

Upper Class Key Pickup

Landing Page ([Upper Class Check-In \(cornellcollege.edu\)](http://Upper Class Check-In (cornellcollege.edu)))

The main landing page of the application is used to start a student key pickup.

There are two (2) fields on the page, you only need to fill out one (1). The first input field takes the student's ID number that is printed on the front of the student's ID or as a bar code on the back of their ID. The other field is a name lookup field.

By typing in the student's email address like 'tsmi' the application will pull up a lookup list all the usernames that begin "tsmi", you can then either continue typing in the student's username or select one from the drop-down list.

Only one field is required to be filled in, then click the Submit button.

Upper Class Key Pickup

Key pickup receipt confirmation page

After submitting the student's ID or username, if the student has not been entered into the application this year, the key pickup receipt confirmation screen will come up. This screen is used to issue and track the key to student relationship.

The Key Number field is the first field you will need to fill in. This is the number on the back of the key you will give to the student (ex. TR56). You can tab to the "Which key?" which is the key extension this is a number between 0 and 2 inclusive. If the student is assigned to bed A, the number would be 1, with bed B being 2 and if there is no specific bed or the room is a single it would be 0.

After typing in the "Which Key?" number, either check or tab to the Yes checkbox and make sure it is checked. Checking the "Yes" box will open a "Confirmation Signature" field. Type in your name or your ID number, then click the "Check that fields are complete" button.

Key pickup receipt confirmation

[Home, upper class key pickup](#)
[Key Pickup](#)
[View this student Key pickup](#)
[Logout](#)

Use this information to give the student their room key. Confirm the key given and sign your full name to submit this record. Ask the student if they received an email receipt and the process is done.

Name:
Record Test

Pronouns:

Student ID:
100151562

Cell Phone:
3198950000

Email:
teststudent99@cornellcollege.edu

Room Assignment:
Tar 218

Key Number (ex PF123) *

Which key? If the room ends in A use 1, B use 2, none use 0 ^
0

Key Checked out:
☐ Yes

Key pickup receipt confirmation

[Home, upper class key pickup](#)
[Key Pickup](#)
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[Logout](#)

Use this information to give the student their room key. Confirm the key given and sign your full name to submit this record. Ask the student if they received an email receipt and the process is done.

Name:
Record Test

Pronouns:

Student ID:
100151562

Cell Phone:
3198950000

Email:
teststudent99@cornellcollege.edu

Room Assignment:
Tar 218

Key Number (ex PF123) *
TR56

Which key? If the room ends in A use 1, B use 2, none use 0 ^
0

Key Checked out:
☒ Yes

Confirmation Signature *
Judy Goetschius

[View Student Key Pick Up screen](#)

This is a review screen which will you review the information for the student. The student will receive an email confirming that they received their room key.

That email will include the key number and directions to check the information for accuracy, "Please confirm with this staff member that the numbers stamped on the key match what the staff member has on their record." So, don't let the student leave until they have confirmed the information in the email.

If everything is confirmed, then the student can leave to move into their room, and you can click "Home, upper class key pickup" to start the process with the next student.

View Student Key Pick Up

Home, upper class key pickup	Use this information to review the student's room key information.
Key Pickup	Name:
View this student Key pickup	Record Test
Logout	Pronouns:
	Student ID:
	100151562
	Cell Phone:
	3198950000
	Email:
	teststudent99@cornellcollege.edu
	Room Assignment:
	Tar 218
	Residence Life key checked in:
	☒ Yes ☐ No
	Delivered Key:
	TR56
	Delivered Key Ext:
	0
	Confirmation Signature for Key:
	Judy Goetschius

Updating or changing key information

If you need to update the key information, either the key number or the delivered extension, you can click the “Key Pickup” link in the left navigation.

This will bring you back to “Key pickup receipt confirmation” screen. You will be able to change either the “Key Number” or the “Which key?” field. If you change either of the fields, you will need to check the “Yes” box and sign the form and submit again.

Key pickup receipt confirmation

[Home, upper class key pickup](#)
[Key Pickup](#)
[View this student Key pickup](#)
[Logout](#)

Use this information to give the student their room key. Confirm the key given and sign your full name to submit this record. Ask the student if they received an email receipt and the process is done.

Name:
Record Test

Pronouns:

Student ID:
100151562

Cell Phone:
3198950000

Email:
teststudent99@cornellcollege.edu

Room Assignment:
Tar 218

Key Number (ex PF123) *
TR56

Which key? If the room ends in A use 1, B use 2, none use 0 *
0

Key Checked out:
☒ Yes

Key pickup receipt confirmation

[Home, upper class key pickup](#)
[Key Pickup](#)
[View this student Key pickup](#)
[Logout](#)

Use this information to give the student their room key. Confirm the key given and sign your full name to submit this record. Ask the student if they received an email receipt and the process is done.

Name:
Record Test

Pronouns:

Student ID:
100151562

Cell Phone:
3198950000

Email:
teststudent99@cornellcollege.edu

Room Assignment:
Tar 218

Key Number (ex PF123) *
TR57

Which key? If the room ends in A use 1, B use 2, none use 0 *
0

Key Checked out:
☒ Yes

Confirmation Signature *
Judy Goetschius