

RA views for Student Room Checkout

These instructions are to walk you through the student checkout process of the Student Room Checkout application.

The shortcut to the application is below <https://crnl.co/StudentRoomCheckout>



Landing page is the main index page for the application, make sure the cursor is in one of the fields so your input will take.

 **Cornell College**

[STUDENTS](#) [FACULTY/STAFF](#) [PARENTS/FAMILIES](#) [ALUMNI](#) [G](#)

[ABOUT](#) [ACADEMICS](#) [ADMISSION](#) [FINANCIAL AID](#) [SUMMER PROGRAMS](#) [ATHLETICS](#) [STUDENT LIFE](#)

Student Room Checkout

Student Key Return Doe

Student ID number

This is an autocomplete field. Start slowly typing in a student's email, like "dha" *

Student username

Check In

Check Out

View student key info

SUPPORT CORNELL >

 **CTCI**
COLLEGES THAT CHANGE LIVES

Cornell College
600 First Street SW
Mount Vernon, IA 52314



Contact Cornell
Visitor Info
Cole Library
Campus Calendar
News
Jobs
Emergencies

Consumer Info &
Accreditation
Directory
Privacy Policy
Web Accessibility
Web Feedback
Site Map

You need to input the student into the application. You can do that a couple different ways. You can enter student ID, you can either typed it in or scanned:

Student Room Checkout

Student Key Return Doc

Student ID number

100418295

This is an autocomplete field. Start slowly typing in a student's email, like "dha" *

Student username

Check In Check Out View student key info

Optionally you can start typing in a user name and the application will put up a dropdown list of names for you to select from:

Student Room Checkout

Student ID number

This is an autocomplete field. Start slowly typing in a student's email, like "dha" *

Student username

Jack

Jack Bethel

Jack Beaumaster

John Heneghan

Jacob Prebish

Jack Bressett

Jack Castiglione

Jack Bilenduke

Jackson Majerus

Jack Adolphson

Jack Ortmann

Jack Langan

Jack Scodro

Jack Burns

Jack Birkmeyer

Jack Bickel

SUPPORT CORNELL >

CTCI
COLLEGES THAT CHANGE LIVES

Contact Cornell
Visitor Info
Cole Library
Campus Calendar
News
Jobs
Emergencies

Select from the dropdown list to fill in the username.

Student Room Checkout

Student Key Return Doc

Student ID number

This is an autocomplete field. Start slowly typing in a student's email, like "dha" *

Student username

There are three (3) options from here. 1. Click "View student key info", this will bring up the "View Student Key Information" page below. There you will get the review form. Make sure the student on the screen is the student you are collecting the key for. 2. Click "Check Out" button to go directly to the Key drop off receipt confirmation page, next page in the document. 3. Click "Check In" which is covered in another document.

View Student Key Information

Home, key pickup/drop off
Key Pickup
Room Checkout
View this student Key pickup
Logout

Use this information to review the student's room key information.

Name:

Student ID:

Cell Phone:

Email:

Room Assignment:

Residence Life key checked out:
☒ Yes ☐ No

Delivered Key:

Delivered Key Ext:

Confirmation Signature for Key:

Click the “Room Checkout” in the left navigation menu.

Key drop off receipt confirmation

[Home, key pickup/drop off](#)
[Key Pickup](#)
[Room Checkout](#)
[View this student Key pickup](#)
[Logout](#)

Please double check the key number so the data is correct.
Fill in the returned key number and returned key ext from the key, not what the screen suggests.
Additional fields will appear as you fill in the data. Be sure to click "Check that fields are complete".
If all the required fields are filled in, click "Submit".

Name: Jack Gross
Student ID: 100418295
Cell Phone: 8329819422
Email: JGross25@cornellcollege.edu
Room Assignment: Russell Hall 217A
Assigned Key Number (ex PF123): RS54
Assigned key ext., if the room ends in A use 1, B use 2, none use 0: 1
Returned Key Number (ex PF123):

Returned key ext.?

