Electronic Condition Report Form (eCRF)

Step by Step process for Creating or Updating the eCRF form by On-Campus Residents

7 Steps

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Residence Life Central Office

Creation Date
March 27, 2023

Last Updated

August 14, 2023

Residence Life St.Thomas

Navigate to Student Housing Portal by way of Murphy Online.

- Log into Murphy Online through the St. Thomas homepage or going directly to https://banner.stthomas.edu.
- · Once logged in, select the Student Services link from the main page.
- · At the bottom of the Student Services page, select the link for Student Housing System.
- On the Student Housing page, select the link that will bring you to the St. Thomas Housing System and it will open a new browser window/tab with the Student Housing Portal. (Please make sure that your pop-up blockers are allowed for the new window to open).

STEP 2

The University of St. Thomas Student Housing Portal is displayed.

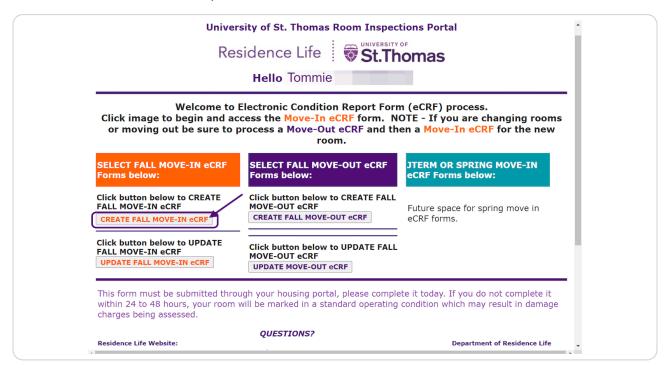
Click on I WANT TO COMPLETE MY ELECTRONIC CONDITION REPORT FORM.



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The Inspections (eCRF) Portal is displayed.

To access the move in form, click on CREATE FALL MOVE-IN eCRF.



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Electronic Condition Room Form (eCRF) is displayed.

Verify that your current room, suite, or apartment bedspace is correct for the appropriate term. Terms are displayed as Fall, Spring, or Summer along with the year. (Example below is Fall term 2023).

(If room displayed is not correct, click CANCEL to log out of the form and contact Residence Life at reslife@stthomas.edu).

If correct, click Next step to continue updating the form.

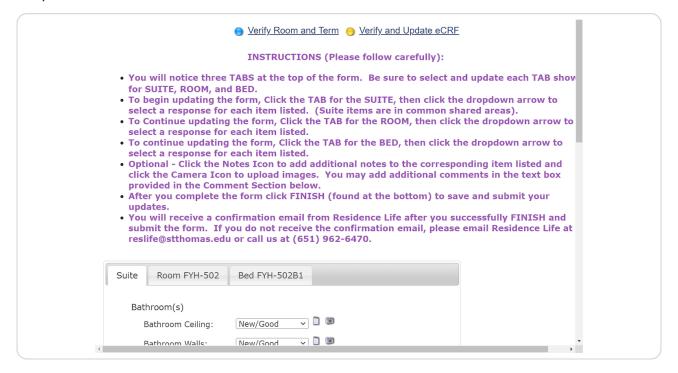


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Instructions and suite room items are displayed in this example.

Follow instructions found in the form and be sure to note there are different TABS displayed for your room type.

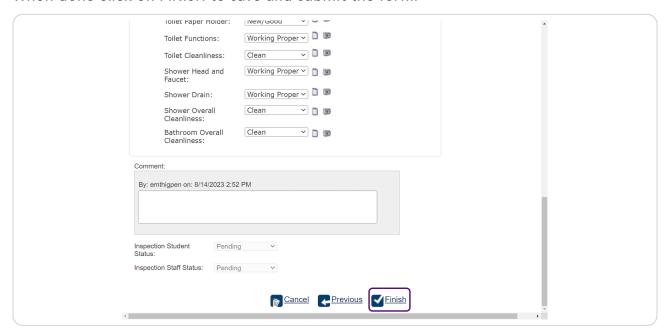
Go through each item found in the form and select a condition from the corresponding dropdown.



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Update each item listed in each TAB and FINISH.

Use the scroll bar on the right to access each item listed under each TAB. You may type additional notes in the Comment Section found in the form. When done click on FINISH to save and submit the form.



STEP 7

A Finish and thank you page is displayed after you successfully submit the form.

Check your St. Thomas email account for a confirmation email. If you forgot something you may access the completed form by selecting the "Update Fall Move In eCRF" found on the inspections portal.

