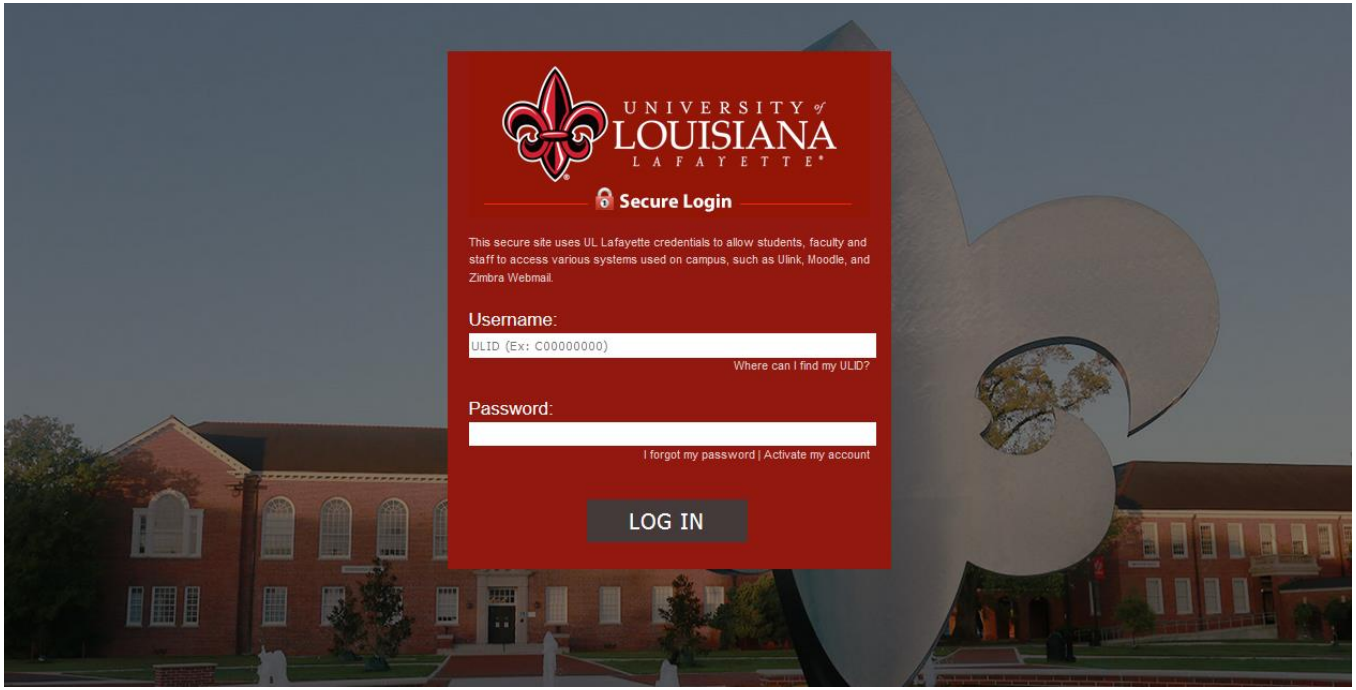
A Simple Guide for Navigating the Housing Portal

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

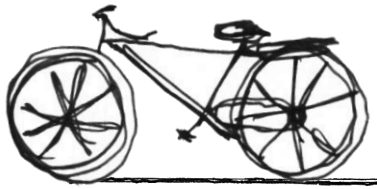
UNIVERSITY OF LOUISIANA Lafayette

OFFICE OF UNIVERSITY HOUSING

Step 1: ULink



Sign in to the new ULink portal at ulink.louisiana.edu and log into your account using your **ULID** and **Password**



