

New Student Housing Tutorial

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

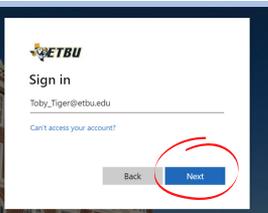
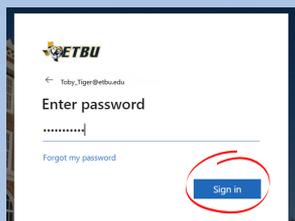
Step 1

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



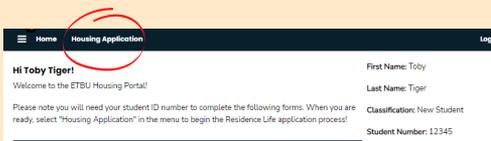
Step 2

Login to the Housing Portal using your ETBU email and Password



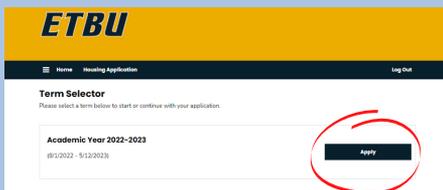
Step 3

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.



Health Information

Medical Information

Have you previously been seen or are currently affected by any of the following please check appropriately.

- Allergies
- Asthma
- Cancer
- Depression/Anxiety
- Diabetes
- Heart Disease
- Hypertension
- Migraine

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.

Missing Student Notification

Missing Student Notification

In compliance with the Missing Student Notification Policy and Procedures established by HR-8137 Section 802 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 to be in or out of condition.

By entering your student ID number below, you are acknowledging and accepting the Missing Student Policy above.

Save & Continue

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.

Emergency Contact

Please complete both emergency contacts.

Emergency Contact 1

First Name

Today

Last Name

Tiger

Email

Home Phone

9103923230

Work Phone

N/A

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.

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

Save & Continue

Step 8

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

Personal Details

Please confirm below if from our SEC. 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

Today

Last Name

Tiger

Date of Birth

03/1-0003

Student ID Number

12345

Gender

Female

Accommodation Information

Step 9

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

Step 10

Complete the 'Room and Meal Preferences' by selecting your top two building preferences and the meal plan you would like to have for the academic year. To proceed, select 'Save & Continue' at the bottom of the page.

Proxy Agreement

As a minor, you are required to have a parent or legal guardian sign your Housing Contract on your behalf. Please click "Add" and fill out the form with your parent/legal guardian's information. Once you complete the form, an email will be sent to your parent/legal guardian asking them to electronically sign your housing contract.

You will not be able to proceed with the Housing Application process until your proxy signature is received.

If you are under the age of 18 you will need to complete the 'Proxy Agreement' page by selecting 'add' and filling in your parent/ legal guardian's information. Your parent/ legal guardian will receive an email directing them to sign your housing contract by entering their information. Once your parent/ legal guardian has completed the proxy form, you will be able to proceed to step 11 by select 'Save & Continue' at the bottom of the page.

Proxy Form

Toby -

- Please complete the below form with your parent/legal guardian's information.
- Your parent/legal guardian will then receive an email asking them to fill out the same form.
- The details they enter must match what you enter below.

Name First

Name Last

Email

Relationship

Student ID

Step 11

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

Step 12

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 Matching Questionnaire' page. On the left is a navigation menu with items: Health Information and Treatment Authorization, Missing Student Notification, Emergency Contact, Housing Option, Personal Details, Room and Meal Preferences, Housing Contract, Roommate Matching Questionnaire (highlighted), New Student Roommate Selection, and Application Summary. The main content area is titled 'Roommate Matching Questionnaire' and includes a sub-section 'Living Preferences' with several 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'), 'What temperature do prefer your living space?' (set to '72 or above'), 'When do you prefer to study?' (set to 'Afternoon (12PM-5PM)'), and 'Which best describes your style of housekeeping?' (set to 'Moderate'). Below this is an 'On Campus Involvement' section.

Step 13

Complete the 'New Student Roommate Selection' page by following the instructions on the 'New Student Roommate Group Tutorial' link on our website. This page is not required if you do not have any roommate request. To proceed, select 'Save & Continue' at the bottom of the page.

The screenshot shows the 'New Student Roommate Selection' page. It includes a welcome message, instructions on how to add other students to a roommate group, and a 'PLEASE NOTE' section stating that roommates not started in the application will not be found in the StarRez system. It also mentions that roommate requests are not guaranteed and are based on available space. At the bottom, there is a 'Ways to search for roommate:' section.

Step 14

To complete your application, select 'Complete Application' at the bottom of the 'Application Summary' page! After submitting your application, you will still be able to come back and edit your roommate group until housing assignments are made.

The screenshot shows the 'Application Summary' page. It thanks the user for applying and provides information about application completion dates: June 8 for housing assignment, June 13 for contract signing, and July 13 for housing assignment. A list of bullet points indicates: 'You started your application for Academic Year 2022-2023 on 3/15/2022', 'You have signed the contract as of 3/15/2022', and 'The status of your application is Application In Progress.' A 'Complete Application' button is visible at the bottom.

If you have any questions, contact our office.

Reslife@etbu.edu

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