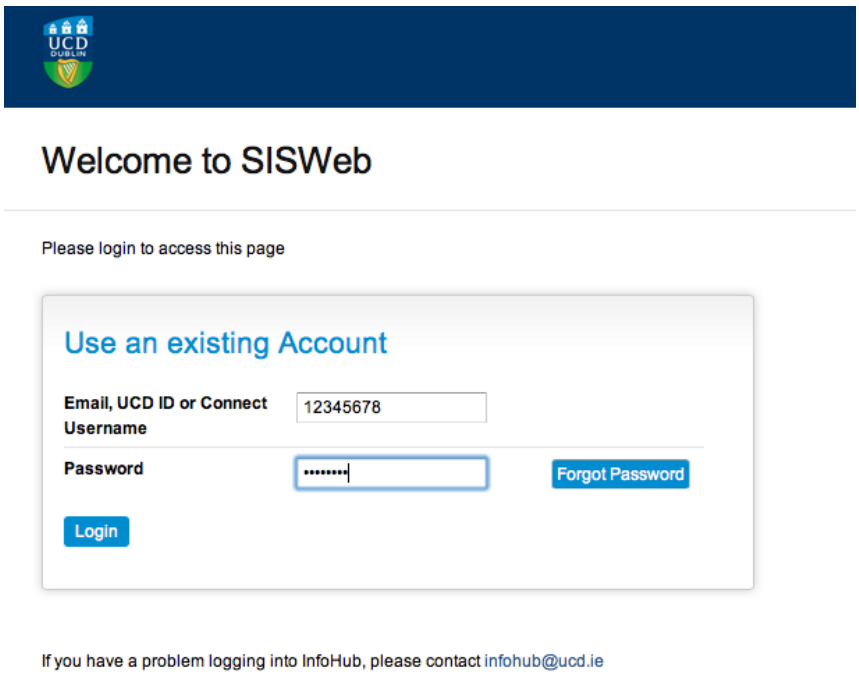
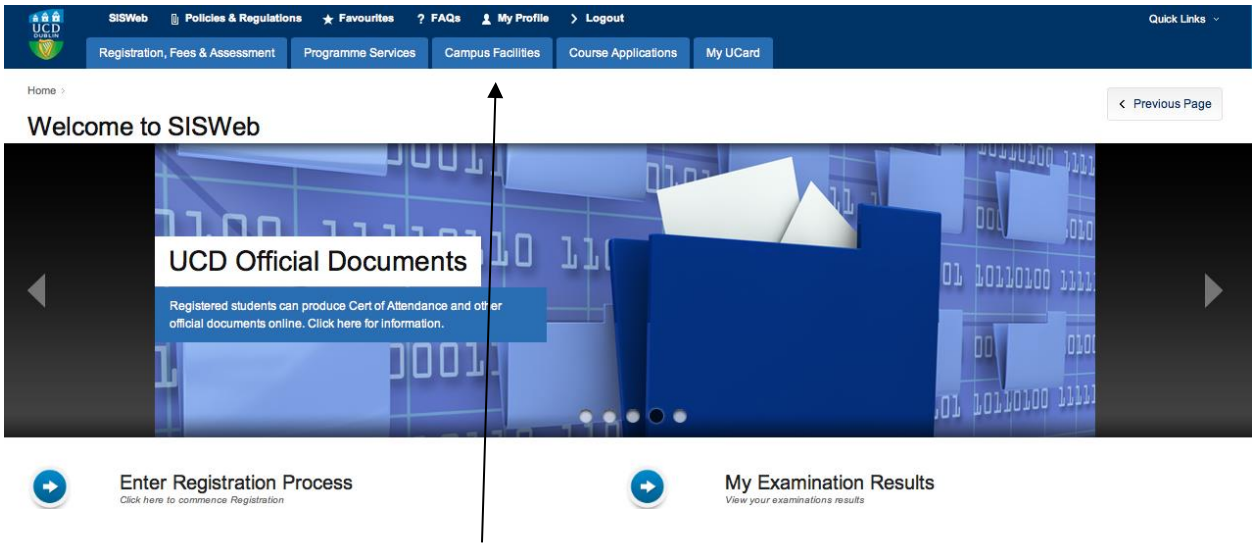
How to Submit Inventory

STEP 1:



- 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”

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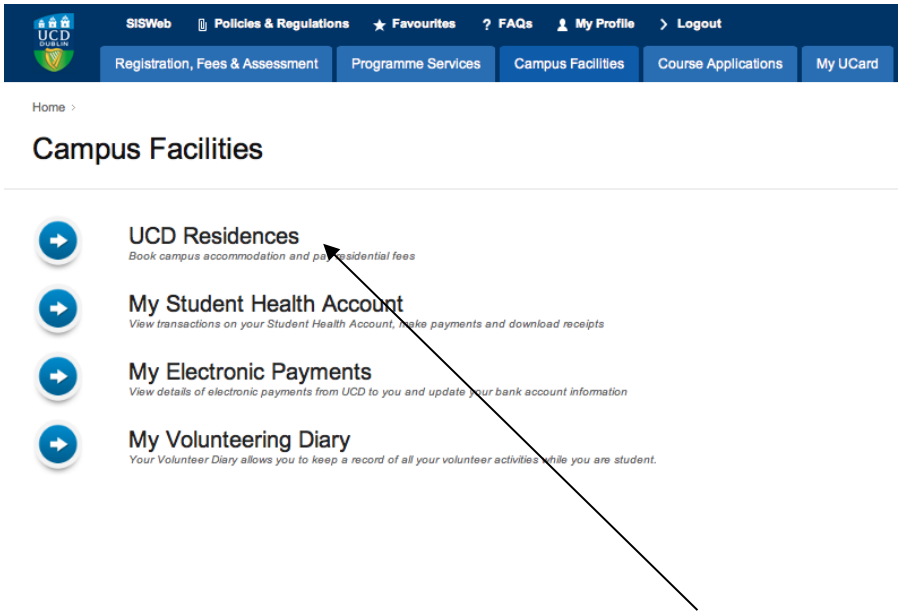
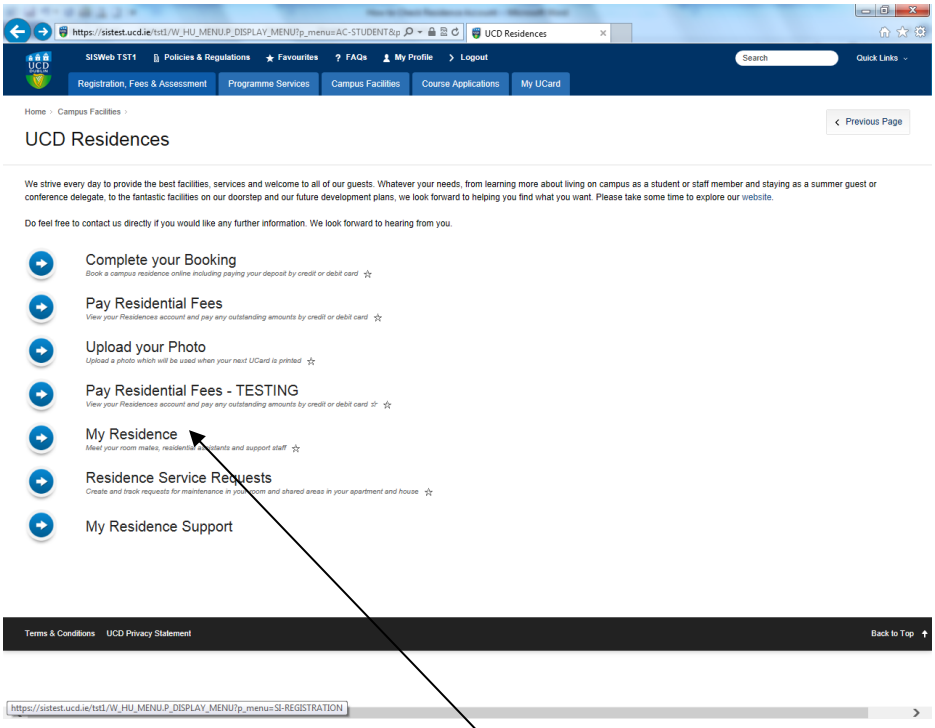
STEP 3:



- From this screen please click on “UCD Residences”.

Step 4:



- Click on “My Residence”.