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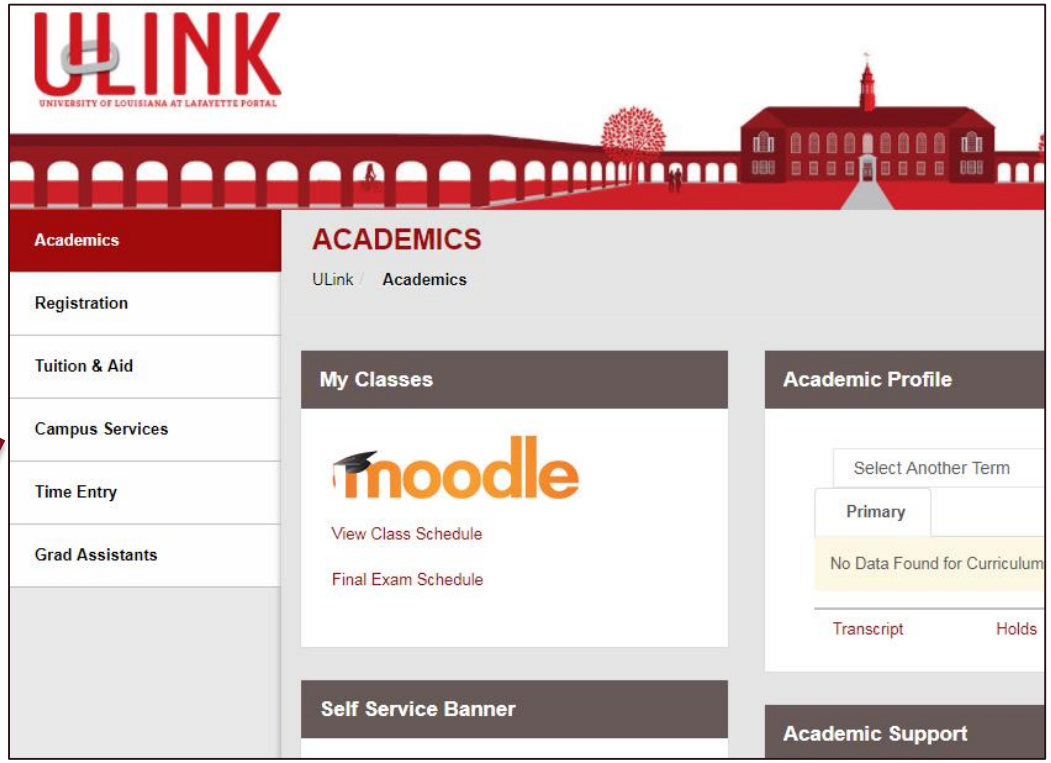
Step 2: Students Tab

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



How to access portal from new ulink?

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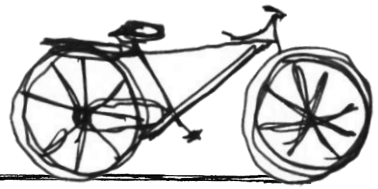
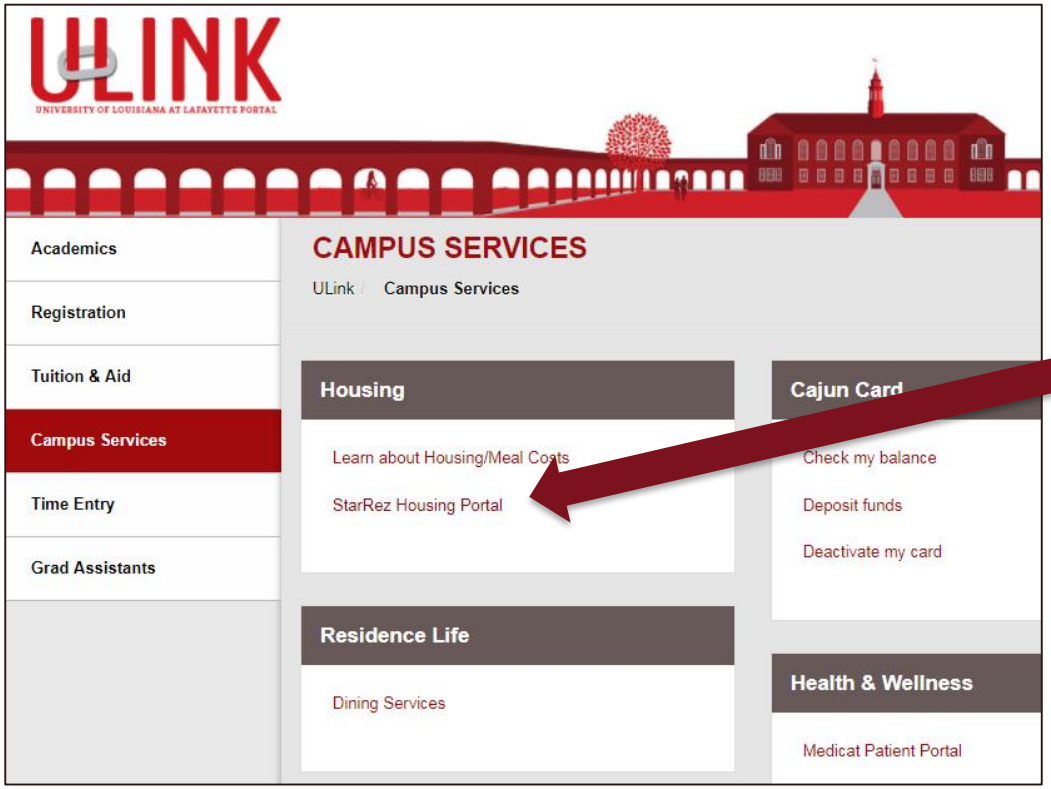
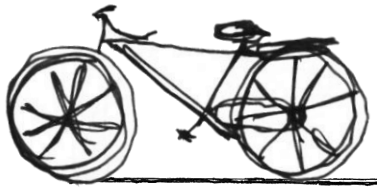


