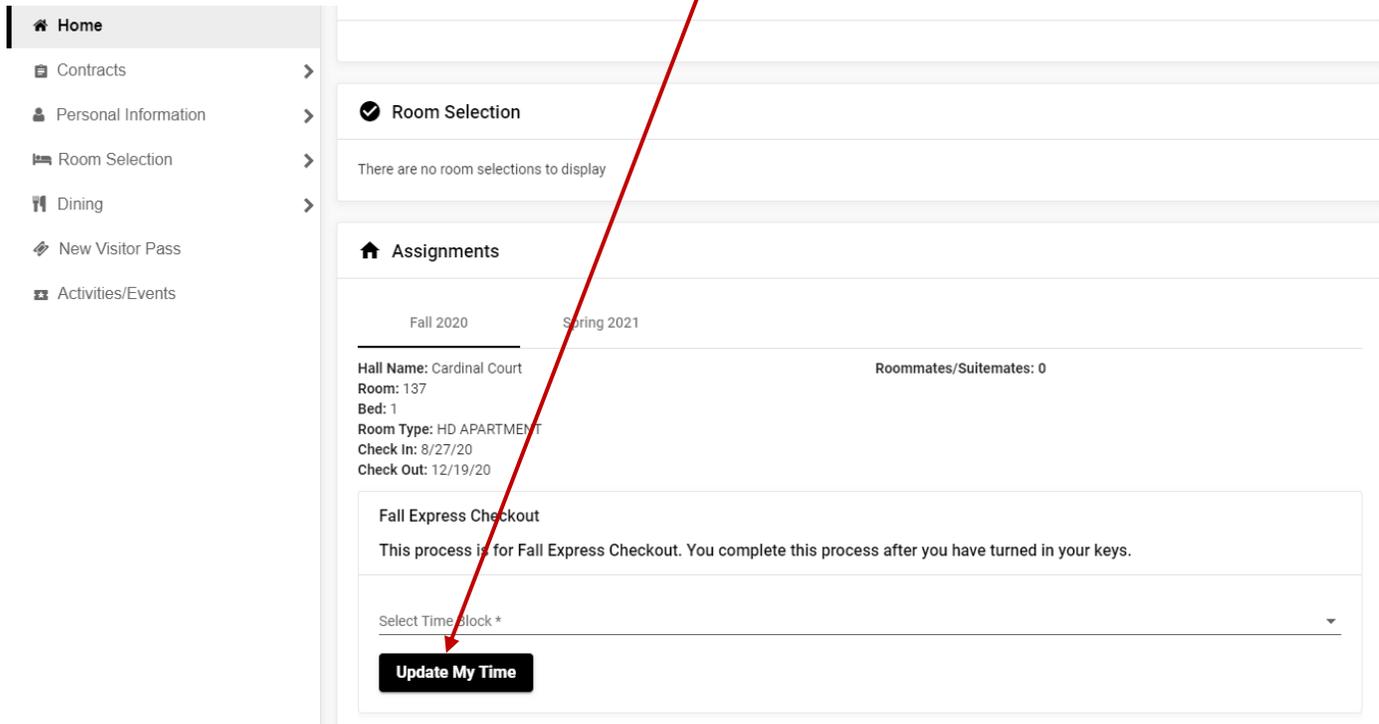


## Express Check Out – One stop check out!

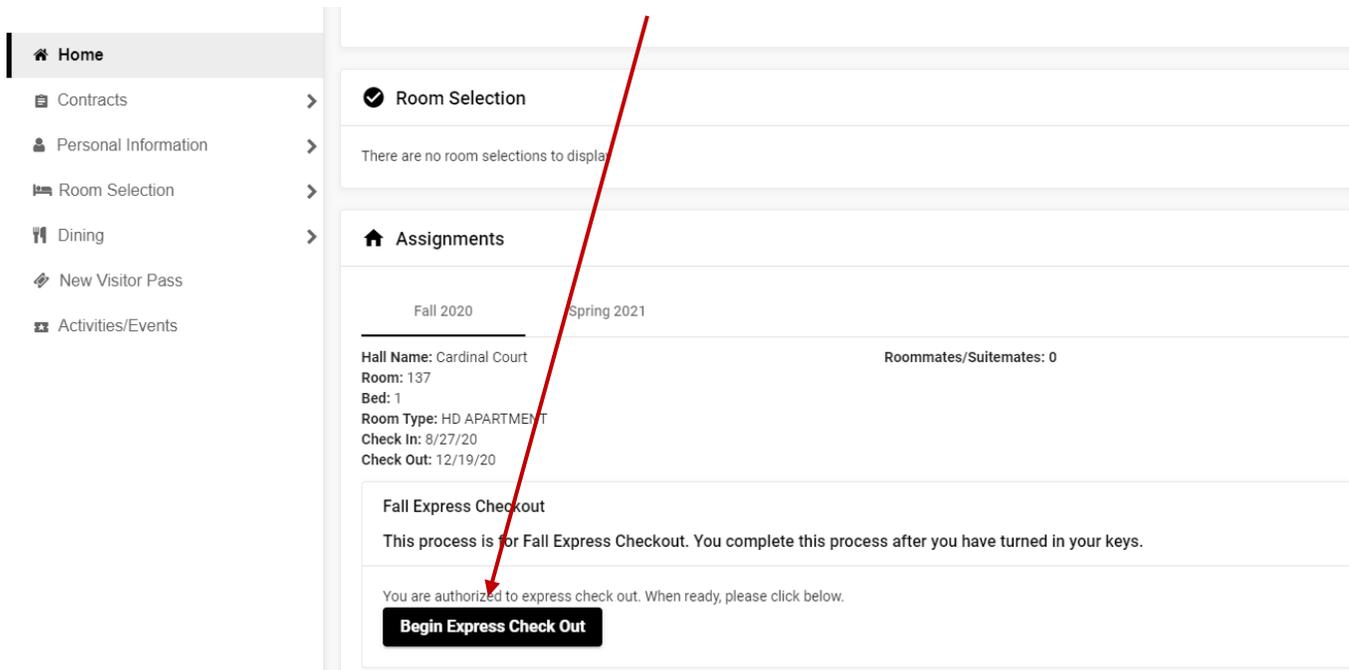
When you have completely moved all your items from your room/suite/apartment you will need to go to the community front desk, place your key in a labeled envelope and drop in the drop box located by the front desk and complete Express Checkout in your My Housing.

1. Log into MY HOUSING. On the home page below room assignments>Fall Express Checkout>Select Time Block>Update My Time



The screenshot shows the 'My Housing' interface. On the left is a navigation menu with items: Home, Contracts, Personal Information, Room Selection, Dining, New Visitor Pass, and Activities/Events. The main content area is titled 'Room Selection' and shows 'There are no room selections to display'. Below this is the 'Assignments' section, which is currently set to 'Fall 2020'. It displays room details: Hall Name: Cardinal Court, Room: 137, Bed: 1, Room Type: HD APARTMENT, Check In: 8/27/20, and Check Out: 12/19/20. To the right, it says 'Roommates/Suitemates: 0'. A 'Fall Express Checkout' section contains the text: 'This process is for Fall Express Checkout. You complete this process after you have turned in your keys.' Below this text is a dropdown menu labeled 'Select Time Block \*' and a black button labeled 'Update My Time'. A red arrow points from the top of the page down to the 'Update My Time' button.