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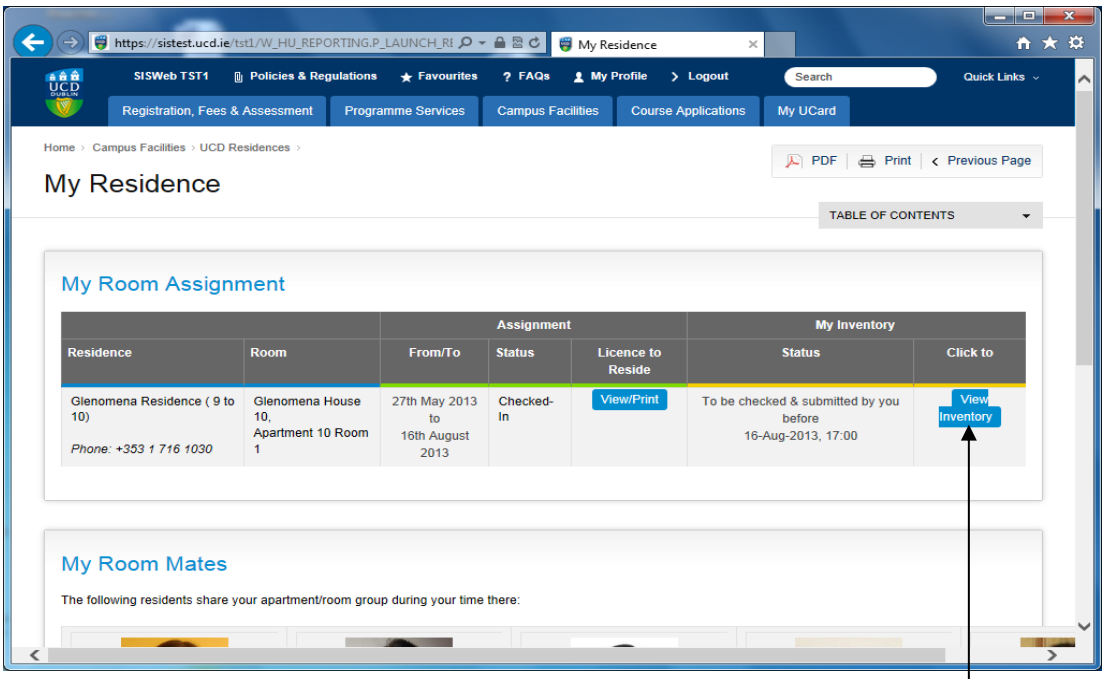
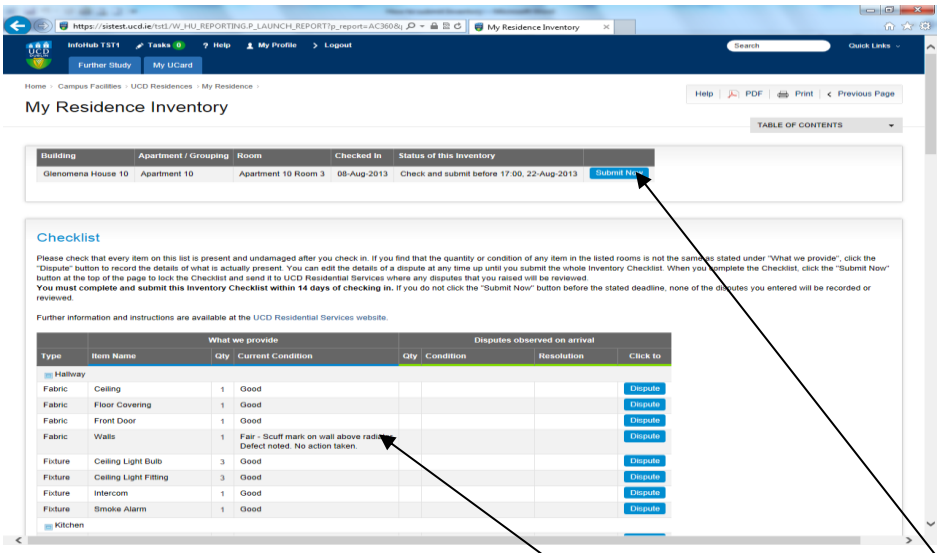
Step 5:



- 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.

