

How to Sign up for Check-In Time

UCM[®]

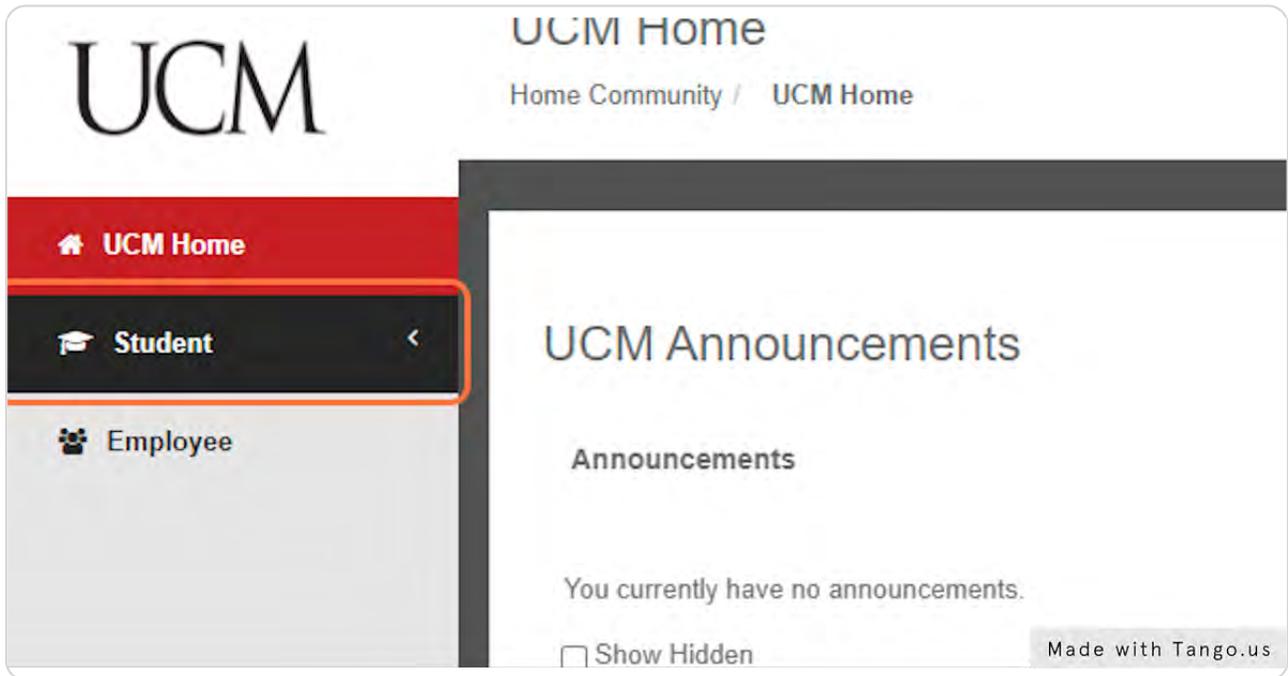
HOUSING

STEP 1

Log into MyCentral

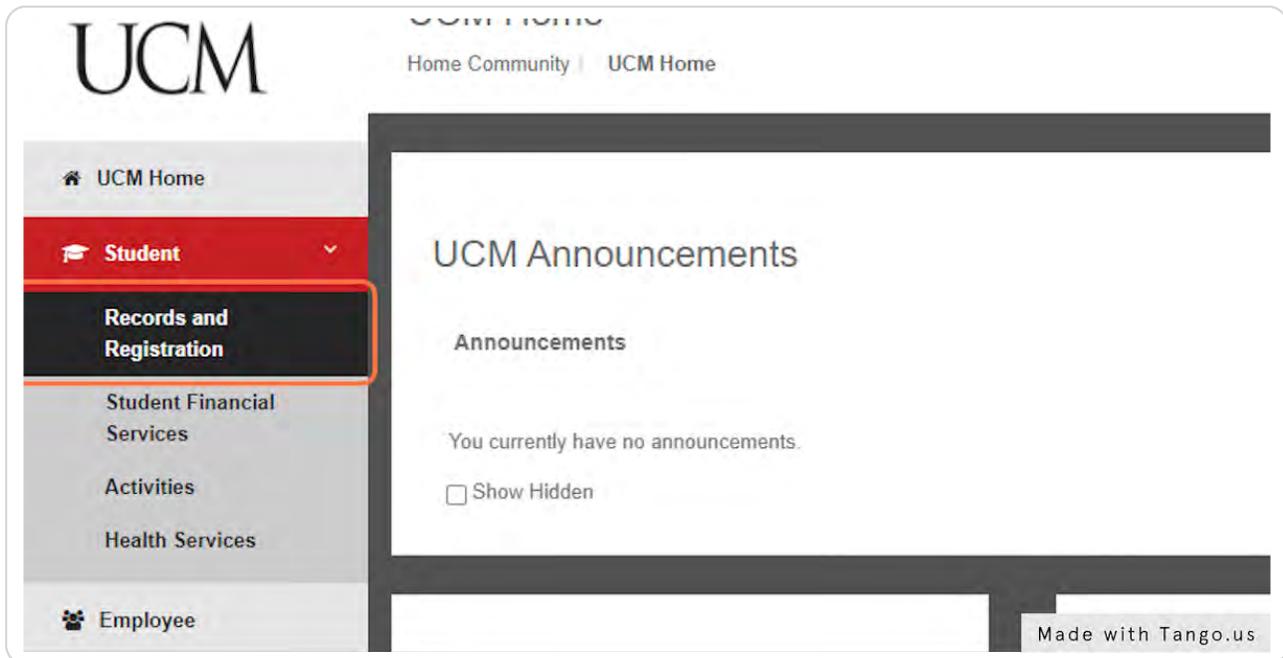
STEP 2

Click on Student



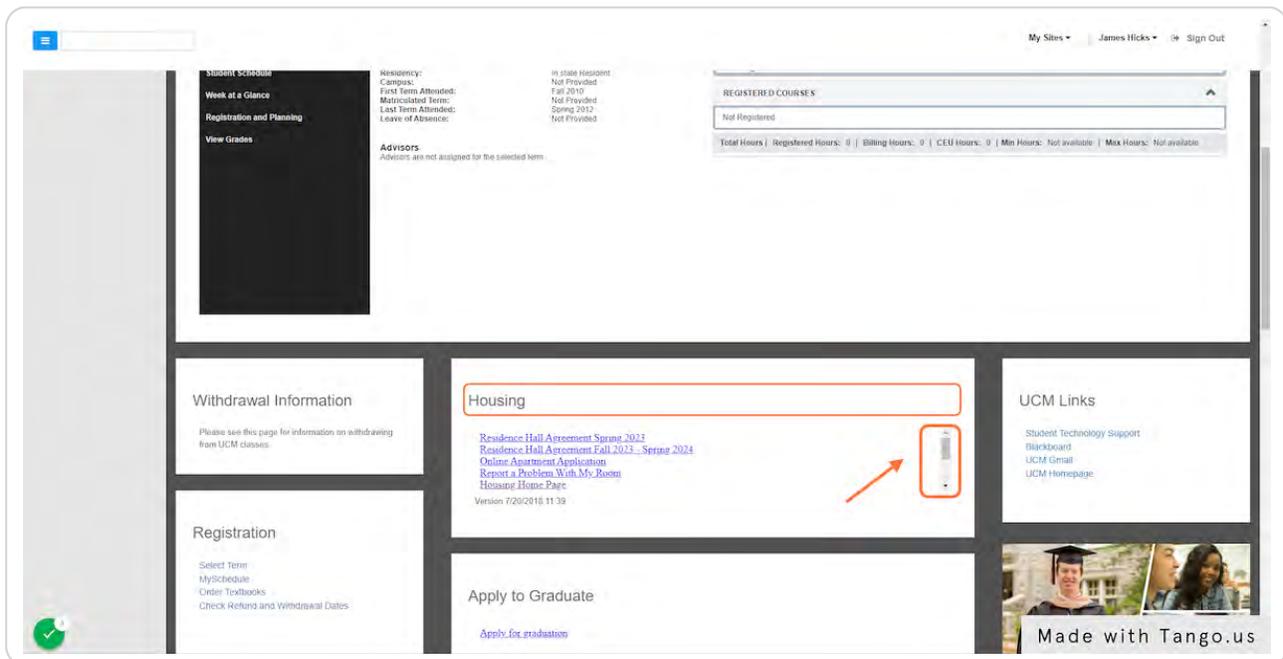
STEP 3

Click on Records and Registration



STEP 4

Click on Housing and scroll down to get to Housing Assignment Gateway



STEP 5

Click on Housing Assignment Gateway

The screenshot shows a university website interface. On the left, there is a navigation menu with items like 'nation' and 'nation on withdrawing'. The main content area is titled 'Housing' and contains a link for 'Meal Plan For 2022 - 2023'. Below this, a button labeled 'Housing Assignment Gateway' is highlighted with a red rectangular box. At the bottom of the main content area, there is a link for 'Apply to Graduate' and a sub-link 'Apply for graduation'. On the right side, there is a 'UCM Links' section with links for 'Student Technology', 'Blackboard', 'UCM Gmail', and 'UCM Homepage'. Below the links is a small photo of a student in a graduation cap and gown. A watermark 'Made with Tango.us' is visible in the bottom right corner.

