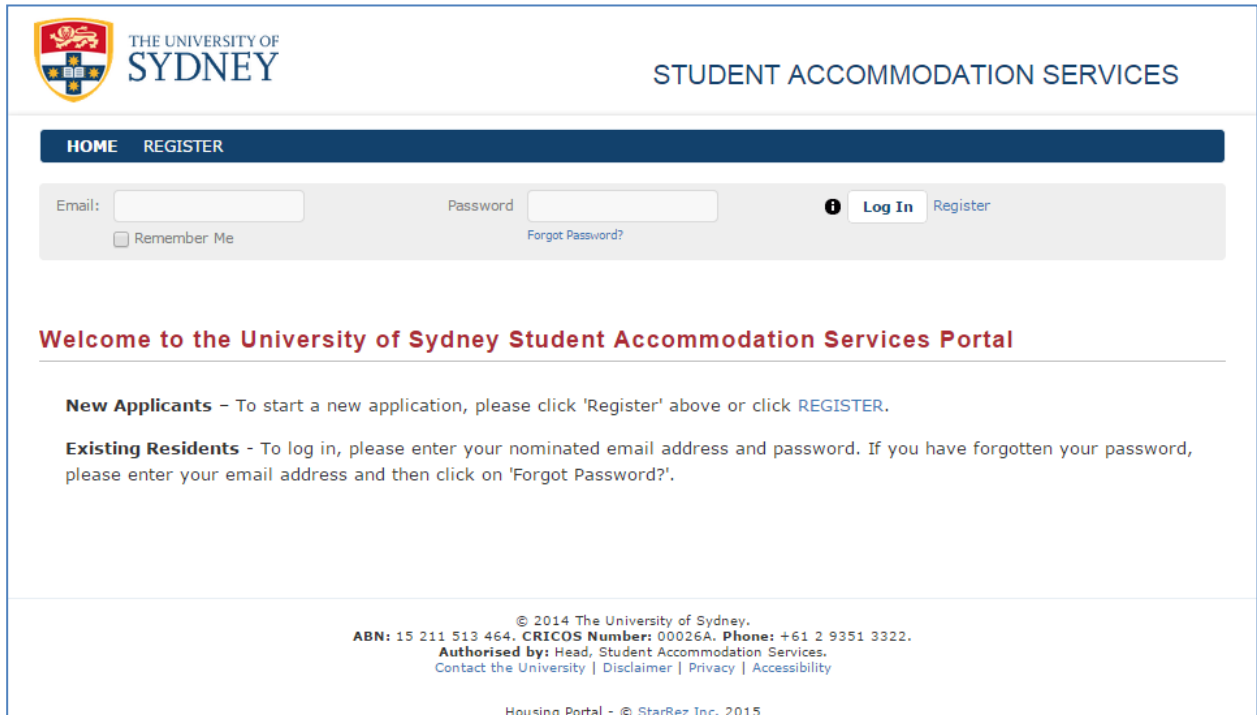


### Complete room inventory inspection online

1. Log in to the Student Accommodation Services portal at <http://usyd.starrezhousing.com/StarRezPortal> with your email address and password.



The screenshot shows the login page for the University of Sydney Student Accommodation Services. At the top left is the university logo. The page title is 'STUDENT ACCOMMODATION SERVICES'. Below the title is a navigation bar with 'HOME' and 'REGISTER' links. The main content area features a login form with fields for 'Email:' and 'Password:'. There are checkboxes for 'Remember Me' and a link for 'Forgot Password?'. To the right of the password field are 'Log In' and 'Register' buttons. Below the form, a red heading reads 'Welcome to the University of Sydney Student Accommodation Services Portal'. Underneath, there are instructions for 'New Applicants' and 'Existing Residents'. At the bottom, there is a footer with copyright information, ABN, CRICOS Number, and phone number, along with links for 'Contact the University', 'Disclaimer', 'Privacy', and 'Accessibility'.