Step 3: Enter the Portal



Click “StarRez Housing Portal” to open to portal.

How to access portal from new ulink?



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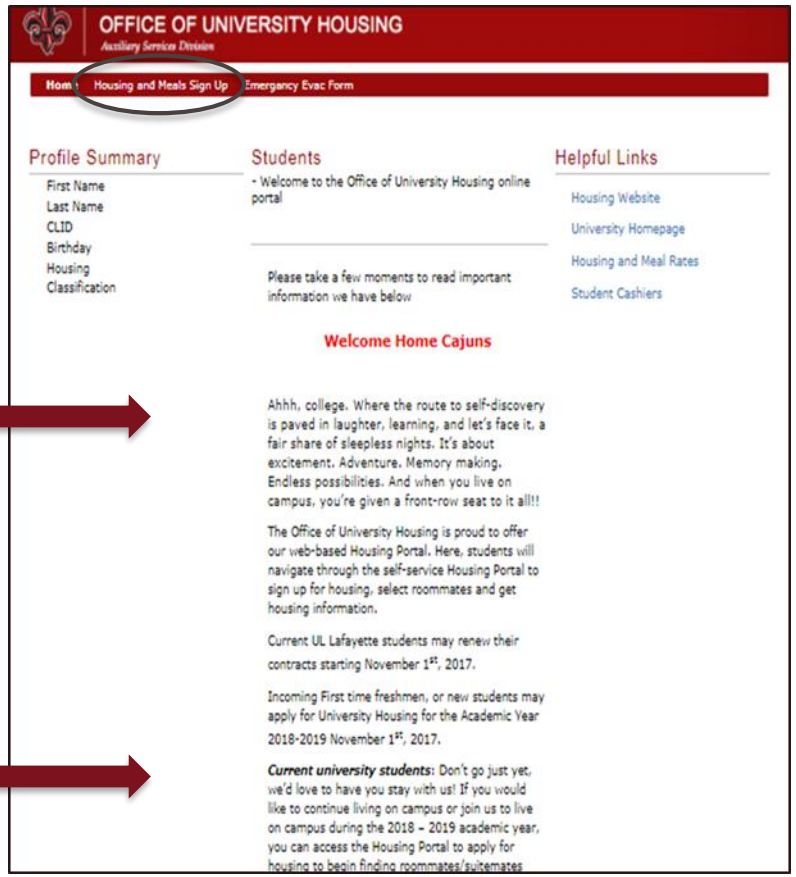
Step 4: Student's Home Page