STEP 6

Scroll to section on Sign Up for Check-In

The screenshot shows a section of a university website. At the top, there is a heading 'Apartments:' followed by a paragraph: 'Find all relevant information for apartment hall move in including dates at ucmo.edu/aptmovein'. Below this is another paragraph: 'As a reminder, students are unable to move into the residence halls/apartments without meningitis vaccination verification (must be on file with health center). Find out more at ucmo.edu/immunizations. Please see below for your status. If it is listed as N/NO, your records are NOT on file officially with the health center and will be required before obtaining a room key.' This is followed by the question 'Is my meningitis information up-to-date?:' and a dropdown menu for 'Meningitis:' with 'NO' selected. Below the dropdown is a large red button with a calendar icon and the text 'Sign-Up for Check-In Move-In Time Slots'. Underneath the button, it says 'NEW students for spring 2023 will sign up for a move-in time slot.' and 'This information will be available by December 22, 2022'. Below that is a red button with the text 'Click Here to Sign Up for Check-In For Spring 2023'. At the bottom, there is another red button with an icon of three people and the text 'New Student- Roommate/Suitemate Preferences Submit roommate/suitemate requests & accept invites'. A watermark 'Made with Tango.us' is visible in the bottom right corner.

STEP 7

Click on Click Here to Sign Up for Check-In Button (semester year may be different in real-time)



**Sign-Up for Check-In
Move-In Time Slots**

NEW students for spring 2023 will sign up for a move-in time slot.

This information will be available by December 22, 2022

[Click Here to Sign Up for Check-In For Spring 2023](#)

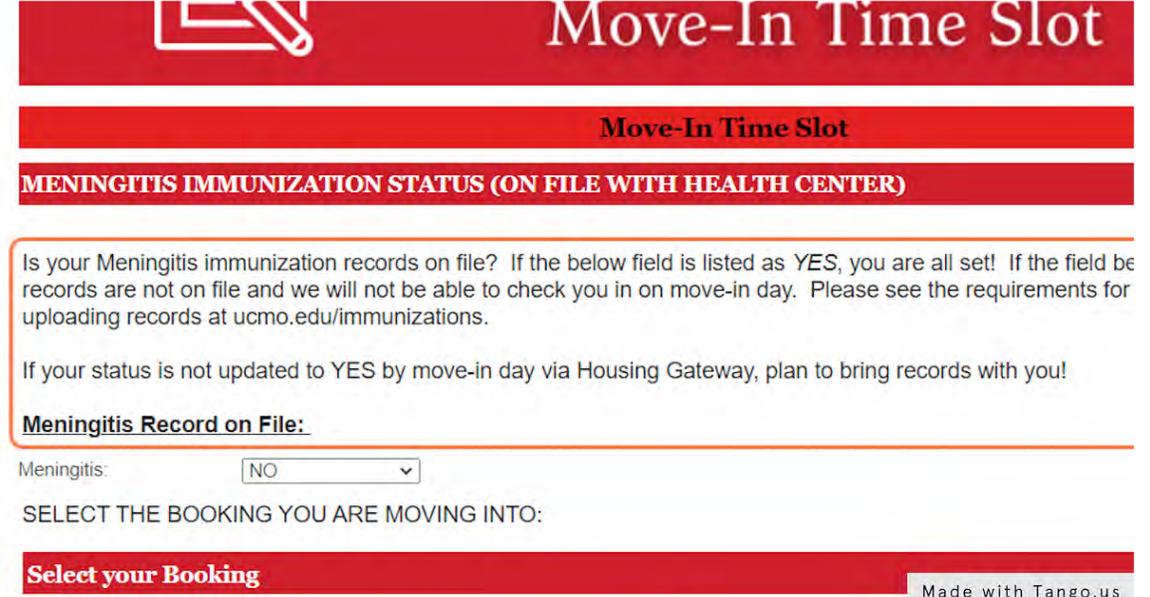


New Student- Roommate/Suitemate Preferences
Submit roommate/suitemate requests & accept invites

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STEP 8

View first section in the pop-up window to view your meningitis immunization status. Remember, we cannot check you in if it is not on file!



Move-In Time Slot

Move-In Time Slot

MENINGITIS IMMUNIZATION STATUS (ON FILE WITH HEALTH CENTER)

Is your Meningitis immunization records on file? If the below field is listed as YES, you are all set! If the field be records are not on file and we will not be able to check you in on move-in day. Please see the requirements for uploading records at ucmo.edu/immunizations.