THE UNIVERSITY OF  
**SYDNEY**

STUDENT ACCOMMODATION SERVICES

HOME REGISTER

Email:  Password:

Remember Me  Register

[Forgot Password?](#)

**Welcome to the University of Sydney Student Accommodation Services Portal**

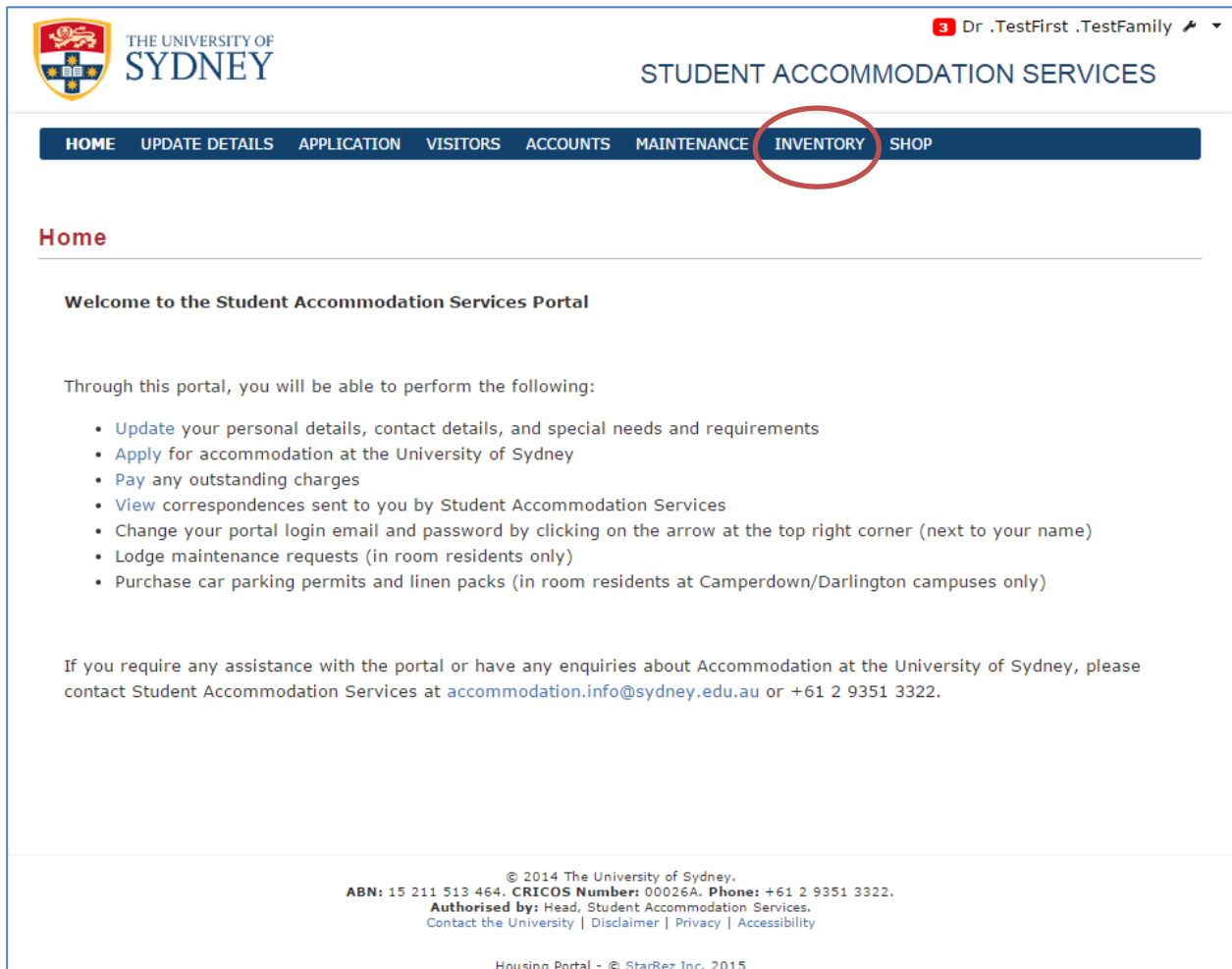
**New Applicants** - To start a new application, please click 'Register' above or click [REGISTER](#).

**Existing Residents** - To log in, please enter your nominated email address and password. If you have forgotten your password, please enter your email address and then click on 'Forgot Password?'

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2. Click on Inventory. Note that the “Inventory” menu option is only available if you are currently In Room i.e. checked in to student accommodation. The “Inventory” option will not be visible after you have checked out.



The screenshot shows the top navigation bar of the Student Accommodation Services portal. The 'INVENTORY' link is highlighted with a red circle. The user is logged in as 'Dr .TestFirst .TestFamily'.