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 # 2



Step # 1

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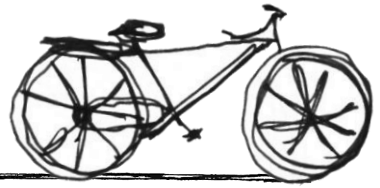
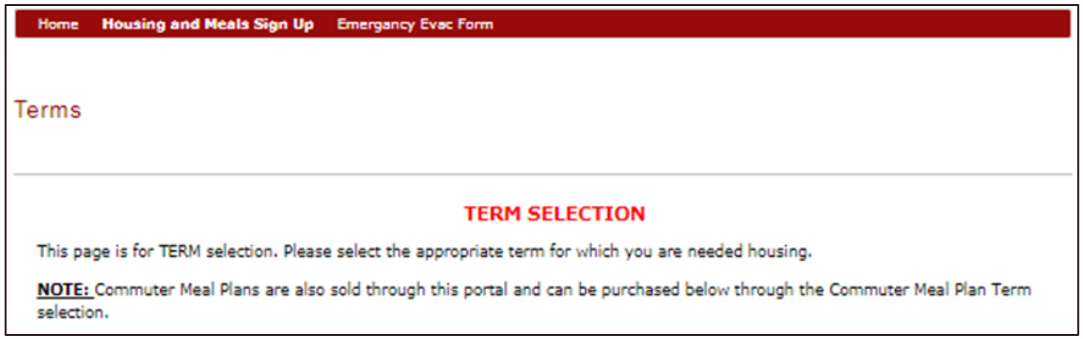
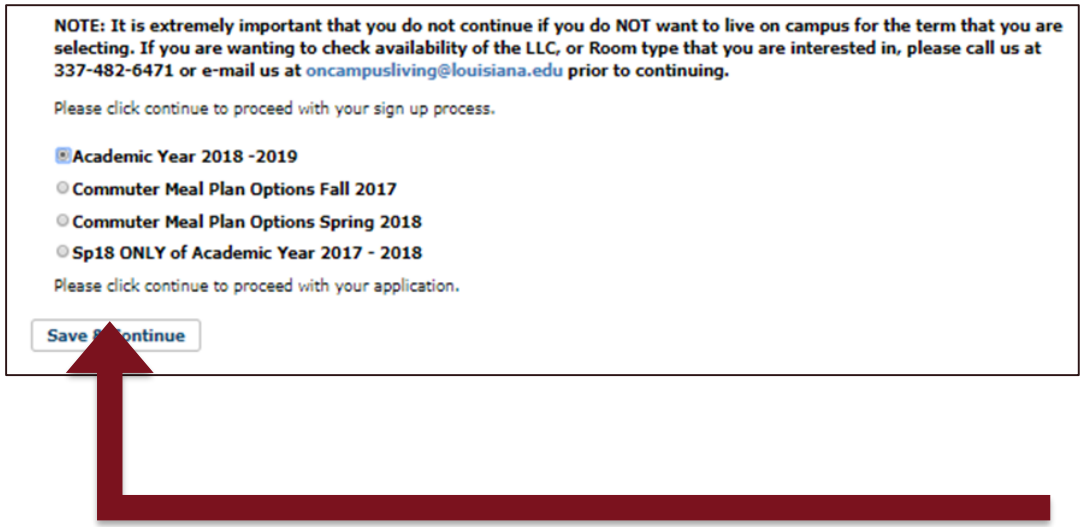


Step 5: Terms Page





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

Select the appropriate Term:

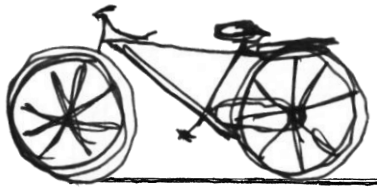
Academic Year 2018-2019

(Fall 2018 and Spring 2019)