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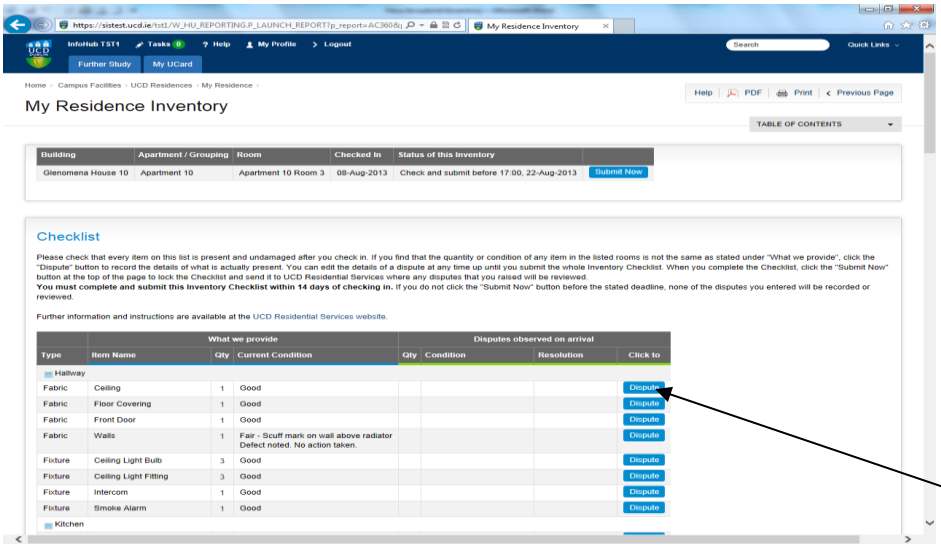
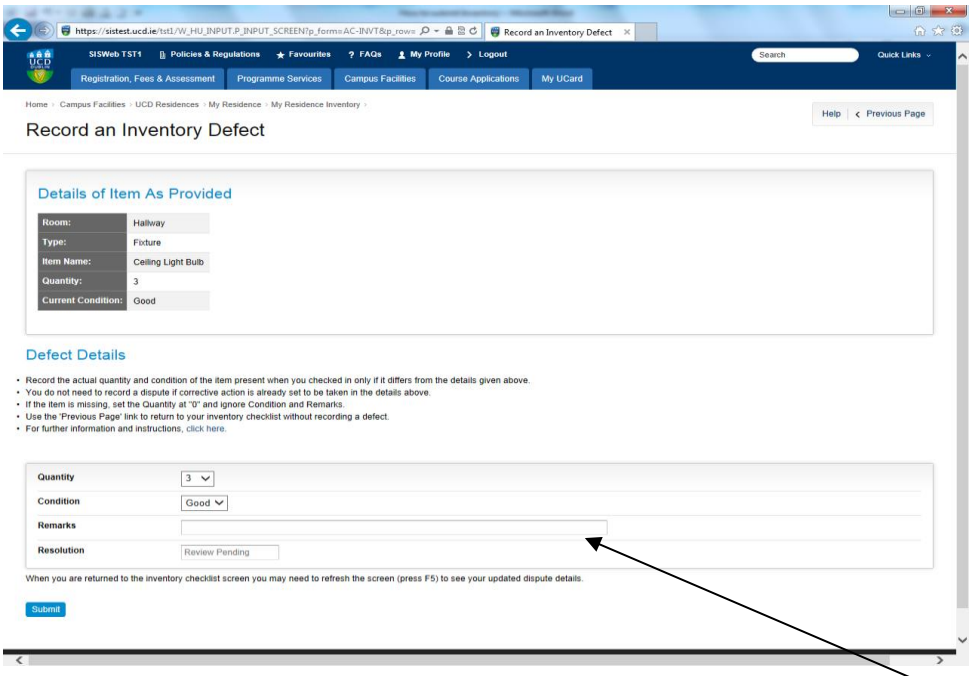
Step 7:



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

Step 8:



