

Non-Homestead Tutorial

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

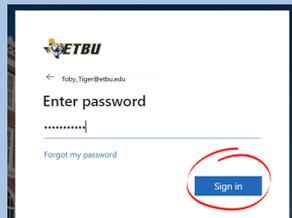
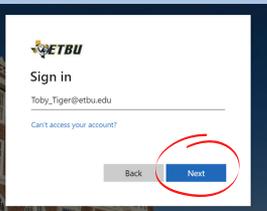
Step 1

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



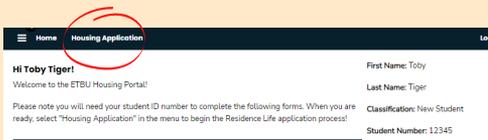
Step 2

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



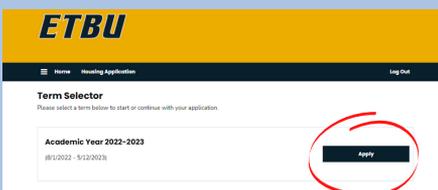
Step 3

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

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.

Health Information

Missing Student Notification

Missing Student Notification

Missing Student Notification

In compliance with the Missing Student Notification Policy and Procedures established by HR.4137, Section 49B, 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 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

Emergency Contact

Emergency Contact

Please complete both emergency contacts.

Emergency Contact 1

First Name

Last Name

Email

Home Phone

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.

Home Housing Application Log Out

Health Information

Missing Student Notification

Emergency Contact

Housing Option

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 ETCU 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

Save & Continue

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

Personal Details

Information below is from our SIS. If any details are incorrect, please update this information in your [Canvas Canvas](#) account under the "Student Info" drop-down tab and selecting "Demographic Data".

First Name

Last Name

Date of Birth

Student ID Number

Gender

Step 9

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

Housing Contract

1. PARTIES AND AGREEMENTS:

A. This Housing License Agreement ("License Agreement") is an agreement between East Texas Baptist University, hereinafter referred to as the "University", and the student. If the student is under 18 years of age, the License Agreement is also an agreement between the University and her/his parent(s), guardian(s), or other guarantor(s). The student must be enrolled full-time (minimum 12 undergraduate or 6 graduate hours) at the University in order to live in residential facilities. The student agrees to accept and abide by the rules and regulations of the residential facility to which she is assigned.

B. This License Agreement is personal and does not convey a legal interest in real property. This License Agreement may not be assigned to any person or entity, nor to any other University department, organization or person. The student's assigned space may not be sublet or otherwise placed in occupancy, control, or care of another person or entity. Only those persons listed on the housing assignment may reside in the assigned space. Students may occupy the assigned space for residential purposes only. Other uses are in violation of this agreement and University policy, and may result in termination of the license agreement and/or disciplinary action.

2. DEFINITIONS: On campus living encompasses two distinct living arrangements, both addressed in this License Agreement:

A. "Residence Halls" refers to the following facilities: Centennial Hall, Fry Hall, Lineberry 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.'

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.

Living Preferences

Sleep Habits:

How often do you clean your living space?

What temperature do prefer your living space?

When do you prefer to study?

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.

Roommate Selection

Your current assignment is Double in a 6 person suite. You will need 6 in your roommate group to fill your suite.

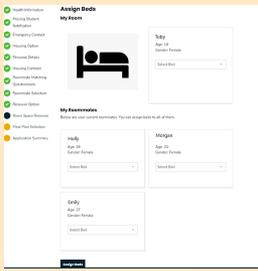
Roommate Searching Information

Please Note

- 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.
- Your roommate group size should reflect the number of beds in your desired housing unit.

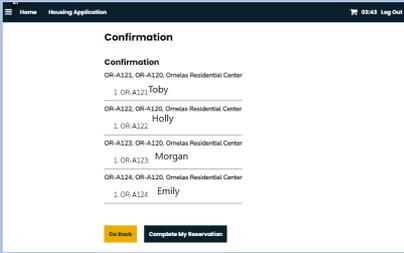
Group Sizes:

- University Park / Oaks on Grove: 6 Students
- Mabey, Ornelas, or UA: 4 Students
- Fry: 5 Students
- Lineberry: 2 Students



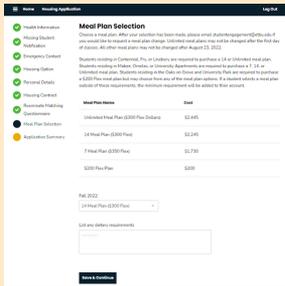
Step 16

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.



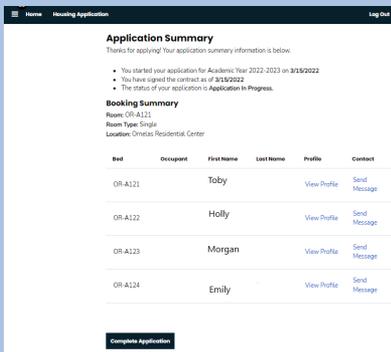
Step 17

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



Step 18

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.'



Step 19

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
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