**THE UNIVERSITY OF SYDNEY** 3 Dr .TestFirst .TestFamily

**STUDENT ACCOMMODATION SERVICES**

**HOME** UPDATE DETAILS APPLICATION VISITORS ACCOUNTS MAINTENANCE **INVENTORY** SHOP

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### Home

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**Welcome to the Student Accommodation Services Portal**

Through this portal, you will be able to perform the following:

- [Update](#) your personal details, contact details, and special needs and requirements
- [Apply](#) for accommodation at the University of Sydney
- [Pay](#) any outstanding charges
- [View](#) correspondences sent to you by Student Accommodation Services
- Change your portal login email and password by clicking on the arrow at the top right corner (next to your name)
- Lodge maintenance requests (in room residents only)
- Purchase car parking permits and linen packs (in room residents at Camperdown/Darlington campuses only)

If you require any assistance with the portal or have any enquiries about Accommodation at the University of Sydney, please contact Student Accommodation Services at [accommodation.info@sydney.edu.au](mailto:accommodation.info@sydney.edu.au) or +61 2 9351 3322.

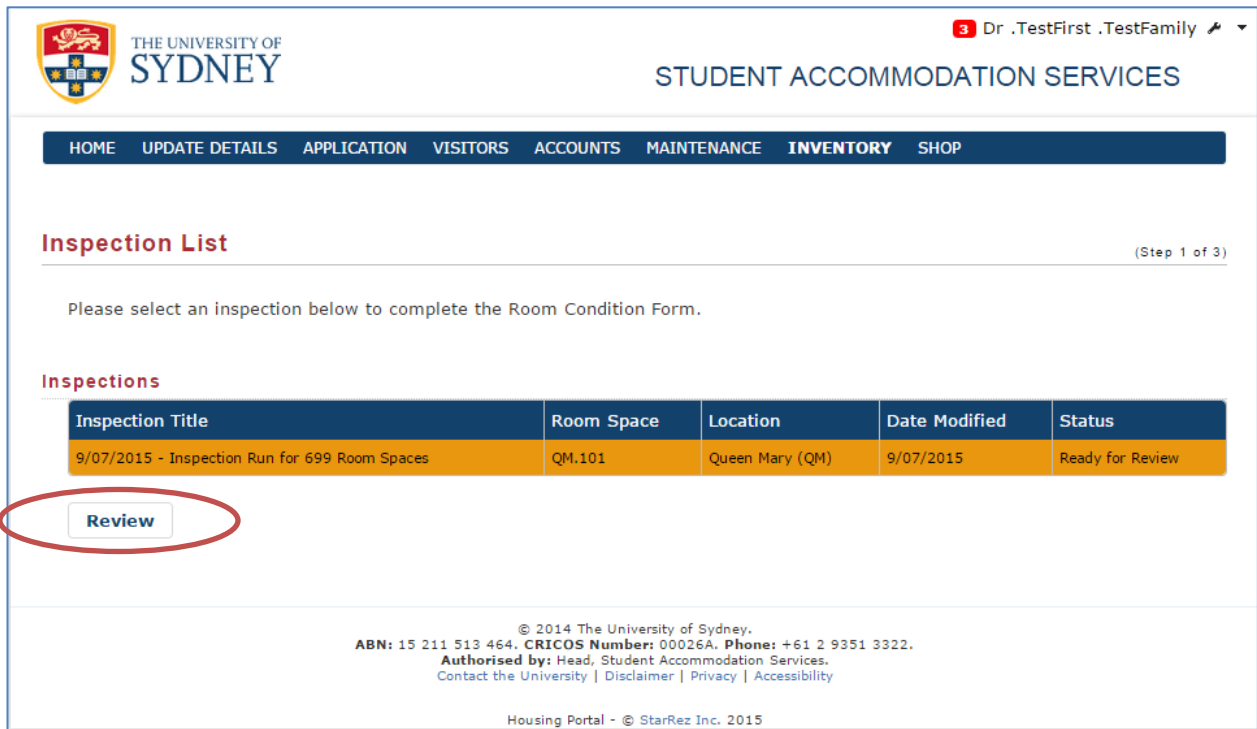
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3. If you have recently checked in, an inspection with the Status “Ready for Review” will be visible. If you do not see any Inspections listed, please contact the Reception of your accommodation facility. Click on the Inspection and then click “Review”.



