A Simple Guide for Navigating the Housing Portal

Don’t worry. We’ll guide you through the process of applying step by step.
Step 1: ULink

Sign in to the new ULink portal at [ulink.louisiana.edu](http://ulink.louisiana.edu) and log into your account using your **ULID** and **Password**.
Step 2: Students Tab

Once you have logged in, click the “Campus Services” tab

How to access portal from new ulink?
Step 3: Enter the Portal

Click “StarRez Housing Portal” to open to portal.

How to access portal from new ulink?
Step 4: Student’s Home Page

Read through this page. Find the bold heading that fits your description.

Note: You have not applied for housing until the ENTIRE application has been completed and the payments have been made.

To start your contract process, please click on the “Housing and Meals Sign Up” tab in the colored bar at the top of this page and select the term you wish to stay with us for. If you have any questions, please contact the Office of University Housing at oncampusliving@louisiana.edu or by calling our office at 337-482-6471 we’re always happy to help!
Step 5: Terms Page

Once you have selected the and Meals Sign up, the term selection page appears.

Select the appropriate Term:

Academic Year 2018-2019  
(Fall 2018 and Spring 2019)  
or  
Sp18 ONLY

Click Save & Continue
Step 6: Welcome

Read thoroughly. The menu bar located at the top of the screen will show you where you are in the application with a little arrow beneath it.

Summary of the information needed on the pages to come!

Click Save and Continue
Step 7: Personal Details

Information needed on this page includes:

- Personal Details
- Permanent Mailing Address
- Authorized Contact Person
- Local Address
- Post Office Key
- Emergency Address

Click Save & Continue
Step 8: Missing Person Details

This step will ask for a person to be listed to be notified in the event that you are considered to be missing.
Step 9: Background Check

This step is you indicating whether or not you have any convictions.

If no, please leave blank and click save & continue.

If yes, please check the box and explain where indicated.
Step 10: Special Accommodations

This step is you indicating whether or not you have a Special Accommodation.

If no, please select “no” and click save & continue.

If yes, please select “yes” and explain where indicated on the following page.
Step 11: Contract FAQs

Please read ALL of the information on this page very carefully!

Save & Continue only if you are ready to commit to living on campus for the term you have selected.
Step 12: Payment

Click Pay Now
You will be able to pay on the next screen.

Select a Payment Method.
Click Continue.
Step 13: Receipt

This will show your receipt of payment.
Please read carefully.

This is a legally binding contract.
Contract Terms Agreement Section: you will not be allowed to continue if you do not agree to all of the terms presented. Check the boxes if you agree with the terms.
Enter your ULID and press “Click to Electronically Sign this Contract and Continue”
This step is for you to select your desired meal plan. Review the 2018-2019 options and select a meal plan from the drop down menu.

Note: Anyone living on campus is required to have a meal plan.
Step 16: Living Learning Communities (LLCs)

Read about each of the Living Learning Communities offered to First Time Freshman.

Select the LLC (only if you are interested) from the drop down menu.

Click Save & Continue
Step 17: Profile Questions

Please answer truthfully. These answers will be utilized when trying to match you with a roommate.

Note: If you selected an LLC previously, please select the same LLC here. If you did not select an LLC previously, mark “I do not wish to participate in the LLC Program”

Click Save & Continue
Step 18: Selecting your Roommate(s)

There are two options when it comes to selecting a roommate:

1. Search for a roommate by details or profile questions located at the bottom of the main page
2. Search for a roommate by profile (by selecting that option within the circled area on the screen)

You can see if anyone has requested you to be their roommate by looking here.
Step 19: Room Selection

In order to select your room please click the “room search wizard” located within the circled area on the screen.

From there, follow the directions as they appear.

You will be prompted to select your desired building, floor, room and bed space.

**When picking your actual bed space, you will only have 5 minutes to select your space.**
Step 19: Room Selection

Room Search Wizard:

- Select a building. Click Save & Continue.
- Select a floor. Click Save & Continue.
- Select a room. Click Save & Continue.
- Select a bed. Click Save & Continue.

**When picking your actual bed space, you will only have 5 minutes to select your space.**
Step 20: Assignment Information

Upon completion of the process, you will be presented with a summary of what you have chosen. Please verify that what you see is what you want.
Now You’re All Done!

Thanks for applying to UL Housing!
We can’t wait to have you!