

Homestead Tutorial

Follow the instructions and screenshots below to complete your housing application.

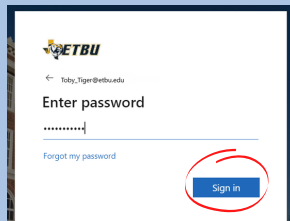
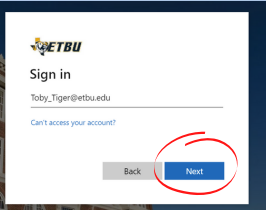
Step 1

To sign in to the Housing Portal, click the 'Student Log In' button on the ETBU Housing Portal Home Page.



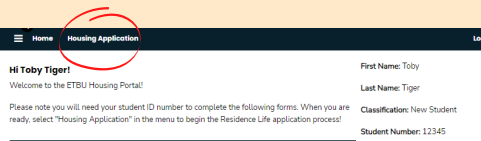
Step 2

Login to the Housing Portal using your ETBU email and Password.



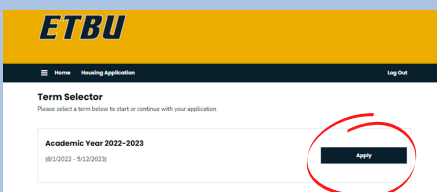
Step 3

Once you have logged in you should see housing application options in the top menu bar. To proceed, select 'Housing Application.'



Step 4

Select 'Apply' beside the term you'd like to apply for.



Home
Housing Application
Log Out

Health Information
Missing Student Notification
Emergency Contact
Housing Option
Personal Details
Housing Contract
Roommate Matching Questionnaire
Roommate Selection
Roommate Group Status

Health Information
Medical Information
If you previously have been or are currently affected by any of the following, please check appropriately.
Allergies
☐
Asthma
☐
Cancer
☐
Depression/Anxiety
☐
Phobias
☐

Step 5

Complete the 'Health Information' page by check the appropriate boxes and listing any additional medical information. To proceed, select 'Save & Continue' at the bottom of the page.

Step 6

Read and complete the 'Missing Student Notification' page by entering your Student ID number at the bottom of the page. To proceed, select 'Save & Continue' at the bottom of the page.

Health Information
Missing Student Notification
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Missing Student Notification
Missing Student Notification
In compliance with the Missing Student Notification Policy and Procedures established by HR.4137, Section 486, of the Higher Education Opportunity Act of 2008, it is the policy of East Texas Baptist University to actively investigate any report of a missing student who is enrolled at the University.
Each resident is informed regarding the Missing Student Notification procedures. Each resident has the option to provide the name and contact number of an individual(s) that should be contacted in case of an emergency. Upon determination that a student is missing, the Vice President for Student Engagement will be notified immediately. The individual identified on the Residence Hall Student Information form will be contacted no later than 24 hours after the time the student is determined missing, in accordance with official notification procedures established by the University.
For any resident under the age of 18, who is not emancipated, the institution will notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by the University staff. When a member of the University community has reason to believe that a student is missing, all possible efforts will be made immediately to locate the student to determine his or her condition.
By entering your student ID number below, you are acknowledging and accepting the Missing Student Policy above:

Step 7

Complete the 'Emergency Contact' page by providing emergency contact information for two individuals. To proceed, select 'Save & Continue' at the bottom of the page.

Health Information
Missing Student Notification
Emergency Contact
Housing Option
Personal Details
Housing Contract
Roommate Matching Questionnaire
Roommate Selection
Roommate Group Status

Emergency Contact
Please complete both emergency contacts.
Emergency Contact 1
First Name
 Toby
Last Name
 Tiger
Email
 ttiger@etbu.edu
Home Phone
 9039232320

Step 8

Complete the 'Housing Option' page by selecting the appropriate drop down option in order to request to live on or off campus. To proceed, select 'Save & Continue' at the bottom of the page.

Home
Housing Application
Log Out

Health Information
Missing Student Notification
Emergency Contact
Housing Option
Personal Details
Housing Contract
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Housing Option
Housing Guidelines:

- All single students under the age of 21 are required to live on campus unless living with a parent within commuting distance. (Commuting distance must be within 60 miles of Marshall)
- Single students ages 21-23 who do not live within commuting distance with a parent who choose to live off campus are not eligible to receive any ETSU scholarships.
- Single students age 24 and older are not required to live on campus. However, limited campus housing is provided based on availability.

