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

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.
Testing Users - Housing Application/Contract Term Selection

Please select an 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.

**STEP 2**

Select continue for the appropriate Academic Year

Continue
Initial Selection

Staying between 08/19/2024 and 05/10/2025 for Term: Academic Year 2024-2025

Founders' Residence Hall

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 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
- Application/Contract Acceptance and Signature:
- Roommate Selection
- Room Selection
- Application/Contract Summary
**STEP 5**
You can filter through units on the left side of the screen.

**STEP 6**
Add the unit to cart. Ensure the number of beds in your cart equals the number of persons in your roommate group.
STEP 7
Select a bedroom space from the dropdown menu

STEP 8
Select assign beds
Confirmation

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

1. Bluebell 122A

STEP 9
Once you have selected your room, you will be prompted to confirm your choice
**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-apt townhomes. For Fall 2024 you have selected Signature Meal Plan-residence halls.

<table>
<thead>
<tr>
<th>Bed</th>
<th>Occupant</th>
<th>First Name</th>
<th>Last Name</th>
<th>Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bluebell 122A</td>
<td>Hannah2</td>
<td>Hannah</td>
<td></td>
<td><a href="#">View Profile</a></td>
</tr>
<tr>
<td>Bluebell 122B</td>
<td>-Vacant-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bluebell 122C</td>
<td>-Vacant-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bluebell 122D</td>
<td>-Vacant-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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