INSTRUCTIONS FOR ON-CAMPUS HOUSING REGISTRATION FOR STUDENTS:

*Please note that if you do not add the linen package, there will not be bedding and towels, etc. provided. Please add this one-time fee to your summary so you have all the things that you need for your room.

1 - Tickets

-Click on the “Admin Fees” box
-You should see a blue check mark in the bottom right corner of the box
-You should also see $18.11 added to your summary (one-time fee)
-Click on the “Continue to Options” button

2 - Options

-Click on the “Linen Packet Rental” box
-You should see a blue check mark in the bottom right corner of the box
-You should see $18.25 added to your summary (one-time fee, not daily)
-Click on the “Continue to Housing” button

3 - Housing

-First, select your check-in and check-out dates by using the date range input
-Click on the “Search” box to select these dates
-Make sure the correct dates you selected show up in gray text below the search button
-If this is correct, click on the “Single Room” box
-You should see a blue check mark in the bottom right corner of the box
-You should see the total price for your room added to your summary
-If everything looks correct in your summary, click the “Continue to Login” button
-This will prompt you to add your email for a verification code, please follow instructions

4 - About You

-This page will request information about the person who will be staying in the on-campus room
-Once you have entered the required information, click the “Continue to Confirmation” button

5 - Confirmation

-Please check your summary and attendee information
-Please note: You need to select the linen package before check out
-Click on the “Confirm & Pay” button to enter payment information