or

Sp18 ONLY

Click Save & Continue



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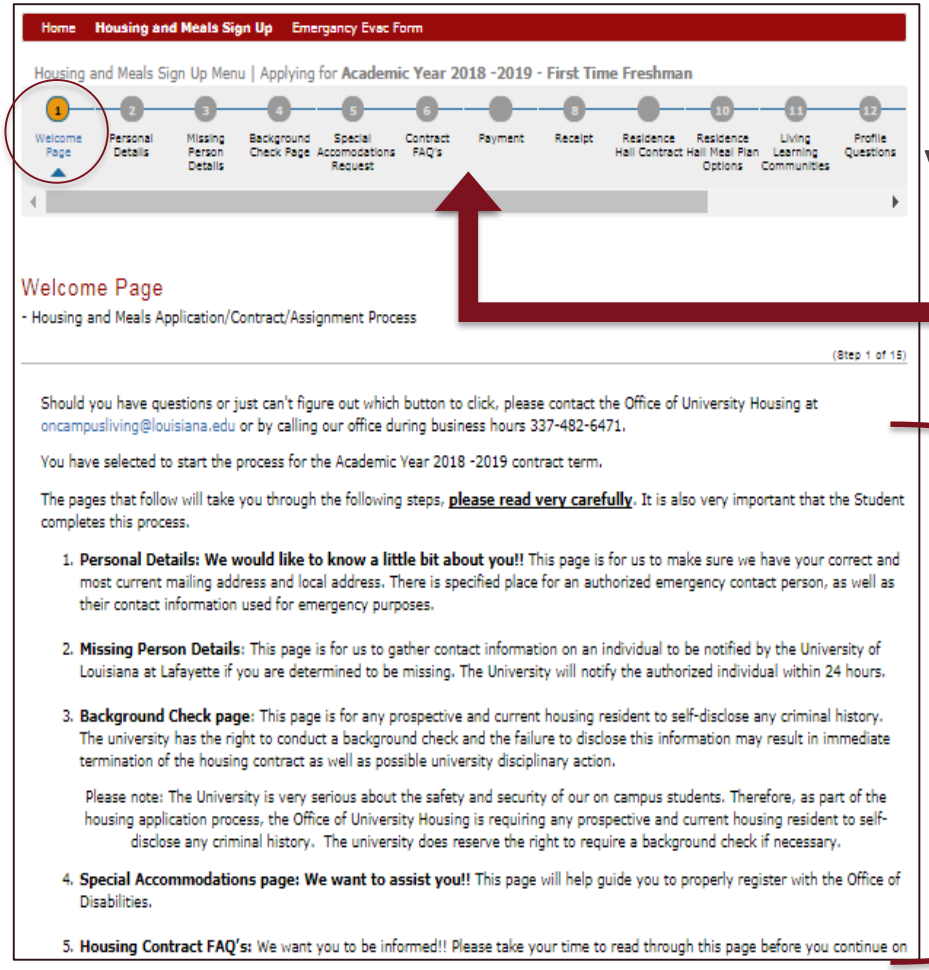
Step 6: Welcome



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

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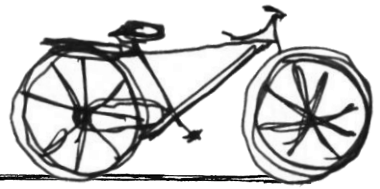
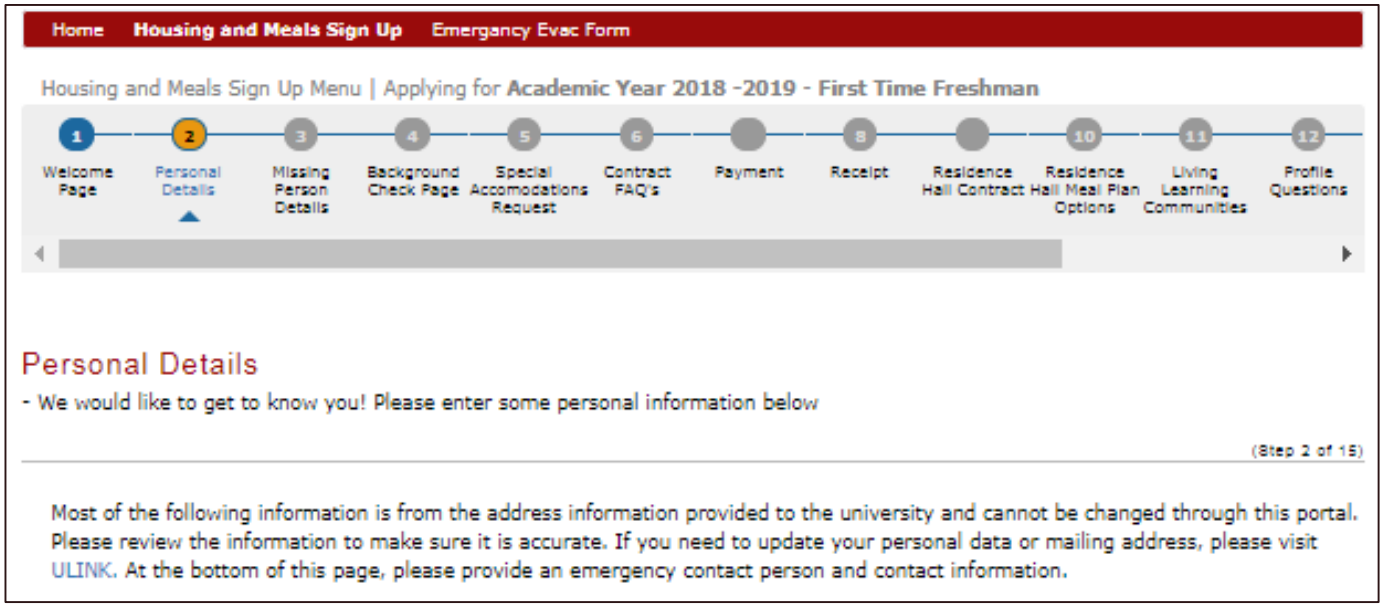