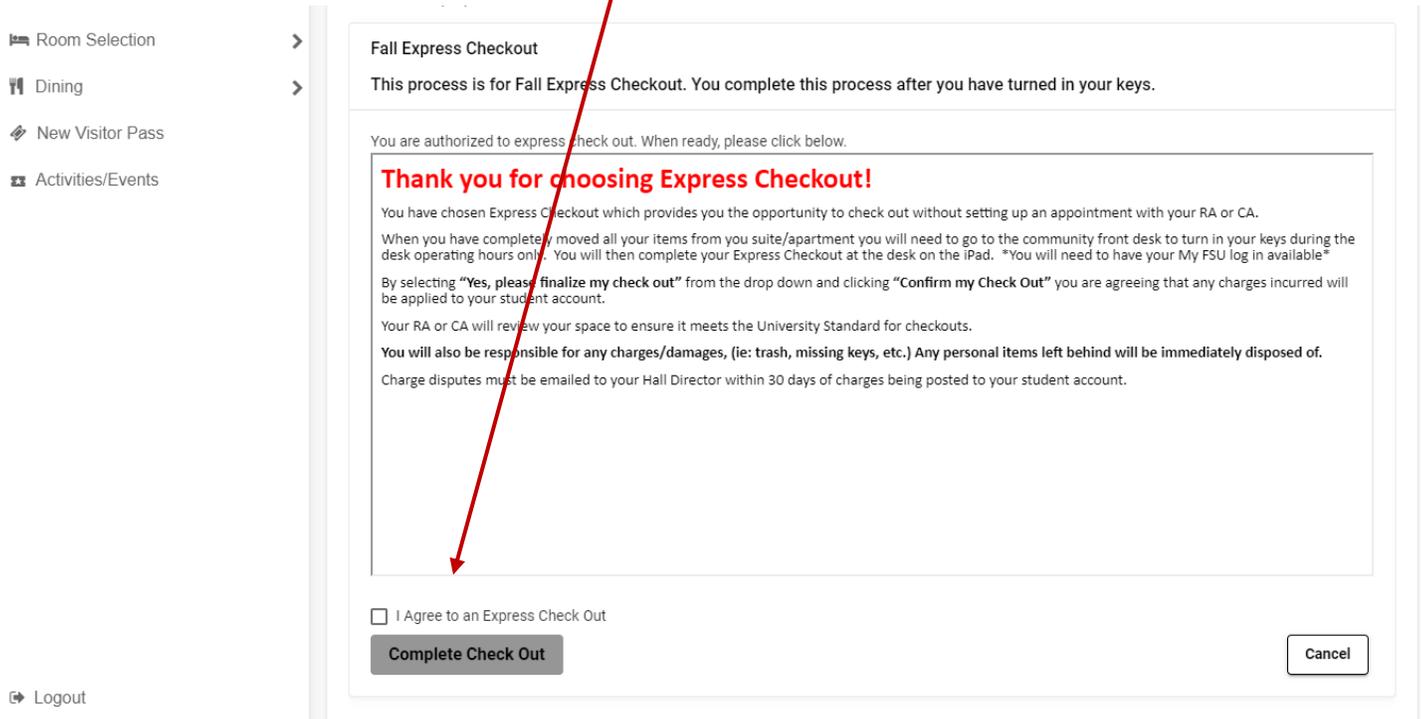
2. Refresh your page and then select Begin Express Check Out



This screenshot is identical to the one above, showing the 'My Housing' interface with the 'Assignments' section for 'Fall 2020'. However, the 'Fall Express Checkout' section now displays the text: 'You are authorized to express check out. When ready, please click below.' Below this text is a black button labeled 'Begin Express Check Out'. A red arrow points from the top of the page down to the 'Begin Express Check Out' button.

Once Begin Express Check Out is selected you will see the following. Please read the attached as you are responsible for damages etc. You are also confirming that any items left behind can be disposed of immediately.

### 3. Select 'I agree to an Express Check Out' > Complete Check Out



Room Selection >

Dining >

New Visitor Pass

Activities/Events

Logout

#### Fall Express Checkout

This process is for Fall Express Checkout. You complete this process after you have turned in your keys.

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

**Thank you for choosing Express Checkout!**

You have chosen Express Checkout which provides you the opportunity to check out without setting up an appointment with your RA or CA.

When you have completely moved all your items from your suite/apartment you will need to go to the community front desk to turn in your keys during the desk operating hours only. You will then complete your Express Checkout at the desk on the iPad. \*You will need to have your My FSU log in available\*

By selecting "Yes, please finalize my check out" from the drop down and clicking "Confirm my Check Out" you are agreeing that any charges incurred will be applied to your student account.

Your RA or CA will review your space to ensure it meets the University Standard for checkouts.

**You will also be responsible for any charges/damages, (ie: trash, missing keys, etc.) Any personal items left behind will be immediately disposed of.**

Charge disputes must be emailed to your Hall Director within 30 days of charges being posted to your student account.

I Agree to an Express Check Out

**Complete Check Out** Cancel

### 4. You will receive an email confirming your Express Checkout.

Thank you for submitting your Spring Intention Survey.

*If you indicated you will be vacating, your information will be reviewed and if you are **not** approved you will be contacted via your Ferris email by the Housing Office Assignment Coordinator.*

If you are vacating, it will be your responsibility to complete Express Checkout, place your key in a labeled envelope and drop in the drop box located by the front desk.

If you have any questions, please contact the Office of Housing & Residence Life at 231-591-3745 or email [housing@ferris.edu](mailto:housing@ferris.edu).