Please double check the key number so the data is correct. Fill in the returned key number and returned key ext. from the key, not what the screen suggests. Additional fields will appear as you fill in the data. Be sure to click “Check that fields are complete. If all the required fields are filled in, click “Submit”.

You can either scan/type in your student ID.

Key drop off receipt confirmation

[Home, key pickup/drop off](#)
[Key Pickup](#)
[Room Checkout](#)
[View this student Key pickup](#)
[Logout](#)

Please double check the key number so the data is correct.
Fill in the returned key number and returned key ext from the key, not what the screen suggests.
Additional fields will appear as you fill in the data. Be sure to click "Check that fields are complete".
If all the required fields are filled in, click "Submit".

Name: Jack Gross
Student ID: 100418295
Cell Phone: 8329819422
Email: JGross25@cornellcollege.edu
Room Assignment: Russell Hall 217A
Assigned Key Number (ex PF123): RS54
Assigned key ext., if the room ends in A use 1, B use 2, none use 0: 1
Returned Key Number (ex PF123):

Returned key ext.?

Confirmation Signature *

Or type in your name

Key drop off receipt confirmation

Home, key pickup/drop off Key Pickup Room Checkout View this student Key pickup Logout	Please double check the key number so the data is correct. Fill in the returned key number and returned key ext from the key, not what the screen suggests. Additional fields will appear as you fill in the data. Be sure to click "Check that fields are complete". If all the required fields are filled in, click "Submit". Name: Jack Gross Student ID: 100418295 Cell Phone: 8329819422 Email: JGross25@cornellcollege.edu Room Assignment: Russell Hall 217A Assigned Key Number (ex PF123): RS54 Assigned key ext., if the room ends in A use 1, B use 2, none use 0: 1 Returned Key Number (ex PF123): RS54 Returned key ext.? 1 Confirmation Signature * Dan Hakken Check that fields are complete
--	--

Click "Check that fields are complete"

Key drop off receipt confirmation

Home, key pickup/drop off Key Pickup Room Checkout View this student Key pickup Logout	Please double check the key number so the data is correct. Fill in the returned key number and returned key ext from the key, not what the screen suggests. Additional fields will appear as you fill in the data. Be sure to click "Check that fields are complete". If all the required fields are filled in, click "Submit". Name: Jack Gross Student ID: 100418295 Cell Phone: 8329819422 Email: JGross25@cornellcollege.edu Room Assignment: Russell Hall 217A Assigned Key Number (ex PF123): RS54 Assigned key ext., if the room ends in A use 1, B use 2, none use 0: 1 Returned Key Number (ex PF123): RS54 Returned key ext.? 1 Confirmation Signature * Dan Hakken Submit
--	--

Then click “Submit” to save your input and return to the “View Student Key Information”

Use this information to review the student's room key information.

Name:

Jack Gross 

Student ID:

100418295

Cell Phone:

8329819422

Email:

JGross25@cornellcollege.edu

Room Assignment:

Russell Hall 217A

Residence Life key checked out:

☒ Yes ☐ No

Delivered Key:

RS54

Delivered Key Ext:

1

Confirmation Signature for Key:

Jack Gross

Returned Key:

RS54

Returned Key Ext:

1

Returned to Confirmation Signature for Key:

Dan Hakken

Dorm Key assigned:

RS54

Admin Notes:



Click the “Home, key pickup/drop off to start a new return.

View Student Key Information

Home, key pickup/drop off	Use this information to review the student's room key information.
Key Pickup	Name:
Room Checkout	Jack Gross
View this student Key pickup	Student ID:
Logout	100418295
	Cell Phone:
	8329819422
	Email:
	JGross25@cornellcollege.edu
	Room Assignment:
	Russell Hall 217A
	Residence Life key checked out:
	☒ Yes ☐ No
	Delivered Key:

Start the next student.

Student Room Checkout

Student ID number	
This is an autocomplete field. Start slowly typing in a student's email, like "dha" *	
Student username	
Submit	