## How to fill out a Housing Application on the

## **Roosevelt University Housing Portal**

1. Login to housing portal using RU net ID and password.

2. To get started click on "Housing Application" from the black banner.

ROOSEVELT UNIVERSITY HOUSING Portal
Housing_Application Room Types Housing Exemption Housing Contract Cancellation Log Out
Home
Hi Hilda Rojas-Duartel
Welcome to the Roosevelt University Housing Portall Whether you are a new student at the start of your college experience, a transfer student beginning your journey at Roosevelt, or a returning student ready to create more memories in the halls, we welcome you to our community.
The Wabash Building's distinct residence hall features a variety of housing options and styles that can accommodate your needs and make you feel at home.
In the Wabash Building, you'll enjoy:
State-of-the-ard classrooms and labs an elevator ride away Dinging and finesis careter Administrative offices and student resources Suming panoramic views of downtown Chicago and Lake Michigan
New for Fall 2018!!!!!!
Free Jaundry in the Wabash Building Free Netflix Hulu and Amazon Prime Video, in Wabash common lounges Al residential Juilding will mean open over writter break
Welcome to Roosevelt University, Welcome home.

3. Select the term for which you are trying to book a room.

ROOSEVELT UNIVERSITY	sing Porta	l
Housing Application Ror Types Housing Exemption	on Housing Contract Cancellation	Log Out
Term Selecter		
<b>Spring 2018</b> (01/14/2018 - 05 7/2018)		APPLY
Summer 2 18 (05/09/2011 - 08/15/2018)		APPLY
AY 2018 - 2019 (Fall and Spring) (08/16/2018 - 05/14/2019) You started your application for AY 2018 - 2019 (Fall and WB 21028 - Bed 1, and have signed the contract as of fall The statuted your application is Complete.	Spring) on 0409/2018 , have a room researched	CONTINUE

4. If you do not already have a housing deposit on file, follow the on-screen instructions to pay the housing deposit.

≡	Housing Application	Room Types	Housing Exemption	Housing Contract Cano	ellation		F	Log Out
	Housing Deposit	Profile Page	Roommate Groups	Emergency Contact Information	Contract	Application Status	Next Steps	
	<b>.</b>					•		
	Housing De	posit						
	The first step in comple application.	ting your housing	application is to pay the	\$250.00 housing depos	it. Once this is paid	, you will have access to th	e housing	
	This deposit will be app	lied to your studer	t account as a credit to	your housing charge fo	r the first term for v	which you are applying.		
	To make a credit card o	or ACH payment, pl	ease click on the "Contir	nue" button below to be	directed to Touch!	Vet.		
	If you wish to make a c campus.	ash payment, you r	nust visit the Cashiers V	Vindow, located on leve	1M of the Wabash	Building at Roosevelt Univ	versities, Chicago	0
	If you are unable to pay	r this deposit due a	nd are interested in app	olying for our deposit w	aiver, click <mark>here</mark> to l	earn about the application	process.	
	CONTINUE							

## 5. Complete all questions on the Profile Page. When you are done, click the blue Save & Continue button.

Profile Page	Roommate Groups	Emergency Contact Information	Contract	Application Status	Next Steps
0				•	•
Profile Page					
Student Name: Daniel Si	mon				
Web Screen Name:					
Student McStudentFac	2				
This is your Standard Pro roommate.	ofile. Use this page to setu	o your profile, which can be	used as a way for you	to learn how compatible you a	ire with a potential
Profile Questions					
I prefer a room that is:					
(Please Select)	~				
I study with a lot or no n	oise:				
(Please Select)	~				
I am a morning or late n	ght person:				
(Please Select)	~				
like to practice/rehears	e in my room:				
Never	~				
Themed Commun	ity				
Are you interested in be	ng a member of a themed	community?:			
Assistant), attend events themed community rega and Wellness, Global VII	e formed by people who s , have conversations and i rdless of what floor they l age and Transfer Experien	nare similar interests and p arry out initiatives relating t ve on. Some examples of th ce.	assions. These people, to this focus area. Any nemed communities an	guided by a Residence Life Sc ane who lives in the Wabash B e: Explore Chicago, Lab Coats,	in memoer (Resident uilding can join a Sustainability, Health
Yes	v				
Gender Inclusive Ho	ising				
Individuals who identify down menu. If not inter-	as Gender Nonconforminj isted, select "No" from the	; or Gender Fluid may be int drop down menu.	terested in exploring th	is housing option. If so, select	"Yes" from the drop
The 23rd floor of the Wa	bash Building is designate	d as the Gender Inclusive fle	oor.		
Gender Inclusive:					
No	~				
SAVE & CONTINUE					

6. On the Roommate Groups page, you can either join or create a roommate group using the buttons on the right. If you would rather not be in a roommate group, simply click the blue Save & Continue button.

Profile Page	Roommate Groups	Emergency Contact Information	Contract	Application Status	Next Steps
	0	•		•	
Roommate	Groups				
Not In a Gr	roup er of any roommate groups.				
lf you are not interested	d in joining a roommate gro	up, simply click the "Save an	d Continue" button b	elow.	
CREATE GROUP				Join Group Search For Search for Search for Suggest Ro	Roommate Group Roommates by Details Roommates by Profiles ommates
SAVE & CONTINUE					

7. Fill out the Emergency Contact Information, and click the blue Save & Continue button.



8. Read through and sign the Housing Contract, then click the blue "I agree button.



9. Congratulations! You have completed the Housing Application! Continue through the Next Steps pages. On this page, you can use the dropdown menu to select any information you need to edit or update.

1 Housing Application	Room Types Housing	Exemption Housing Con	ntract Cancellation		Ές Lo
Profile Page	Roommate Groups	Emergency Contact Information	Contract	Application Status	Next Steps
					0
Now that your appli those next steps m	ication is complete, the av be.	re are next steps you ma	ay be able to take. (	lick on the drop down m	enu to learn what
✓ Please select next step: ✓ Please select next s Review Application Update Reorgency Update Roommate Room Selection Info SAVE & CONTINUE	ttep Status Contact Info Groups ormation	)			
StorPoz					Contact Us

Have questions? Contact us!

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