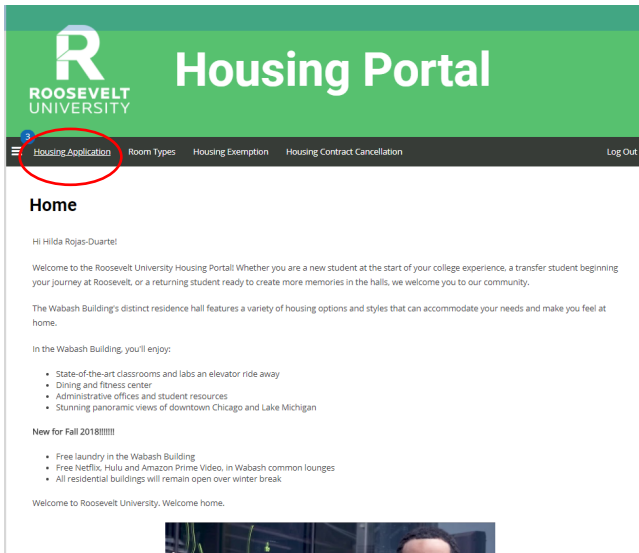
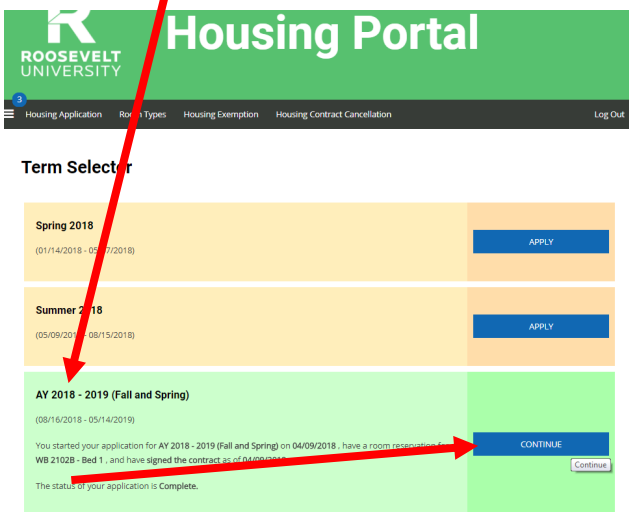


# How to fill out a Housing Application on the Roosevelt University Housing Portal

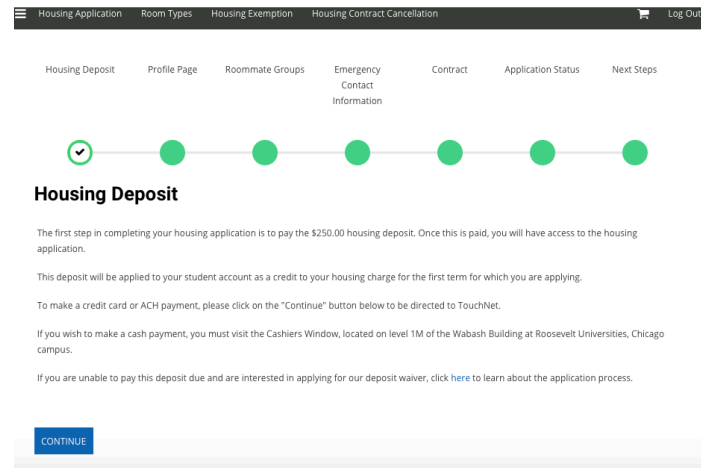
1. Login to housing portal using RU net ID and password.
2. To get started click on “Housing Application” from the black banner.



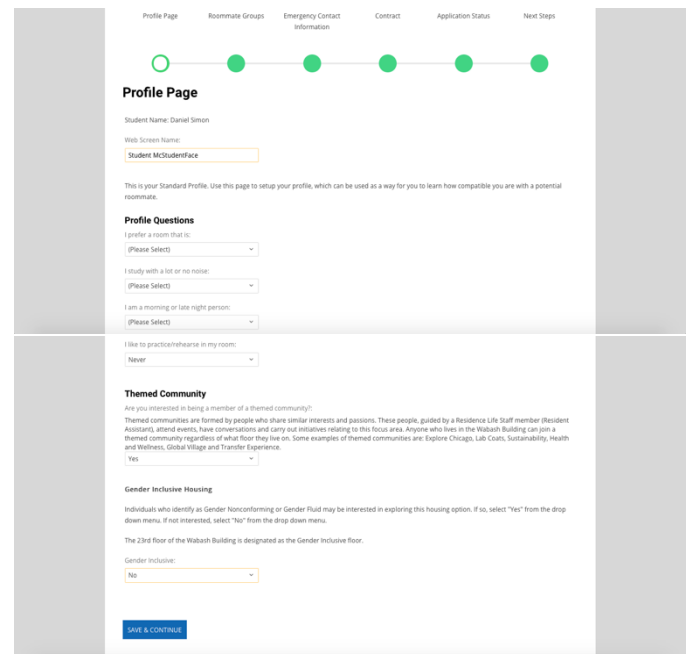
3. Select the term for which you are trying to book a room.



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



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



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.

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.

Have questions? Contact us!

Email: [reslife@roosevelt.edu](mailto:reslife@roosevelt.edu)

Phone: 312-341-2005