- 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

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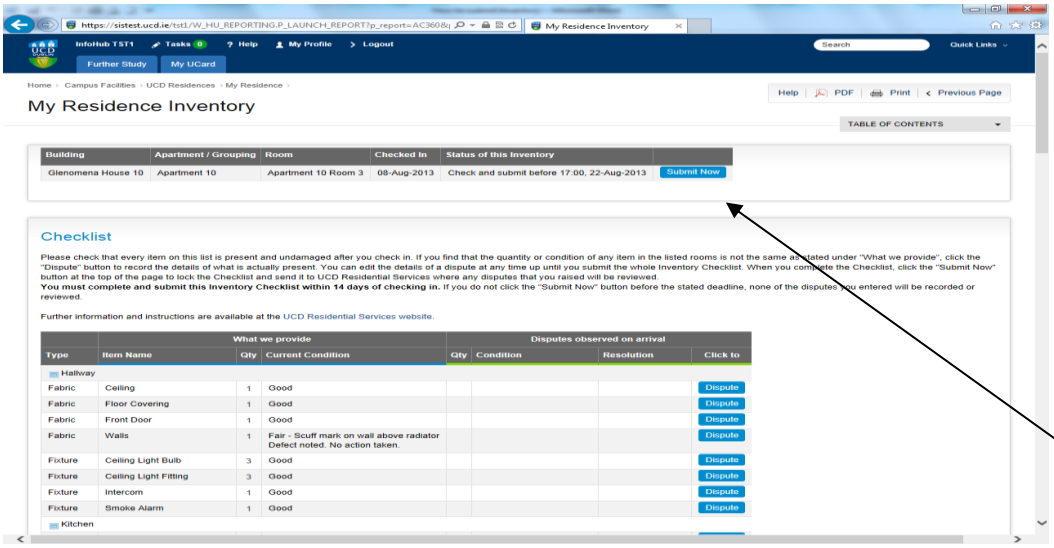
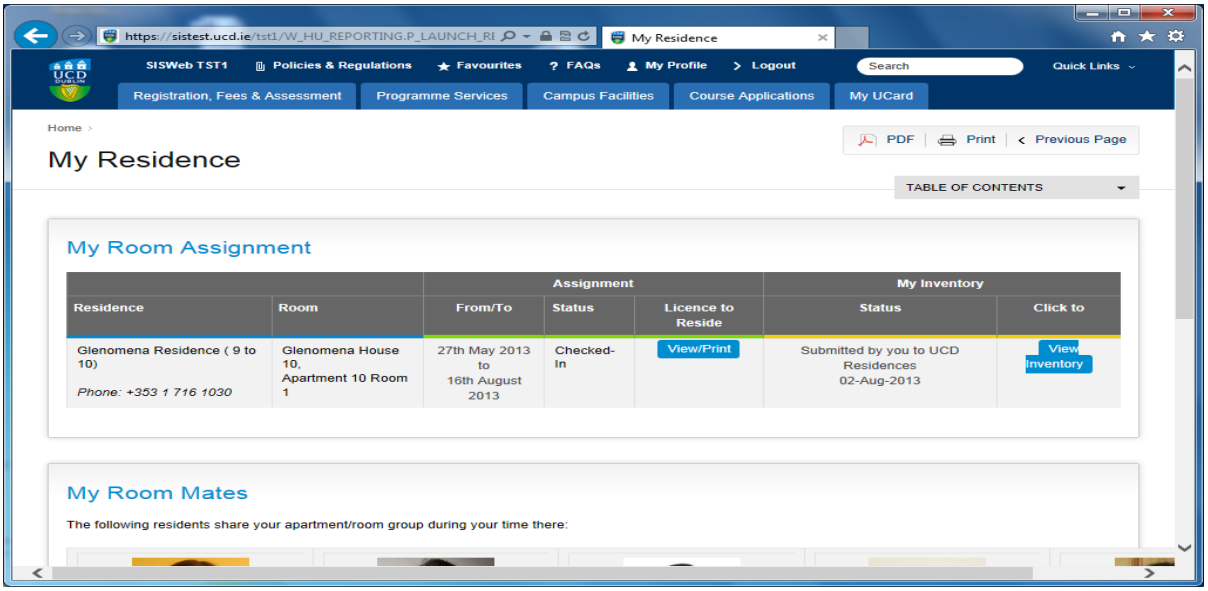
Step 9:



- 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:



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

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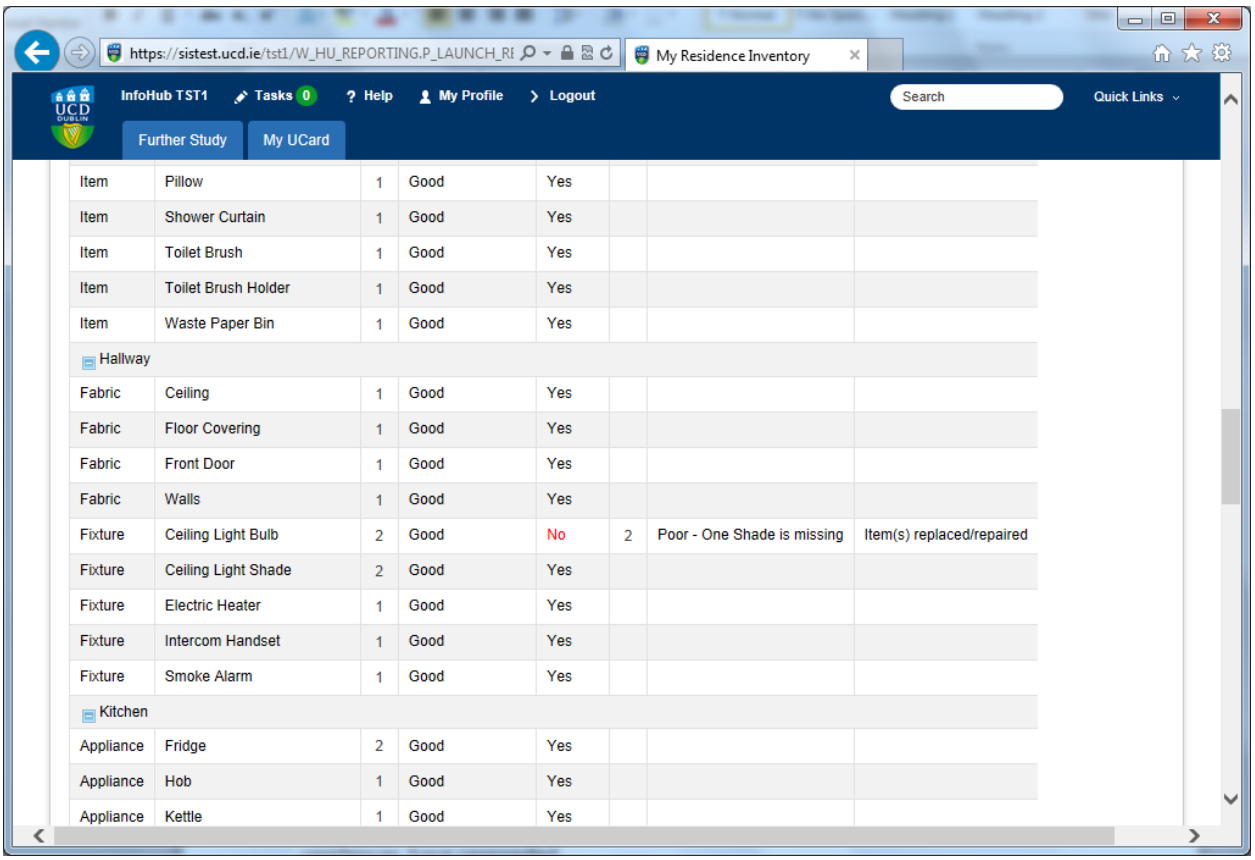
Step 11:



Item	Pillow	1	Good	Yes			
Item	Shower Curtain	1	Good	Yes			
Item	Toilet Brush	1	Good	Yes			
Item	Toilet Brush Holder	1	Good	Yes			
Item	Waste Paper Bin	1	Good	Yes			
Hallway							
Fabric	Ceiling	1	Good	Yes			
Fabric	Floor Covering	1	Good	Yes			
Fabric	Front Door	1	Good	Yes			
Fabric	Walls	1	Good	Yes			
Fixture	Ceiling Light Bulb	2	Good	No	2	Poor - One Shade is missing	Item(s) replaced/repaired
Fixture	Ceiling Light Shade	2	Good	Yes			
Fixture	Electric Heater	1	Good	Yes			
Fixture	Intercom Handset	1	Good	Yes			
Fixture	Smoke Alarm	1	Good	Yes			
Kitchen							
Appliance	Fridge	2	Good	Yes			
Appliance	Hob	1	Good	Yes			
Appliance	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 click here for information on submitting a maintenance request