How to Sign-up for a Move-in Time

1. Log into your myPNW portal
2. Click on the “life @ PNW” tab
3. Click on the “apply for housing” like in the housing box (near the middle of the page)
4. Click on the “Fall 2020 Move-in Appointments” link in the top tool bar
5. Read all the information on this page:
   a. If you see an International Student Quarantine box- this means, we are asking you to quarantine for 14 days because you may be coming from outside of the US
   b. If you see an Early Arrival box- this means that your early arrival request has been approved and you are able to sign up for an early move in date.
6. Review the move in time slots in the table. Click the “get started” button at the bottom when you’re ready to schedule your time.

7. Read the instructions for your floor, these are VERY important and be sure you are on the right screen for your floor:

   **1st & 3rd Floors**

   Below are the only times you will be able to sign up for a move in time each day starting on August 17th, 2020 (see table below).

   You MUST sign up 72 hours in advance!
   Please plan ahead as much as possible and be sure to talk with your roommates about when they will arrive.

   Notes You Must Know:
   1. Mask/face coverings are required while inside the building. If you do not have a mask/face covering, you will be asked to leave the building.
   2. Two hour period to get everything into your room. Please do not try to set up your room during this time. We want to make sure you get into your room safely and then take some time later to get settled.
   3. Only TWO move-in guests allowed per student (the guest must be 18 years or older). Each guest must have a state issued I.D and leave it at the desk when they arrive at their building. Guest must leave after the two hour period.
   4. There will NOT be any volunteers to help you move your items, however, there will be assistants in the parking lot.
   5. We will not be providing carts/dolly/sets, to assist with move in due to the high contact these items have. Please be sure to bring anything you need to help your move go as smoothly as possible.
   6. Due to social distancing, you will NOT be allowed to move in with your roommates. Siblings are the only exception and the family should notify the Housing Operations Coordinator via email when a move-in time/date is chosen by one of the siblings via the Housing Portal.

   Click below to get signed up!

8. The next page is where you will be able to pick a time to move in.
   Read the instructions and pick a time
9. Pick your appointment time by looking at each day and seeing what is available for your floor. Gray boxes aren’t available; the blue boxes show you how many appointments are available for that time.

Book an Appointment

Please book an appointment for yourself

Mon, 17 Aug 2020

Mon, Aug 17, 2020

9am
9:00am - 11:00am
1 Unavailable
10am
10:00am - 11:00am
1 Unavailable
11am
11:00am - 12:00pm
1 Unavailable
12pm
12:00pm - 1:00pm
1 Unavailable
1pm
1:00pm - 2:00pm
1 Unavailable
2pm
2:00pm - 3:00pm
1 Unavailable
3pm
3:00pm - 4:00pm
1 Unavailable
4pm
4:00pm - 5:00pm
1 Unavailable

10. Click on the time you want to sign up for and a confirmation box will pop up for you to confirm: click yes.

11. Your appointment time will then appear in the MY APPOINTMENTS box and it will show up in GREEN in the calendar. You can also cancel your appointment time on this page as well.

My Appointments

You have reached the maximum appointment limit for 1st & 3rd Floor Move-in Sign Ups

Appointment Date | Duration | Description
----- | ----- | -----
8/17/2020 09:00 | 2hrs | 1st & 3rd Floor Move-in Sign Ups

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Please book an appointment for yourself

Mon, 17 Aug 2020