

Electronic Condition Report Form (eCRF)

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

7 Steps

Created by	Creation Date	Last Updated
Residence Life Central Office	March 27, 2023	August 14, 2023

STEP 1

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.

Welcome to University of St. Thomas Student Housing Portal




Residence Life | UNIVERSITY OF St.Thomas

Hello Tommie

Questions? Please contact the Department of Residence Life at
(651) 962-6470 or email reslife@stthomas.edu.

CLICK A BUTTON BELOW TO CONTINUE



I WANT TO COMPLETE MY ELECTRONIC CONDITION REPORT FORM

Click button above to access the Inspections (eCRF) portal.

I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES

Click button above to access housing forms and processes.

I AM A NEW INCOMING FIRST YEAR OR TRANSFER STUDENT FOR FALL 2023

Click button above to access housing forms and processes.

Residence Life Website:
www.stthomas.edu/residencelife
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QUESTIONS?
Please contact Residence Life
at (651) 962-6470 or email
reslife@stthomas.edu.

Department of Residence L
University of St. Thomas, St. Paul Camp
Koch Commons Building, Room 1
Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.
Phone: (651) 962-6470 or toll free (800) 328-66

STEP 3

The Inspections (eCRF) Portal is displayed.

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

University of St. Thomas Room Inspections Portal

Residence Life UNIVERSITY OF St. Thomas

Hello Tommie

Welcome to Electronic Condition Report Form (eCRF) process.
Click image to begin and access the **Move-In eCRF** form. NOTE - If you are changing rooms or moving out be sure to process a **Move-Out eCRF** and then a **Move-In eCRF** for the new room.

SELECT FALL MOVE-IN eCRF Forms below:	SELECT FALL MOVE-OUT eCRF Forms below:	WINTER OR SPRING MOVE-IN eCRF Forms below:
Click button below to CREATE FALL MOVE-IN eCRF CREATE FALL MOVE-IN eCRF	Click button below to CREATE FALL MOVE-OUT eCRF CREATE FALL MOVE-OUT eCRF	Future space for spring move in eCRF forms.
Click button below to UPDATE FALL MOVE-IN eCRF UPDATE FALL MOVE-IN eCRF	Click button below to UPDATE FALL MOVE-OUT eCRF UPDATE MOVE-OUT eCRF	

This form must be submitted through your housing portal, please complete it today. If you do not complete it within 24 to 48 hours, your room will be marked in a standard operating condition which may result in damage charges being assessed.

[QUESTIONS?](#)

Residence Life Website: Department of Residence Life

STEP 4

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.

● [Verify Room and Term](#) ● [Verify and Update eCRF](#)

Residence Life

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St.Thomas**

Department of Residence Life
University of St. Thomas, St. Paul Campus
Koch Commons, Room 106
Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.
Phone: (651) 962-6470 or toll free (800) 328-6819
Email: reslife@stthomas.edu

Hello Khadijah Sooknanan, 101283742

Your suite bedspace is displayed below. Verify and Select bedspace and click NEXT STEP (found below) to continue to the eCRF form. If the room displayed is not your correct bedspace, please CANCEL process and contact Residence Life at reslife@stthomas.edu or call (651) 962-6470.

CLICK IN THE BOX LOCATED TO THE LEFT OF YOUR NEW ROOM IF BLANK.

<input checked="" type="checkbox"/>	<u>Bed Space</u>	<u>Term</u>
	FYH-502B1	Fall 2023

 Cancel  Next step



STEP 5

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.



[Verify Room and Term](#) [Verify and Update eCRF](#)



INSTRUCTIONS (Please follow carefully):

- You will notice three TABS at the top of the form. Be sure to select and update each TAB show for SUITE, ROOM, and BED.
- To begin updating the form, Click the TAB for the SUITE, then click the dropdown arrow to select a response for each item listed. (Suite items are in common shared areas).
- To Continue updating the form, Click the TAB for the ROOM, then click the dropdown arrow to select a response for each item listed.
- To continue updating the form, Click the TAB for the BED, then click the dropdown arrow to select a response for each item listed.
- Optional - Click the Notes Icon to add additional notes to the corresponding item listed and click the Camera Icon to upload images. You may add additional comments in the text box provided in the Comment Section below.
- After you complete the form click FINISH (found at the bottom) to save and submit your updates.
- You will receive a confirmation email from Residence Life after you successfully FINISH and submit the form. If you do not receive the confirmation email, please email Residence Life at reslife@stthomas.edu or call us at (651) 962-6470.

Suite Room FYH-502 Bed FYH-502B1

Bathroom(s)

Bathroom Ceiling:  

Bathroom Walls:  

STEP 6

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.

The screenshot shows a web form for submitting an inspection report. The form includes several dropdown menus for selecting the status of various items: Toilet Paper Holder (new/good), Toilet Functions (Working Proper), Toilet Cleanliness (Clean), Shower Head and Faucet (Working Proper), Shower Drain (Working Proper), Shower Overall Cleanliness (Clean), and Bathroom Overall Cleanliness (Clean). Below these is a 'Comment' section with a text area and a timestamp 'By: emthigpen on: 8/14/2023 2:52 PM'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Finish' (which is highlighted with a purple border). The 'Finish' button is located at the bottom right of the form area.

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.

The screenshot shows a confirmation page with a purple border. At the top right, it says 'Person: Sooknanan, Khadijah (101283742)'. The main text reads: 'Thank you for submitting your electronic condition report form to Residence Life!'. Below this, in red text, it says: 'FORGET SOMETHING? GO BACK TO THE STUDENT HOUSING PORTAL AND SELECT "Update Move In eCRF FORM".'. The contact information for the Department of Residence Life is listed: 'The Department of Residence Life', 'reslife@stthomas.edu', and '(651) 962-6470'. At the bottom, it says 'Close browser window to exit.'.

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