The screenshot shows the 'STUDENT ACCOMMODATION SERVICES' page. At the top left is the University of Sydney logo. The top right shows a user profile for 'Dr .TestFirst .TestFamily'. A navigation bar contains links for HOME, UPDATE DETAILS, APPLICATION, VISITORS, ACCOUNTS, MAINTENANCE, INVENTORY, and SHOP. The main heading is 'Inspection List' with a sub-heading '(Step 1 of 3)'. Below this is a prompt: 'Please select an inspection below to complete the Room Condition Form.' A table titled 'Inspections' lists one entry: '9/07/2015 - Inspection Run for 699 Room Spaces' in room 'QM.101' at 'Queen Mary (QM)', modified on '9/07/2015', with a status of 'Ready for Review'. A 'Review' button is located below the table and is circled in red. The footer contains copyright information for 2014 The University of Sydney, ABN: 15 211 513 464, CRICOS Number: 00026A, Phone: +61 2 9351 3322, and contact links for the University, Disclaimer, Privacy, and Accessibility. It also mentions 'Housing Portal - © StarRez Inc. 2015'.

Inspection Title	Room Space	Location	Date Modified	Status
9/07/2015 - Inspection Run for 699 Room Spaces	QM.101	Queen Mary (QM)	9/07/2015	Ready for Review

- The Room Condition Form includes all the items that are available in your room. Click on the “Agree” checkbox if you are satisfied with the Current Condition of the inventory item. If you do not agree with the Current Condition of the inventory item, please enter your comments in the “Review Comments” textbox.



3 Dr .TestFirst .TestFamily

## STUDENT ACCOMMODATION SERVICES

HOME
UPDATE DETAILS
APPLICATION
VISITORS
ACCOUNTS
MAINTENANCE
INVENTORY
SHOP

Inventory Menu | QM.101, 9/07/2015 - Inspection Run for 699 Room Spaces [ReadyForReview]

1  
 Room Condition Form

2  
 Confirmation

### Room Condition Form (Step 2 of 3)

Within 48 hours of moving in, any damaged or missing items must be reported by completing this Room Condition Form. If a resident fails to advise any issues within 48 hours, the resident will be taken to have been satisfied with the condition of the occupied room/unit/apartment and confirmed that the room/unit/apartment is in good and undamaged condition. The resident will be held responsible for any loss or damage not reported within this period.

Please click on the Agree checkbox if you are satisfied with the Current Condition of the inventory item.

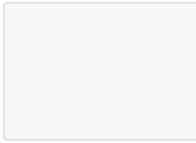
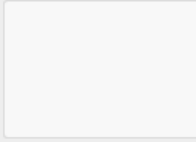
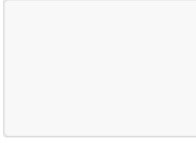
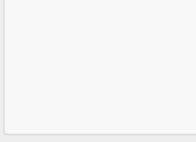
If you do not agree with the Current Condition of the inventory item, please enter your comments in the Review Comments textbox.

**Date:** 14/07/2015  
**Title:** 9/07/2015 - Inspection Run for 699 Room Spaces  
**Occupant:** .TestFamily, Dr .TestFirst  
**Room Space:** QM.101  
**Room:** QM.L1.U101.R000  
**Room Type:** Single Room  
**Location:** Queen Mary (QM)  
**Floor/Suite:** QM - 101

**Comments:**

Inventory Type	Description	Current Condition	Review Comments	Reviewed By	Agree
Bedroom	Bed frame and mattress	Good			<input type="checkbox"/>
Bedroom	Mattress protector	Good			<input type="checkbox"/>
					<input type="checkbox"/>

5. After reviewing each and every inventory item in the list, click on “Save & Continue”.

Bedroom	Dual Ethernet ports	Good		<input checked="" type="checkbox"/>
Bedroom	Walls	Good		<input checked="" type="checkbox"/>
Bedroom	Carpet	Good		<input checked="" type="checkbox"/>
Bedroom	Ceiling	Good		<input checked="" type="checkbox"/>

Please click on Save & Continue to submit this Room Condition Form. Please ensure that you have noted any marks and/or damages for each of the inventory items.

**Save & Continue**

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6. If you did not complete the Room Condition Report within 48 hours of checking in, you will be taken to have been satisfied with the condition of the occupied room/unit/apartment and confirmed that the room/unit/apartment is in good and undamaged condition. You will be held responsible for any loss or damage not reported within this period.