<u>STEP 1:</u>

| Welcome to SIS | SWeb | | |
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| lease login to access this page | | | |
| Use an existing / | Account | | |
| Email, UCD ID or Connect Username | 12345678 | | |
| Password | | Forgot Password | |
| Login | | | |

If you have a problem logging into InfoHub, please contact infohub@ucd.ie

- Log into your SISweb Portal account using your UCD ID (Student Number) and your Password/PIN which is by default your Date of Birth in the form DDMMYY.
- Click "Login".

STEP 2:



• Click on the tab "Campus Facilities"

<u>STEP 3:</u>



• From this screen please click on "UCD Residences".

<u>Step 4:</u>



<u>Step 5:</u>

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| Home > Car | npus Facilities > UCD Re | sidences > | | | | | 🔎 PDF 📇 Pr | rint < Previous Page | |
| ivity i v | solucitoe | | | | | | TABLE OF C | CONTENTS - | |
| | | | | Assignment | | | My Inventory | | |
| Reside | nce | Room | From/To | Assignment Status L | _icence to | | My Inventory Status | Click to | |
| | | | | | Reside | | | | |
| Glenon | iena Residence (9 to | Glenomena House 10, | 27th May 2013 to | Checked- | View/Print | To be check | ked & submitted by you before | u View Inventory | |
| 10) | | | | | | | | | |
| Phone: | +353 1 716 1030 | Apartment 10 Room 1 | 16th August 2013 | | | 16-A | Aug-2013, 17:00 | | |
| Phone: | +353 1 716 1030 | Apartment 10 Room 1 | 16th August 2013 | | | 16-A | Aug-2013, 17:00 | | |
| Phone: | +353 1 716 1030 | Apartment 10 Room 1 | 16th August 2013 | | | 16-A | Aug-2013, 17:00 | | |
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| Phone: | +353 1 716 1030 oom Mates | Apartment 10 Room 1 | 16th August 2013 | | | 16-4 | lug-2013, 17:00 | | |
| My R | +353 1 716 1030 | Apartment 10 Room 1 | 16th August 2013 Ip during your time | there: | | 16-4 | աց-2013, 17:00 | | |

- From this section you can view the room you are currently residing in, your license to reside, and the status of your inventory.
- To view and submit your inventory click on View Inventory

Step 6:

• Here you will see a list of the inventory in your apartment, the majority of items will be present and in good condition. Where there is a mark on the wall or carpet it will be noted. If you are happy that the items are as listed you click submit now.

<u>Step 7:</u>

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• If there is any item missing, broken or in poor condition you should click 'Dispute.

<u>Step 8:</u>

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| Туре: | Fixture | | | | | | |
| item Name: | Ceiling Light Bulb | | | | | | |
| Quantity: | 3 | | | | | | |
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- This will allow you to enter the detail of the problem-
- Once you hit submit you will return to the inventory list- if you do not see the issue you just entered you should refresh the page

<u>Step 9:</u>

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 You can return to the inventory list again and again and it will store any submitted issues. Once you have entered all problems/issues you should remember to click submit survey – If you do not click submit survey no information will be stored once the submission deadline passes and your inventory will be recorded as per our record.

Step 10:

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• Once you have submitted your inventory you can return, view it and see where residences have responded.

<u>Step 11:</u>

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| FL | urther Study My UCard | | | | | | | |
| em | Pillow | 1 | Good | Yes | | | | |
| em | Shower Curtain | 1 | Good | Yes | | | | |
| em | Toilet Brush | 1 | Good | Yes | | | | |
| em | Toilet Brush Holder | 1 | Good | Yes | | | | |
| em | Waste Paper Bin | 1 | Good | Yes | | | | |
| Hallway | | | | | | | | |
| abric | Ceiling | 1 | Good | Yes | | | | |
| abric | Floor Covering | 1 | Good | Yes | | | | |
| abric | Front Door | 1 | Good | Yes | | | | |
| abric | Walls | 1 | Good | Yes | | | | |
| ixture | Ceiling Light Bulb | 2 | Good | No | 2 | Poor - One Shade is missing | Item(s) replaced/repaired | |
| ixture | Ceiling Light Shade | 2 | Good | Yes | | | | |
| ixture | Electric Heater | 1 | Good | Yes | | | | |
| ixture | Intercom Handset | 1 | Good | Yes | | | | |
| ixture | Smoke Alarm | 1 | Good | Yes | | | | |
| Kitchen | | | | | | | | |
| ppliance | Fridge | 2 | Good | Yes | | | | |
| ppliance | Hob | 1 | Good | Yes | | | | |
| ppliance | Kettle | 1 | Good | Yes | | | | |

- Here you can see that residences have replaced the missing item
- You will receive an email from residences once all items have been resolved. If there are any additional items that arise you should raise a maintenance request- Which you can do through your SIS web account. Please <u>click here</u> for information on submitting a maintenance request