E-campus

User Manual

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Entering e-Campus

After submitting accommodation application or forming a contract, *User Account* will be created for every student.

To log in to your account, you will receive a web link with user name and password to the email address you provided while submitting the application.

https://e-kyla.campusttu.ee/loginTenant.aspx
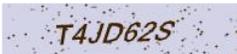
User name: E1971777
Password: 318MhQ1250qs

If you wish, you can also log in using Estonian ID-card.

NB! If you have previously submitted an application and it is no longer valid or you have lived in TUT Campus, you have to reset your password before making a new application. If for some reason you still cannot log in, please contact TUT Campus.

Forgotten password

If you have forgotten your password, use *Recover password* section. To get a new password, provide your email address and enter text from picture.

Menu

After you have logged in, you will see a menu on the left side of the screen. Above the menu you will see your name and *Tenant ID* (number below your name).

Tut Campus (11700)

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Applications

Under menu link *Applications* you can see and extend your current application or submit a new application. Remember, there can be only one application at once.

Applications

APPLICATIONS

Application ID	Proposal date	Valid until	Application source	Archived	Comments	The lease begins	Application status
21481	06.11.2015	05.01.2016	KAMPUS_WEB			01.11.2015	On the waiting list

By clicking *Application ID* number, your *Application info* will open up.

Applications » Application info

TUT CAMPUS

Application ID	21481	Main application Id	
Proposal date	06.11.2015	Person PID	11700
Valid until	05.01.2016	Sex ○ Man ◉ Female	
The lease begins	01.11.2015	Application source	KAMPUS_WEB
Contract end date	30.06.2016	Requested flat type	One bed in twin room
Rejected date		☐ Group application	☑ Send mail of offer
Application reason	I am a first year student		Application order in queue 536
Total points	0	Archived	
Comments			

Save application   Applicant's information   Extend application   Cancel application

If you wish to change the beginning date of your lease or requested flat type, please contact TUT Campus. Tenant can only add information to the comment box. Added comments can be saved by clicking *Save application*.

Under *Applicant's information* you will see all your personal data and bank information.

Submitted application will be valid for 60 days. If you have not received an accommodation offer during that period but you are still interested in living in TUT Campus, you have to extend your application before the 60 days by clicking *Extend application*. If you do not extend the application, it will lose its validity.

Accommodation offer

If you have received an accommodation offer to your email, you have to log in to e-Campus to accept it. After you log in, choose Applications → Application ID → *Chosen flats*.

If you wish to accept the offer, please click *Accept housing offer*. After you have accepted the offer, TUT Campus will send you deposit invoice and a contract is formed.

If you are no longer interested in the offer, please click *Cancel housing offer*.

Changing your room/Group application

If you are already living in the dormitory but wish to change your room, you can do so by submitting new application under menu link *Applications*.

Add new application

SELECT HOUSES

Choose up to 2 houses			
☐ Akadeemia tee 5	☐ Akadeemia tee 7/1	☐ Raja 4d	☐ Siidisaba 7
☐ Akadeemia tee 11/2	☐ Akadeemia tee 7/2		

REQUESTED FLAT TYPE

○ One bed in twin room

○ Single room with one bed

○ Student family residence, one-room apartment

○ Two beds in twin room

○ Single room apartment (one bed)

○ Single room apartment (2 beds)

Filling instructions	
us_english	doc
eesti	doc

ROOMMATE'S NAME

Please fill this field only if you are applying for a place with your roommate. If you are the first to submit the application, please mark "Group application" box. Second person to submit the application should insert their roommate's application ID-number to "Main application ID" box.

Main application Id [   ]   ☐ Group application

Forward >>

If you have a friend with whom you want to share the room, you can use *Group application* option. For doing that, the first person to submit the application has to mark *Group application box* (right-hand-side). Second person to submit the application must insert their roommate's application ID-number to *Main application ID box*.

Add new application

APPLICATION REASON AND RESERVATION DATE

Rent period	● 01.11.2015 - 30.06.2016
	○ 16.11.2015 - 30.06.2016
	○ 01.12.2015 - 30.06.2016
	○ 16.12.2015 - 30.06.2016
	○ 02.01.2016 - 30.06.2016
	○ 16.01.2016 - 30.06.2016
	○ 01.02.2016 - 30.06.2016
	○ 16.02.2016 - 30.06.2016
	○ 01.03.2016 - 30.06.2016
	○ 16.03.2016 - 30.06.2016
	○ 01.04.2016 - 30.06.2016
	○ 16.04.2016 - 30.06.2016
	○ 01.05.2016 - 30.06.2016
	○ 16.05.2016 - 30.06.2016
	○ 01.06.2016 - 30.06.2016

Application reason   [I would like to change the room   ▼]

Contracts

Under menu link *Contracts* you will find your current contract.

User name E1971777 Contracts list TUT CAMPUS ☐ Show all						
Contract ID	Apartment	Start date	Contract valid until	Contract end date	Apartment form returned	Deposit payment date
13279	Siidisaba 7 Siidisaba 7 A 151A	01.11.2015	30.06.2016			

By clicking *Contract ID*, your *Contract information* will open up.