Step 7: Personal Details



Information needed on this page includes:

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

Click Save & Continue

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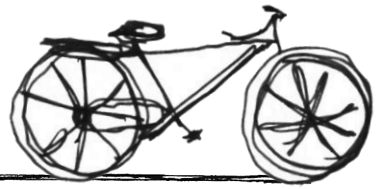
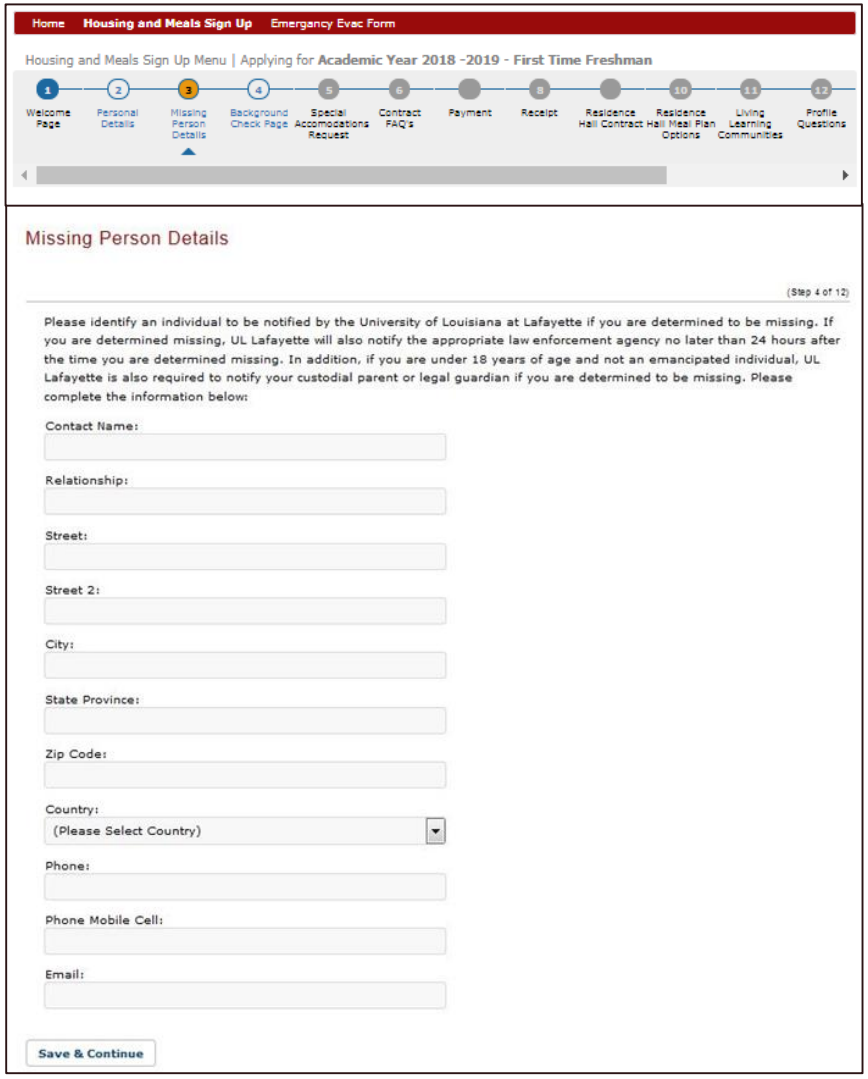
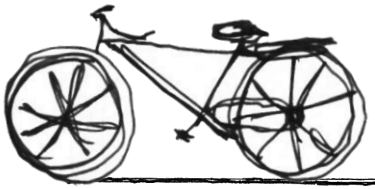


Step 8: Missing Person Details

This step will ask for a person to be listed to be notified in the event that you are considered to be missing





