

University Park Row/ Oaks Homestead Tutorial

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

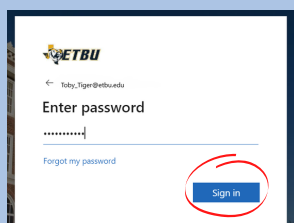
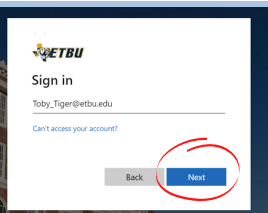
Step 1

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



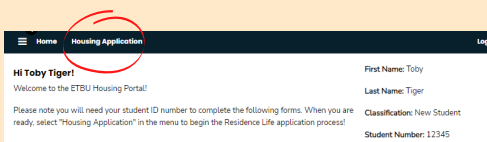
Step 2

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



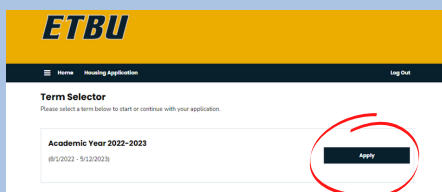
Step 3

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
☐

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.

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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.

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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.

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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.'

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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 6 people in your roommate group to Homestead University Park Row or Oaks on Grove. 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 to proceed to the room renewal page.

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.

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.

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.

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.

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Confirmation

OG-202A, Oaks on Grove

1. OG-202A, Toby

2. OG-202A, Holly

OG-202B, Oaks on Grove

1. OG-202B, Emily

2. OG-202B, Morgan

OG-202C, Oaks on Grove

1. OG-202C, Joy

2. OG-202C, Avery

Save & Continue

Step 16

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

Step 17

All roommates should return to the portal to read and complete the 'University Park Row and The Oaks on Grove Housing Terms' 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 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.'

Home Housing Application Log Out

Meal Plan Selection

Choose a meal plan. After your selection has been made, please email studentengagement@etbu.edu if you would like to request a meal plan change. Unlimited meal plans may not be changed after the first day of classes. All other meal plans may not be changed after August 31, 2022.

Students residing in Centennial, Fry, or Lindero are required to purchase a 14 or Unlimited meal plan. Students residing in Mahan, Ormiston, or University Apartments are required to purchase a 7, 14, or Unlimited meal plan. Students residing on the Oaks on Grove and University Park are required to purchase a \$200 Plan meal plan but may choose from any of the meal plan options. If a student selects a meal plan outside of these requirements, the minimum requirement will be added to their account.

Meal Plan Name	Cost
Unlimited Meal Plan (\$300 Plan Dollars)	\$2,445
14 Meal Plan (\$300 Plan)	\$2,245
7 Meal Plan (\$300 Plan)	\$1,730
\$200 Plan	\$200

Fall 2022

14 Meal Plan (\$300 Plan)

Application Summary

Thank for applying! Your application summary information is below.

- You started your application for Academic Year 2022-2023 on 3/30/2022
- You have signed the contract as of 3/30/2022
- The status of your application is Application in Progress.

Residing Summary

Room OG-202A

Room Type Double

Location Oaks on Grove

Res	Occupant	First Name	Last Name	Profile	Contact
OG-202A		Toby		View Profile	Send Message
OG-202A		Holly		View Profile	Send Message
OG-202B		Emily		View Profile	Send Message
OG-202B		Morgan		View Profile	Send Message
OG-202C		Joy		View Profile	Send Message
OG-202C		Avery		View Profile	Send Message

Complete Application

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
(903)923-2321