Non-Homestead Tutorial

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



for.

(8/1/2022 - 5/12/2023)

=	Home Housing Applicati	ion Log Out
•	Health Information Missing Student Notification	Health Information Medical Information If you previously have been or are currently affected by any of the following, please check appropriately.
•	Emergency Contact Housing Option Personal Details	Allergies Atlengies Atlengies
•	Housing Contract Roommate Matching Questionnaire Roommate Selection	Cancer
•	Roommate Group Status	Depression/Anviety

0	Health Information	Missing Student Notification
_	Missing Student	Missing Student Notification
9	Notification	In compliance with the Missing Student Notification Policy and Procedures established by H.R.4137,
	Emergency Contact	Section 488, 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.
	Housing Option	Each resident is informed regarding the Missing Student Notification procedures. Each resident has the
	Personal Details	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
	Housing Contract	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
_	Roommate Matching	official notification procedures established by the University.
	Questionnaire	For any resident under the age of 18, who is not emancipated, the institution will notify a custodial parent
	Roommate Selection	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
•	Roommate Group Status	missing, all possible efforts will be made immediately to locate the student to determine his or her condition.

ly entering your student ID number below, you are acknowledging and accepting the Missing Student blicy above:

Health Information	Emergency Contact
Missing Student	Please complete both emergency contacts.
Notification	
Emergency Contact	Emergency Contact 1
	First Name
Housing Option	Toby
Personal Details	Last Name
Housing Contract	Tiger
Roommate Matching Questionnaire	Email
Roommate Selection	ttiger@etbu.edu
Roommate Group Status	Home Phone
	9039232320
Roommate Group Status	Home Phone 9039232320

Health Information	Housing Option
Missing Student	Housing Guidelines:
Notification	 All single students under the age of 21 are required to live on campus unless living with a parent
Emergency Contact	within commuting distance. (Commuting distance must be within 60 miles of Marshall)
Housing Option	 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 ETBU scholarships.
Personal Details	 Single students age 24 and older are not required to live on campus. However, limited campus housing is provided based on availability.
Housing Contract	
Roommate Matching	Please select whether or not you plan to live on or off campus.
Questionnaire	Housing Affirmation
Roommate Selection	Request to Live On Campus v
Roommate Group Status	



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

Ŕead 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.

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.

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.

Step 9

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



Housing Contract I ANTER: MO ADDRESSING A Third Housing Likense Appresence() is an appresence between East Texas Equation Movembrin, haveminer (Likense Appresence() is an appresence between East Texas Equation tage, the Likense Appresence is also an appresence between the University and housing a texture appresence appresence is a start of the University of the Internet of the University and housing the University in order to their an estimation facility to their their assigned and hole by the nector and implaints on their mosterinal facility to the like is assigned and hole by the nector and implaints on the mosterinal facility to the like is assigned. B. This License Appresents is present and does not convey a legal interest in real property. This License Appresentming not be assigned to appresent or entity, not any and whether his assigned read on a present. The student's assigned tagues may not be subled or dethrowing Jakasent may reside in the assigned tagues. Student's pack on any other housing assignment may reside in the assigned tagues. Student's pack, and may used in termination of the license agreement and the disclinality actum. JOENTONES Concerning like intermediation of the license agreement and the disclinality actum.

License Agreement: A. "Residence Halls" refers to the following facilities: Centennial Hall, Fry Hall, Linebery Hall, Ornelas

Step 10

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

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.'

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.

Home Housing Application

0 0	Health Information Missing Student Notification	Roommate Matching Questionnaire This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.
0	Emergency Contact	Living Preferences
Ø	Housing Option	Sleep Habits:
0	Personal Details	Bed early/ Rise late v
	Housing Contract	How often do you clean your living space?
-	Boommate Matching	Once or twice a month v
•	Questionnaire	What temperature do prefer your living space?
	Roommate Selection	72 or above v
	Roommate Group Status	When do you prefer to study?
		Afternoon (12PM-5PM) ~

_		
	Health Information Missing Student Notification	Roommate Selection Your current assignment is Double in a 6 person suite. You will need 6 in your roommate group to fill your suite.
0	Emergency Contact Housing Option	Roommate Searching Information Please Note
0	Personal Details	Until group verifications have been made you may always come back to this page and make edits to your roommate group.
0	Housing Contract	 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. Your roommate group size should reflect the number of beds in your desired housing unit.
0	Questionnaire	Group Sizes:
•	Roommate Selection	University Park / Oaks on Grove: 6 Students Mabee, Ornelas, or UA: 4 Students Fry: 5 Students Fry: 5 Students
		Linebery: 2 Students

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View Profile
MakeLeader
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Send Message View Profile
MakeLeader
Send Message

Step 13

Complete your roommate group. You must have a complete roommate group of 2-5 people in order to participate in the non-homestead process depending on the unit occupancy in your desired building. Once your group is complete, select 'Save & Continue' at the bottom of the page.

Step 14

If the 'Renewal Option' page is a option, complete the page by using the drop down menu to select 'I do not want to renew my current space.' Select 'Save & Continue' at the bottom of the page to proceed to complete step 1.

Step 2 of the non homestead process will open April 11 for Fry, Linebery, Ornelas, Mabee, or University Apartments. You will receive an email with next steps once step 2 opens. You will return to the portal during your timeslot and the group leader will select your space.

Step 15

Once on the 'Room List' page, the group leader should see all available units. Complete the 'Room List' 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.

Renewal Option Health Information Missing Student Notification Please select whether or not you would like to renew your cur Emergency Contac Reasons to select "I would like to renew my current space." Housing Option currently live in the space you would like to live in for the arrent roommates that you would be renewing the space. AND you have a complete roommate and up of students that also currently live in your space OR students you would like to pull i arrent space. Personal Details Housing Contract ins to select "I am not returning to rev current space." Roommate Match Questionnaire Roommate Selec Renewal Option Timeslot Not Yet A



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, Linebery, Omelas, 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@etbu.edu or by stopping by the Housing Selection help desk in the Student Engagement office. Monday through Friday, 9 AM to 5 PM.



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Notifodan		
Energony-Context		Toky
Housing Option		Age 18 Gendert Fernale
Personal Details		
Housing Contract		Select Red *
Recommender Matching		
Roomade Sciention		
Revenue Centon		
Room Space Removal	My Reenviroles Edex at use control summers. You on actign	sets to all of them.
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Application Summary	Hody	Morgan
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	1. OR-A121Toby	
	OR-A122, OR-A120, Ornelas Residential Center Holly 1. OR-A122	
	OR-A123, OR-A120, Omelas Residential Center	
	1. OR-A123 Morgan	
	OR-A124, OR-A120, Ornelas Residential Center	
	1. OR-A124 Emily	
	Company Company to Day Decompany	

Step 16

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 17

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

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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.'

Applicat	ion Summ	ary			
Thanks for applying! Your application summary information is below.					
You starts You have: The status	d your application signed the contrac s of your applicatio	for Academic Yea t as of 3/15/2022 on is Application In	Progress.	/15/2022	
Booking Summary Reem (PoR-A121 Ream Type: Single Loaderer Omelas Residential Center					
Bed	Occupant	First Name	Lost Name	Profile	Contect
OR-A121		Toby		View Profile	Send Message
OR-A122		Holly		View Profile	Send Message
OR-A123		Morgan		View Profile	Send Message
OR-A124		Emily		View Profile	Send Message



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