If your status is not updated to YES by move-in day via Housing Gateway, plan to bring records with you!

Meningitis Record on File:

Meningitis:

SELECT THE BOOKING YOU ARE MOVING INTO:

Select your Booking

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STEP 9

Verify to view your room booking

If your status is not updated to YES by move-in day via Housing Gateway, plan to bring records with you!

Meningitis Record on File:

Meningitis:

SELECT THE BOOKING YOU ARE MOVING INTO:

Select your Booking

Bed Space	Term
<input checked="" type="checkbox"/> SE-001a	2023 Spring Res Hall

Meal Plans/Dining Centers Start Date:

Please note that meal plans begin on January 8 with Dinner. Ellis/Todd Dining Centers do not open until this date. If you are arriving early, your group may be covering/providing meals. Please check with your sponsoring department/gr

Other Important Move-In Information:

- ONLY the student may enter at first to obtain key(s). Family/guests must stay outside until the student has obtained assist in move-in

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STEP 10

View relevant information listed here (may be different as seen below)

Meal Plans/Dining Centers Start Date:

Please note that meal plans begin on January 8 with Dinner. Ellis/Todd Dining Centers do not open until this date. If you are arriving early, your group may be covering/providing meals. Please check with your sponsoring department/gr

Other Important Move-In Information:

- ONLY the student may enter at first to obtain key(s). Family/guests must stay outside until the student has obtained assist in move-in
- Students are not limited in the number of guests they can bring for move-in, however, we ask families to be conscious process.
- Please see signage for check-in locations on doors
- Please be sure to move all vehicles from the curb after unloading so other families may unload their vehicles.
- Trash must be taken to exterior dumpsters



 [Cancel](#)  [Next step](#)

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STEP 11

Click on Next step

nation:

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 [Cancel](#)  [Next step](#)

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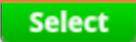
STEP 12

View all applicable time slots to come for check-in

Click the green "Select" button next to your preferred time and click "Finish" to selected a slot, the "Release" button appears next to it.)

You may adjust your selection by clicking "Select" next to other times until you are sur your preferred time and start over, you can click "Release."

You must click Finish to save these changes. Your time slot is not confirmed until y

	Date	Time	Status	Slot Notes
	1/8/2023	9:00 AM - 10:00 AM	Available	
	1/8/2023	10:00 AM - 11:00 AM	Available	
	1/8/2023	11:00 AM - 12:00 PM	Available	
	1/8/2023	12:00 PM - 1:00 PM	Available	

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STEP 13

Click on Select to pick your time slot

You must click Finish to save these changes. Your time slot is not confirmed un

	Date	Time	Status	Slot Notes
Select	1/8/2023	9:00 AM - 10:00 AM	Available	
Select	1/8/2023	10:00 AM - 11:00 AM	Available	
Select	1/8/2023	11:00 AM - 12:00 PM		
Select	1/8/2023	12:00 PM - 1:00 PM	Available	
Select	1/8/2023	1:00 PM - 2:00 PM	Available	

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STEP 14

You will see the message as seen below - but it is not yet confirmed!

our selection by clicking "Select" next to other times until you are sure of your preferred time. If you want to
ne and start over, you can click "Release."

Finish to save these changes. Your time slot is not confirmed until you click Finish.

Date	Time	Status	Slot Notes
3/2023	9:00 AM - 10:00 AM	Available	
3/2023	10:00 AM - 11:00 AM	Available	
3/2023	11:00 AM - 12:00 PM	You have selected this time slot	
3/2023	12:00 PM - 1:00 PM	Available	
3/2023	1:00 PM - 2:00 PM	Available	
3/2023	2:00 PM - 3:00 PM	Available	

 [Cancel](#)  [Finish](#)

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STEP 15

Click on Finish to confirm your time slot

- 1:00 PM Available

- 2:00 PM Available

- 3:00 PM Available

 [Cancel](#)  [Finish](#)

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STEP 16

See your confirmation and you will also get a confirmation email to your UCM email and whatever personal email is on file with UCM.

 **Time Slot Confirmation**
Thank you!

Thank you for selecting your moving time slot. Your confirmed time slot is:

Arrival Time	Slot End Time
1/8/2023 11:00 AM	1/8/2023 12:00 PM

We look forward to seeing you at move-in. Be sure to review the information on move-in:

Residence Hall Move-In: ucmo.edu/movein

Apartment Move-In: ucmo.edu/aptmovein

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