Please select whether or not you plan to live on or off campus.
Housing Affirmation:
 Request to Live On Campus

Step 9

Complete the 'Personal Details' page by verifying personal details and completing accommodation information. To proceed, select 'Save & Continue.'

Home
Housing Application
Log Out

Health Information
Missing Student Notification
Emergency Contact
Housing Option
Personal Details
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Roommate Selection
Roommate Group Status

Personal Details
Information below is from our SIS. If any details are incorrect, please update this information in your [Campus Connect](#) account under the "Student Info" drop-down tab and selecting "Demographic Data".
First Name
 Toby
Last Name
 Tiger
Date of Birth
 8/13/2003
Student ID Number
 12345
Gender
 Female

The screenshot shows the 'Housing Application' page. On the left is a sidebar with a list of sections: Health Information, Missing Student Notification, Emergency Contact, Housing Option, Personal Details, Housing Contract (selected), Roommate Matching Questionnaire, Roommate Selection, and Roommate Group Status. The main content area is titled 'Housing Contract' and contains two parts: '1. PARTIES AND AGREEMENTS' and '2. DEFINITIONS'. Part 1 includes a license agreement between the University and the student. Part 2 defines on-campus living arrangements.

Step 10

Read and complete the 'Housing Contract' page by entering your Student ID number at the bottom of the page. Select 'Save & Continue.'

The screenshot shows the 'Roommate Matching Questionnaire' page. The sidebar on the left is identical to the previous page, with 'Roommate Matching Questionnaire' now selected. The main content area is titled 'Roommate Matching Questionnaire' and includes a 'Living Preferences' section with three dropdown menus: 'Sleep Habits' (set to 'Bed early/ Rise late'), 'How often do you clean your living space?' (set to 'Once or twice a month'), and 'What temperature do you prefer your living space?' (set to '72 or above'). There is also a question 'When do you prefer to study?' with a dropdown menu set to 'Afternoon (12PM-5PM)'.

Step 11

Complete the 'Roommate Matching Questionnaire' page by using the drop down arrows to select what best describes your living preferences, you will also have the option to submit on campus involvement and a personal description. This information will be used to match you with potential roommates or for other ETBU students to look you up in the roommate search. Fill out as much (or little) as you'd like, and then select 'Save & Continue.'

The screenshot shows the 'Roommate Selection' page. The sidebar on the left is identical to the previous pages, with 'Roommate Selection' now selected. The main content area is titled 'Roommate Selection' and includes a 'Roommate Searching Information' section. It contains a 'Please Note' section with three bullet points: 'Until group verifications have been made you may always come back to this page and make edits to your roommate group.', 'A roommate must have started their housing application to be searchable. If you are not able to find your roommate make sure they have started their housing application.', and 'Your roommate group size should reflect the number of beds in your desired housing unit.' Below this is a 'Group Sizes' section with three bullet points: 'University Park / Oaks on Grove: 6 Students', 'Mabes, Omelas, or UA: 4 Students', and 'Linery: 2 Students'.

Step 12

Complete the 'Roommate Selection' page by following the instructions on the 'Roommate Group Tutorial' link on our website. To proceed, select 'Save & Continue' at the bottom of the page.

Step 13

Complete your roommate group. You must have a complete roommate group of 2-5 people in order to homestead depending on the unit occupancy in your desired homestead unit. The group leader should currently be living in the space you are trying to renew in order to complete the homestead process. Once your group is complete, select 'Save & Continue' at the bottom of the page.

Verify Group

Exit Group

Search Roommate Group
Search for Roommates by Name
Search for Roommates by Roommate Profiles
Suggest Roommates

Toby (Group Leader)
Classification: Returning Student
Gender: Female
Description:
Building Preference:

View Profile

Holly
Classification: Returning Student
Gender: Female
Description:
Building Preference:

Make Leader
Send Message
View Profile

Morgan
Classification: Returning Student
Gender: Female
Description:
Building Preference:

Make Leader
Send Message
View Profile

Emily
Classification: Returning Student
Gender: Female
Description:
Building Preference:

Make Leader
Send Message
View Profile

Save & Continue

Step 13

Complete the 'Renewal Option' page by using the drop down menu to select 'I would like to renew my current space.' Select 'Save & Continue' at the bottom of the page to proceed to complete step 1.

