to confirm that the student receives their room key.

- The landing page will have two (2) input fields and a three submit buttons; “Check Into Room”, Check Out of Room”, and “View student key info”.
 - The first input field will be for the student’s id number, this can be entered via bar code scanner or keyboard.
 - The second input field will be a name lookup, this field will do a name search once 3 or more characters have been typed into the field. (This field will be similar to the student information sharing application’s name lookup field)
 - The “Check Into Room” submit button will bring the user to the Key pickup receipt confirmation screen.
- The URL will carry the student ID from the Landing page to the Student Room Key pickup input screen.
- The page will have a section for instruction on the key check in process. The page will have the student’s information followed by three (3) input fields. Input the “Key Number” manually, along with the “Which Key?” field for the extension of the key based on the student’s bed letter. Finally check the “Key Checked out:” check box.
- Once the operator clicks the “Yes” checkbox the electronic signature fill will show. As well as the “Check that fields are complete” button will show.
- Once the operator has signed or entered their ID (i.e. 100000370, quick tip, scan your ID badge) into the form and clicked the “Check that the form is complete” button the form will validate that all the required fields have been completed and if so; a “Submit” button will appear for the operator to click. If they enter their ID number the application will convert it to their signature.
- An email will be generated to the student including the explanation of student responsibilities for their ID and room key.
- In addition, an email will be sent to Residence Life confirming that the key was issued.
- The process completes by redirecting the user to the View Student Key Information screen.

Key pickup

Home, key pickup/drop off Key Pickup Room Checkout View this student Key pickup Student moving room Student Room Key Check In Doc Student Room Key Check Out Doc Logout	Use this information to give the student their room key. Confirm the key given and sign your full name to submit this record. Name: Hannah Kalbrener Student ID: 100419802 Cell Phone: 6124303907 Email: HKalbrener26@cornellcollege.edu Room Assignment :Bowman-Carter Hall 241B Key Number (ex PF123) * BC16 Which key? If the room ends in A use 1, B use 2, none use 0 * 3 Key Checked out: ☒ Yes Confirmation Signature * Judy Goetschius Check that fields are complete
--	--

View Student Key Information page:

This page will be used to view the student's information about the key issued to the student.

- The landing page will have two (2) input fields and a three submit buttons; "Check Into Room", "Check Out of Room", and "View student key info".
 - The first input field will be for the student's id number, this can be entered via bar code scanner or keyboard.
 - The second input field will be a name lookup, this field will do a name search once 3 or more characters have been typed into the field. (This field will be similar to the student information sharing application's name lookup field)
 - The "View student key info" submit button will bring the user to the "View Student Key Information" screen.
- This page is used to see the student information along with the delivered key information. If the user is an admin the additional "Admin Notes:" field will display.
- The screen contains a button "Next Student", which when clicked will bring the user back to the landing screen to enter the next student id.

View Student Key Information

Home, key pickup/drop off Key Pickup Room Checkout View this student Key pickup Student moving room Student Room Key Check In Doc Student Room Key Check Out Doc Logout	Use this information to review the student's room key information. Name: Hannah Kalbrener Student ID: 100419802 Cell Phone: 6124303907 Email: HKalbrener26@cornellcollege.edu Room Assignment: Bowman-Carter Hall 241B Residence Life key checked out: ☒ Yes ☐ No Delivered Key: BC16 Delivered Key Ext: 3 Confirmation Signature for Key: Dan Hakken NEXT STUDENT
--	--

Moving Room, Key pickup/drop off

This page is used to track key issuance when a student is moving from one room to another. When students are moving they have 2 keys at one time, their current room key and the key for the room they are moving into. Once the student has moved into their room you will need to use this same process to track receiving the key for the room they moved out of.

- The landing page will have two (2) input fields and a three submit buttons; “Check Into Room”, “Check Out of Room”, and “View student key info”.
 - The first input field will be for the student’s id number, this can be entered via bar code scanner or keyboard.
 - The second input field will be a name lookup, this field will do a name search once 3 or more characters have been typed into the field. (This field will be similar to the student information sharing application’s name lookup field)
- After entering the student, select “View student key info”. Once the student’s record is visible you will be able to select “Student moving room” from the left navigation.
- The “Moving Room, Key pickup/Drop off” screen will appear. The top of the screen contains a short set of instructions for filling out the form, then the student’s current room information. The fields to fill in depend on which part of the move you are working with. You are either issuing a new key to the room the student is moving to or you are receiving the key back from the student after they have finished their move.

Start the move screen

- The initial screen to issue the new rooms key will have five (5) fields to fill in and the “Check that fields are complete” button.
 - Hall: this is a drop down of all the current Residence halls.
 - Selecting a “Hall” will show a new “Room” drop down field of the current rooms in the Hall.
 - Selecting the Room will at the “Bed” drop down field.
 - “New Room Key Number” Is a text input field you use to record the key number given to the student.
 - “New Room Key Ext” Is a text input field you use to record the key extension number given to the student.
 - The “Planned Key returned” is the date the student plans to return the key for the room they are moving out of.
 - Fill in your signature.
- Click the “Check that fields are complete” button to make sure all the required fields are filled in. If all the required fields are filled in the “Submit” button will appear, click it to finish the transaction.
- This will redirect you to the View Student Key Information screen.

Moving Room, Key pickup/drop off

[Home, key pickup/drop off](#)
[Key Pickup](#)
[Room Checkout](#)
[View this student Key pickup](#)
[Student moving room](#)
[Student Room Key Check In Doc](#)
[Student Room Key Check Out Doc](#)
[Logout](#)

New Move: Please fill out the "Moving to Room", the new room key information, pick a planned return date, sign the form then check the form for completeness.

Name: Hannah Kalbrener
Student ID: 100419802
Cell Phone: 6124303907
Email: HKalbrener26@cornellcollege.edu
Current Room Assignment :Bowman-Carter Hall 241B
Current Key Number: BC16
Current Key Ext: 3

Hall: *

Room: *

Bed: *

New Room Key Number *

New Room Key Ext *

Planned Key returned: *

Confirmation Signature *

Complete the move screen

- The drop off screen has the same instructions, the student information including the room information of the room they are moving from. The next section is the information about the room and key to the room they have moved into.
- There are three (3) fields showing.
 - “Returned Key Number”, Is a text input field you use to record the key number the student returned to you.
 - “Returned key ext.?”, Is a text input field you use to record the key extension number the student returned.
 - Fill in your signature.
- Click the “Check that fields are complete” button to make sure all the required fields are filled in. If all the required fields are filled in the “Submit” button will appear, click it to finish the transaction.
- This will redirect you to the View Student Key Information screen.

Moving Room, Key pickup/drop off

[Home, key pickup/drop off](#)

[Key Pickup](#)

[Room Checkout](#)

[View this student Key pickup](#)

[Student moving room](#)

[Student Room Key Check In Doc](#)

[Student Room Key Check Out Doc](#)

[Logout](#)

Move complete and the student is returning the key: Please fill out the returned key information, sign the form then check the form for completeness.

Name: Hannah Kalbrener

Student ID: 100419802

Cell Phone: 6124303907

Email: HKalbrener26@cornellcollege.edu

Current Room Assignment :Bowman-Carter Hall 241B

Current Key Number: BC16

Current Key Ext: 3

Moving to Room: Bowman-Carter Hall BC107B

New Room Key Number: BC26

New Room Key Ext: 2

Planned Key returned: 2025-10-15

Confirmation Signature: Judy Goetschius

Enter the information from the key not this screen!

Returned Key Number (ex PF123): *

BC16

Returned key ext.? *

3

Confirmation Signature *

Judy Goetschius