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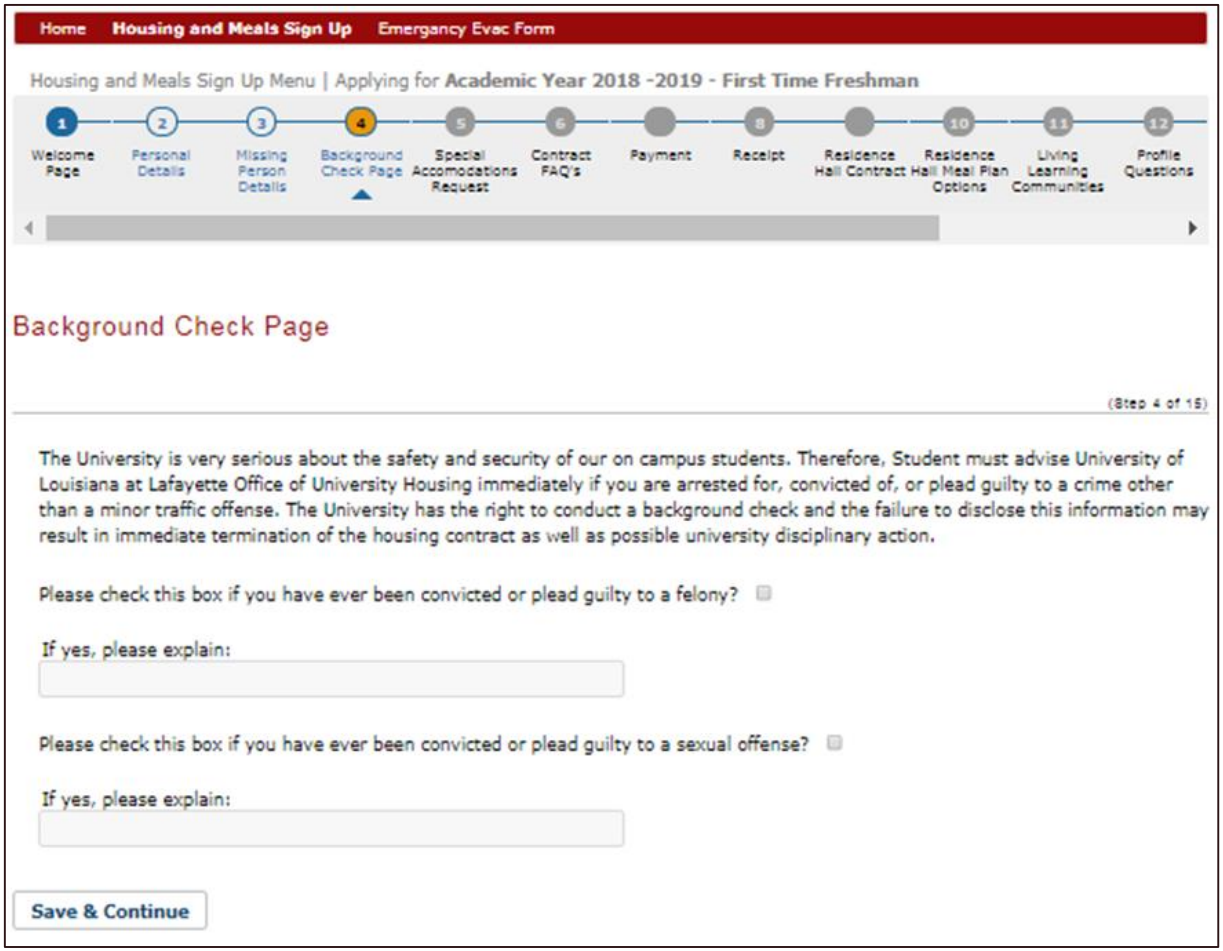
Step 9: Background Check



