inistration User

UNIVERSITY OF
**ILLINOIS**
SPRINGFIELD

**STEP 1**
**In the student housing portal,**
**select Manage My Housing**

☰　　**Home**　　**.Test Payment Process**　　**Manage My Housing!**　　　　　　**Log Out**

## Welcome to the Student Housing Portal,

### Mission Statement:

UIS Department of Residence Life fosters an inclusive community environment strongly supportive of academic and personal growth among students through progressive, collaborative and intentional experiences. Residence Life strives to provide diverse and inclusive traditions which enhance the development of the whole student, support a safe living-learning environment, and deliver excellent customer service.

### Vision Statement:

To be considered a premier residential program and innovative Residence Life team in the collegiate housing field, which challenges students to successfully lead, live, learn, and work in supportive, collaborative, and diverse learning communities.

**Administration User**

? 6   ✏ Edit Portal

☰   **Home**   **.Test Payment Process**   **Manage My Housing!**    **Log Out**

## Testing Users - Housing Application/Contract Term Selection

Please select a Academic Year or Term below to start or continue with your housing application/contract.

### Academic Year 2024-2025

8/23/2024 -

You started your housing application/contract for **Academic Year 2024-2025** on **3/5/2024**, and have **signed and agreed to the housing application/contract** as of **3/5/2024**.

You have a deposit on file.

Your housing application/contract is complete as of **3/5/2024**.

**Continue**

**STEP 2**
**Select continue for the appropriate Academic Year**

**Home**  **.Test Payment Process**  **Manage My Housing!**  **Log Out**

- ✔ Home page
- ✔ Personal Details and Demographic Information
- ✔ Profile Questions
- Living Learning and
- ✔ Themed Housing Communities - Specialty Housing
- ✔ Building and Room Preferences
- ✔ Select a Specific Roommate
- ✔ Meal Plan Selection
- Housing
- ✔ Application/Contract Acceptance and Signature:
- ✔ Roommate Selection
- ✔ Room Selection
- ✔ Application/Contract Summary

## Initial Selection

Staying between 08/19/2024 and 05/10/2025 for Term: Academic Year 2024-2025
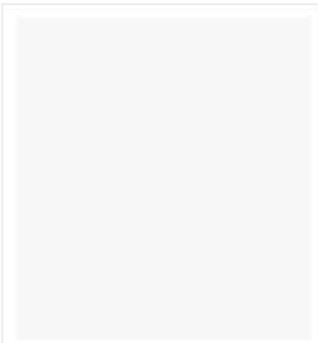
### Founders' Residence Hall

Founders' Residence Hall

**Select**

App ID: 17523
Page: 109
Entry Classification: Second Year Returner (RR)
App Classification: Second Year Returner (RR)

**STEP 3**
**Make sure you are on the room selection page**

**STEP 4**
**Select the select button to continue on**

**Home** **.Test Payment Process** **Manage My Housing!** **Log Out**

- ✓ Home page
- ✓ Personal Details and Demographic Information
- ✓ Profile Questions
- alty
- Housing
- ✓ Building and Room Preferences
- ✓ Select a Specific Roommate
- ✓ Meal Plan Selection
- Housing
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- ✓ Roommate Selection
- ● Room Selection
- ✓ Application/Contract Summary

**STEP 5**
**You can filter through units on the left side of the screen**

## Room List

**IMPORTANT**

As you are adding spaces to your cart below, be sure to select enough spaces for all of the people in your group.

