Subject: COVID-19 Test Result Upload Instructions

Dear Neighbors,

As we have shared recently, Texas State University is requiring that all residents provide a negative COVID-19 test prior to returning this spring semester. Below are the instructions on how to upload your test results:

1. Log into the Housing Portal beginning on January 13 at 9 a.m.
2. Click the ‘Submit COVID-19 Test Results’ button at the top of the homepage
3. Update your Emergency Contact & Missing Person Contact information
4. Enter the following information:
   a. Predicted Date of Arrival
   b. Date of Test
   c. Test Result Status
   d. Attach the document showing your test results
5. Click ‘Save & Continue’

You will receive a confirmation email to your TXST email address verifying we have received your results. **Our staff will be reviewing documents between 10 a.m. and 5 p.m. each day, please allow time between the submission of documents and arrival to campus.**

As a reminder, residents may move in on the following dates/times: January 16-17 and January 29-30 between 10 a.m. – 8 p.m. **OR weekdays** between January 18-28 between 10 a.m. – 5 p.m. You must bring your approval email to the front desk of your hall or apartment when you move in to gain access to your hall/room.

If you have further questions, you may reach our office at 512.245.4663 or email us at reslife@txstate.edu.

Housing and Residential Life