

# HOW TO SUBMIT LOCK-OUT FORM

1. Once you have arrived at your room call HRL front desk @ 812-468-2000.\*
2. Log into your myUSI
3. Click on the Housing icon
4. Locate the (mobile friendly) Lock-Out Form link.
5. Once you click the link you will be taken to a page like the one below.

## Housing & Residence Life Lock-out Notification Form

You will be required to show the receipt of this Lock-out form to the staff member who will let you in.

Click Next to continue.

NEXT



### Thank you!

You've completed  
Lock-out Form for  
Newman Hall  
NE-308L1.

Save this screen to show the staff member when they arrive to let you into your apartment.



7. When you get to the final page, click 'I AGREE'. Your first lock-out is free, but you will be charged for each one following your freebie.

## Housing & Residence Life Lock-out Notification Form

There is no charge for the first lock-out of each semester. The second and subsequent lock-outs of the semester will result in an administrative fee placed on your student account.

By selecting 'I Agree' you acknowledge and agree you will be charged for this lock-out if you've already been locked out once this semester.

I AGREE

8. Keep your receipt page. You will need that to show confirmation to the staff member that will be letting you in your apartment/residence hall.

\*If you are locked out when the HRL front desk is closed, you will need to call Public Safety, 812-464-1845.