Home Housing Application Log Out

Health Information

Missing Student Notification

Emergency Contact

Housing Option

Personal Details

Housing Contract

Roommate Matching Questionnaire

Roommate Selection

Renewal Option

Timeline Not Yet Available

Renewal Option

Renewal Information:
Please select whether or not you would like to renew your current space.

Reasons to select "I would like to renew my current space."

- You currently live in the space you would like to live in for the next academic year, you have agreed with your current roommates that you would like to renewing the space, AND you have a complete roommate group made up of students that also currently live in your space OR students you would like to pull into your current space.
- Reasons to select "I am not returning to my current space."
 - You are not eligible to homestead your current space (ie, you do not have a complete roommate group or your current roommates can not agree upon who can/should homestead).
 - You are wanting to participate in the homestead process for a different building OR group.
 - You are wanting to participate in the non-homesteaded process.
 - You are wanting to participate in open selection.

Renewal Option
I would like to renew my current space

Save & Continue

- Health Information
- Missing Student Notification
- Emergency Contact
- Housing Option
- Personal Details
- Housing Contract
- Roommate Matching Questionnaire
- Roommate Selection
- Renewal Option
- Step 1 Complete

Step 1 Complete

You have completed step 1 of the Housing Application process. Your current selections and group size indicate that you would like to participate in the Homestead (opening April 1) or Non-Homestead (opening April 11) process for Fry, Lineberry, Ornelas, Mabee, or University Apartments. You will receive an email with next steps once step 2 opens.

If you feel as if you have reached this page by mistake, please reach out to Residence Life by emailing reslife@leu.edu or by stopping by the Housing Selection help desk in the Student Engagement office, Monday through Friday, 9 AM to 5 PM.

Step 2 of the homestead process will open April 1 for Fry, Lineberry, Ornelas, Mabee, or University Apartments. You will receive an email with next steps once step 2 opens. You will return to the portal and the group leader will renew your space.

Step 14

Once on the 'Room Space Renewal' page, the group leader should see the unit you are trying to renew. Complete the 'Room Space Renewal' page by selecting 'Add to Cart.' Once you add one of the rooms to your cart, the entire unit will be added to your cart. Then select 'Save & Continue' at the bottom of the page to proceed.

Health Information

Missing Student Notification

Emergency Contact

Housing Option

Personal Details

Housing Contract

Roommate Matching Questionnaire

Roommate Selection

Renewal Option

Room Space Renewal

Meal Plan Selection

Application Summary

Room List

Room Renewal

If your current subapartment is available for room renewal, you will have the option to reassign yourself and your roommates to the suite in which you are currently living.
If you are trying to renew to the room one of your roommates is currently living, that student must go to the Housing Portal and complete the Room Renewal Page.
If you are trying to select your assignment for a different hall, you will receive additional instructions when general room selection opens.

Staying between 8/1/2022 and 5/1/2023 for Term: Academic Year 2022-2023

Your roommate group size is 4 so you will only see 4 person units.

UA-A221
1 PM
Suite
Spaces Available in Suite 4
Room Spaces Available in Room 1

UA-A222
1 PM
Suite
Spaces Available in Suite 4
Room Spaces Available in Room 1

UA-A223
1 PM
Suite
Spaces Available in Suite 4
Room Spaces Available in Room 1

Add To Cart

Add To Cart

Add To Cart

Step 15

Once on the 'Assign Beds' page, the group leader will select rooms for the entire roommate group using the drop down box. To proceed, select 'Assign Beds' at the bottom of the page.

Step 16

Review and save the 'Confirmation' page by selecting 'Save & Continue' at the bottom of the page.

Meal Plan Name	Cost
Unlimited Meal Plan (\$200 Plan Dollars)	\$2,495
14 Meal Plan (\$200 Plan)	\$2,295
7 Meal Plan (\$200 Plan)	\$1,750
\$200 Plan Plan	\$200

Step 17

Complete the 'Meal Plan Selection' page by using the drop down to select the meal plan you would like to have for the academic year. To proceed, select 'Save & Continue.'

Bed	Occupant	First Name	Last Name	Profile	Contact
UA-A221	Toby			View Profile	Send Message
UA-A222	Holly			View Profile	Send Message
UA-A223	Morgan			View Profile	Send Message
UA-A224	Emily			View Profile	Send Message

Step 18

After reviewing your housing selection, select 'Complete Application' at the bottom of the 'Application Summary' page!

If you have any questions, contact our office.

Reslife@etbu.edu
(903)923-2321