**Locations**

- ☑ Bluebell Court – BB Court
- ☐ Clover Court – CL Court
- ☐ Foxglove Court – FG Court
- ☐ Larkspur Court – LS Court
- ☐ Marigold Court – MG Court

**Suites/Apts.**

- ☐ BB Court 122
- ☐ BB Court 124
- ☐ BB Court 125
- ☐ BB Court 126
- ☐ BB Court 127

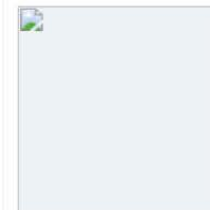Staying between 08/19/2024 and 05/10/2025 for Term: Academic Year 2024-2025
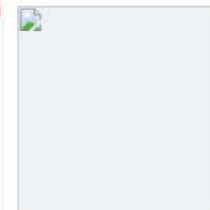
**BB Court 122A**

1 🛏 Calculate Total
BB Court 122
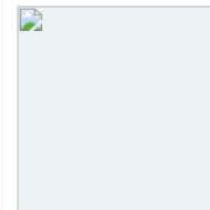Bluebell Court - BB Court

Show Room Info

**Add To Cart**

**BB Court 122B**

1 🛏 Calculate Total
BB Court 122
Bluebell Court - BB Court

Show Room Info

**Add To Cart**

**BB Court 122C**

1 🛏 Calculate Total
BB Court 122
Bluebell Court - BB Court

Show Room Info

**Add To Cart**

**STEP 6**
**Add the unit to cart. Ensure the number of beds in your cart equals the number of persons in your roommate group**

? 6   Edit Portal

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☰   **Home**   **.Test Payment Process**   **Manage My Housing!**    🛒 02:15 **Log Out**

- ✔ Home page
- ✔ Personal Details and Demographic Information
- ✔ Profile Questions
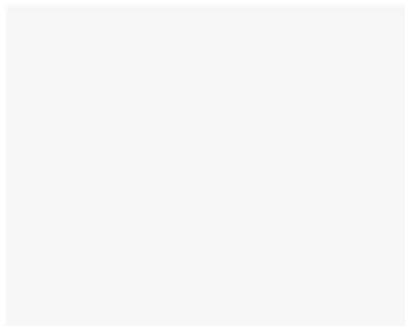- ✔ Living Learning and Themed Housing Communities - Specialty Housing
- ✔ Building and Room Preferences
- ✔ Select a Specific Roommate
- ✔ Meal Plan Selection Housing
- ✔ Application/Contract Acceptance and Signature:

## Assign Beds
### My Room

**STEP 7**
**Select a bedroom space from the dropdown menu**

Age: Unknown
Gender: Female

Bluebell 122A          ⌄

**Empty Cart**   **Assign Beds**

**STEP 8**
**Select assign beds**

? [6]  ✏ Edit Portal



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☰  **Home**  **.Test Payment Process**  **Manage My Housing!**    🛒 02:41 **Log Out**

✓ Home page

✓ Personal Details and Demographic Information

✓ Profile Questions

✓ Living Learning and Themed Housing Communities - Specialty Housing

✓ Building and Room Preferences

✓ Select a Specific Roommate

✓ Meal Plan Selection

✓ Housing Application/Contract Acceptance and Signature:

## Confirmation

### Confirmation

BB Court 122A, BB Court 122, Bluebell Court - BB Court

1. Bluebell 122A:

[ Empty Cart ]  [ **Save & Continue** ]

**STEP 9**
**Once you have selected your room, you will be promted to confirm your choice**

? **6** ✏️ Edit Portal

- ✅ Building and Room Preferences
- ✅ Select a Specific Roommate
- ✅ Meal Plan Selection
  Housing
- ✅ Application/Contract Acceptance and Signature:
- ✅ Roommate Selection
- ✅ Application/Contract Summary

application/contract is complete as of 5/5/2024.

## Booking Summary

**Room:** Bluebell 122A
**Room Type:** Bedroom
**Location:** Bluebell Court - BB Court

**Meal Plan Information:**

For *Fall 2024* you have selected *Gold Meal Plan-apts townhomes*. For *Fall 2024* you have selected *Signature Meal Plan-residence halls*.

| Bed | Occupant | First Name | Last Name | Profile |
|-----|----------|------------|-----------|---------|
| Bluebell 122A | Hannah₂ | Hannah | | View Profile |
| Bluebell 122B | -Vacant- | | | |
| Bluebell 122C | -Vacant- | | | |
| Bluebell 122D | -Vacant- | | | |

**STEP 10**
**Your room selection details are listed on the summary page**