Contract information			
Contract ID	13279	Final bill date	
Name	TUT CAMPUS	Return of the deposit	
Start date	01.11.2015	Contract start real date	04.11.2015 09:38:51
End date	30.06.2016	Deposit	200,00 / 0,00 EUR
Apartment	Siidisaba 7 12611 Tallinn Siidisaba 7 A 151A Room occupation:1,0		AKADEEMIA
Open balance	324,00 EUR	Deposit payment date	
Apartment form returned		Deposit payment due date	05.11.2015

| Apartment form | Invoices | Contracts balance | Bank balance | Tenant payments |

OTHER SERVICES

Service Id	Service name	Sum	VAT %	Start date	End date	Description	Calculation method
70000	Electricity	0,00 EUR	0,0	01.11.2015	30.06.2016		Square meter per day
69300	Heating	0,00 EUR	0,0	01.11.2015	30.06.2016		Square meter per day
30000	Rent	124,00 EUR	0,0	01.11.2015	30.06.2016		Fixed flat rent
33300	Water	0,00 EUR	0,0	01.11.2015	30.06.2016		Nr. of days

ACCOMPANYING PERSONS

Name	Date of birth	Sex	Status	Start date	End date	Educational institution
TUT CAMPUS	01.01.2001	Female	Tenant	01.11.2015	30.06.2016	Tallinn University of Technology

Contract ID is your contract number.

Open balance shows you what you still have to pay (on red background). If your open balance shows 0, it means that you have paid everything and everything is okay. If there is a sum with a minus mark in front, it means that you have prepaid and it will be calculated down from your next invoice.

Contract start real date marks the date your contract was formed after you accepted the offer. NB! This date might differ from the moving in date.

Under *Other services* you will find information about utility services and their calculation methods. *Electricity and heating* is calculated according to the square meters you are using by the contract. *Water* usage is divided between all the tenants of the dormitory. Utilities

will be paid afterwards (i.e. October's utilities will be paid in November). *Rent* is the sum you are paying for room usage and is paid for current month.

Messages

Under menu link *Messages* you will see all the messages sent by TUT Campus office.

Messages	
MESSAGES LIST TUT CAMPUS	
Message subject	**Date**
Cancellation of housing offer	**06.11.2015 12:23:54**
You have received a housing offer	**06.11.2015 12:16:39**

Tenant invoices

Under menu link *Tenant invoices* you can see all the invoices that have been sent to you (including invoices for previous contracts that are no longer valid).

Bank balance 11700 TUT CAMPUS ☐ Only unpaid bills								
Total invoices 324,00					Payments total 0,00		Open balance 324,00	

Account date	Account Id	Due date	Sent to account system	Total EUR	Paid summa EUR	Account type -- Select all -- ▼	Contract ID -- Select all -- ▼	Reference number
04.11.2015	161603	05.11.2015	04.11.2015 09:39:31	200,00	0,00	Guarantee money bill	13279	117000000003
04.11.2015	161604	28.11.2015	04.11.2015 09:49:11	124,00	0,00	Rent Bill	13279	117000000003
12.06.2015	150805	28.06.2015	12.06.2015 07:56:29	-43,07	-43,07	Rent Bill	11767	117000000003
11.06.2015	150015	28.06.2015	11.06.2015 12:00:00	43,07	43,07	Rent Bill	11767	117000000003
Total	**4**			**324,00**	**0,00**			

Account date marks the date when the invoice was issued to e-Campus.

Account type shows you what the invoice is for.

Paid sum will be filled when TUT Campus has received your payment.

Contract ID is the number of your current valid contract.

Open balance marks the debt you owe to TUT Campus.

By clicking *Account ID number*, invoice details will open up.

Contract invoices » Invoice details

INVOICE DETAILS 161604

Account date	04.11.2015		Reference number	117000000003
Due date	28.11.2015		Confirmed	04.11.2015
Total summa	124,00 EUR (1940,18 EEK)		Invoice sender	MTÜ TTÜ Üliõpilasküla

Bank	Bank account number	IBAN	SWIFT (BIC)
SEB Pank	10220011660018	EE481010220011660018	EEUHEE2X
Swedbank	221025085850	EE892200221025085850	HABAEE2X

Service name	Total summa	Note	Period
Rent	124,00		01.11.2015 - 30.11.2015

NB! It is very important that you use Reference number on your payment. Without reference number we cannot identify to whom the payment belongs to. You can pay your rent only by bank transfer.

Tenant payments

Under menu link *Tenant payments* you will see all the payments you have made. It also shows the dates when it was received and from which bank the payment was done.

Personal data

Under menu link *Personal data* you will see Tenant and Bank information that you have provided to TUT Campus.

Personal data

TENANT INFORMATION

First name(s)	TUT	Person PID	11700
Surname	CAMPUS	Citizenship	Estonia
Personal ID code	40101012345	Country	Estonia
Date of birth	01.01.2001	County	Harjumaa
Language	English	City and zip code	Tallinn
Sex	Female	Address	Raja 4D
Tenant type	Student	Educational institution	Tallinn University of Technology
E-mail	campus@campusttu.ee	Faculty	
Phone number	620 3651	Study start date	01.02.2015 ☐ Enrolled members of state budget

Guardian's information	Name	
	Phone number	
	Address	
	Social security number	
	E-mail	

Regular incomings	0	Student code	
Assets	0	Student loan	0

You can only change information in the compartments. If you wish to change other information (e.g. date of birth), please contact TUT Campus.

Under *Guardian's information*, we ask you to provide information about your contact person in Estonia.

Bank account number is important because you will receive your deposit back after your contract ends. Please do not forget to give IBAN and SWIFT number as well.

Change password

Under menu link *Change password* you have the option to change and personalise your current password. It has to be 11 to 18 characters long, contain upper- and lowercase letter and also numbers. When you do not enter your own password, the system will generate it automatically.

Servicedesk

Please use *Servicedesk* to give TUT Campus notice of any damages or small repairs that need to be done in the room, box or the corridor.

Servicedesk ☐ Show all

Add new problem

Servicedesk ☐ Show all

Dear Student! Let us know about not working lights, toilets or other problems in your room or common area of the box. This way the information reaches our repairmen the fastest possible way and you will get the problem solved!

Problem type	Problem description below ▼
Apartment	Siidisaba 7 A 151A ▼
Problem description	

Send   Cancel