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

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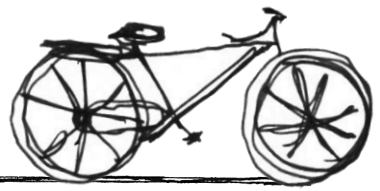
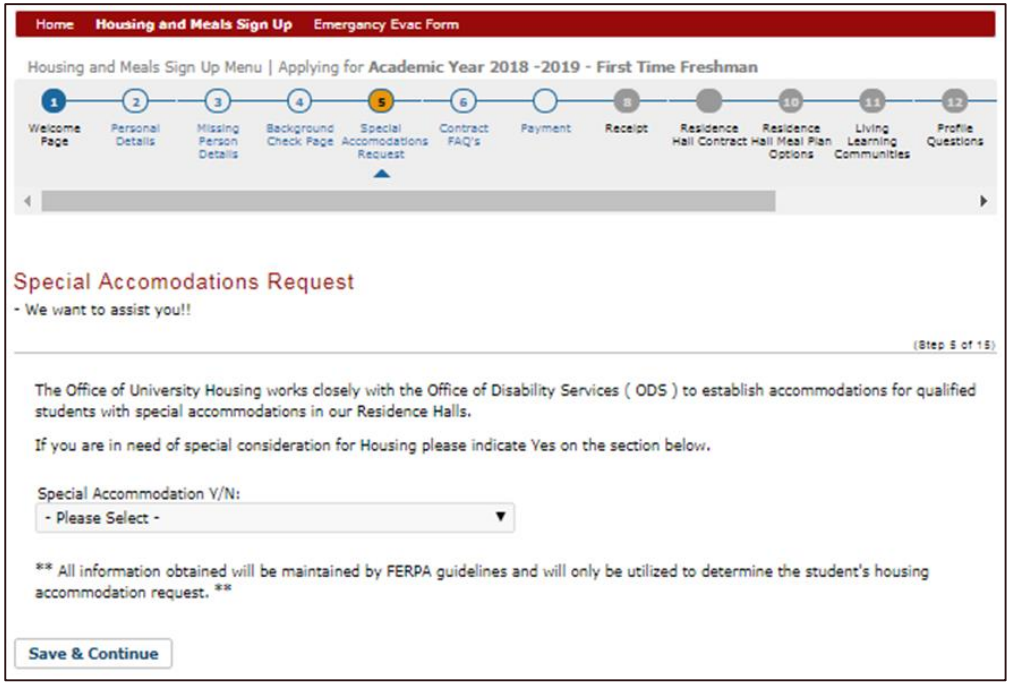


Step 10: Special Accommodations

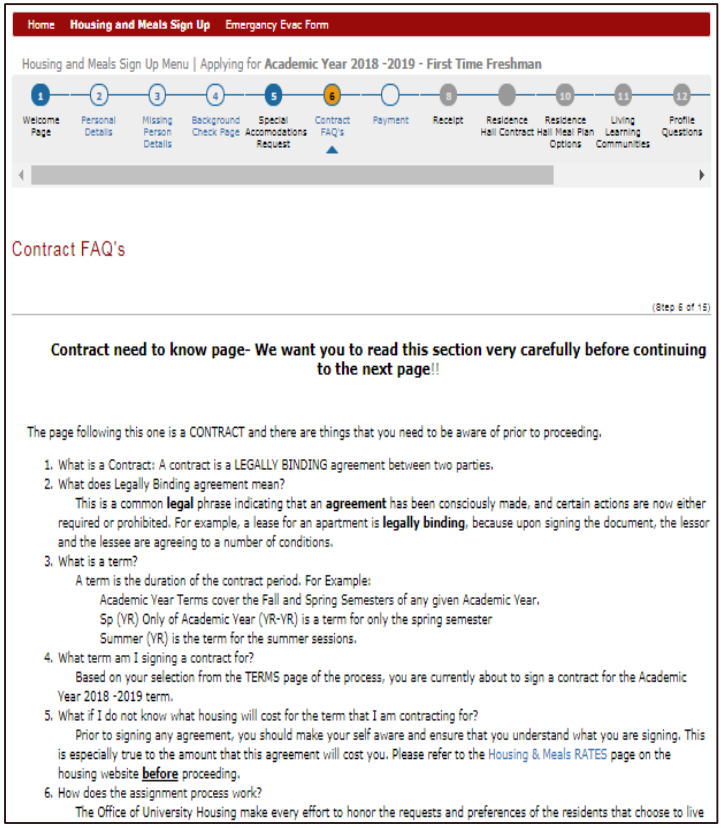
This step is you indicating whether or not you have a Special Accommodation



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.

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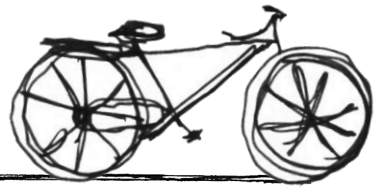
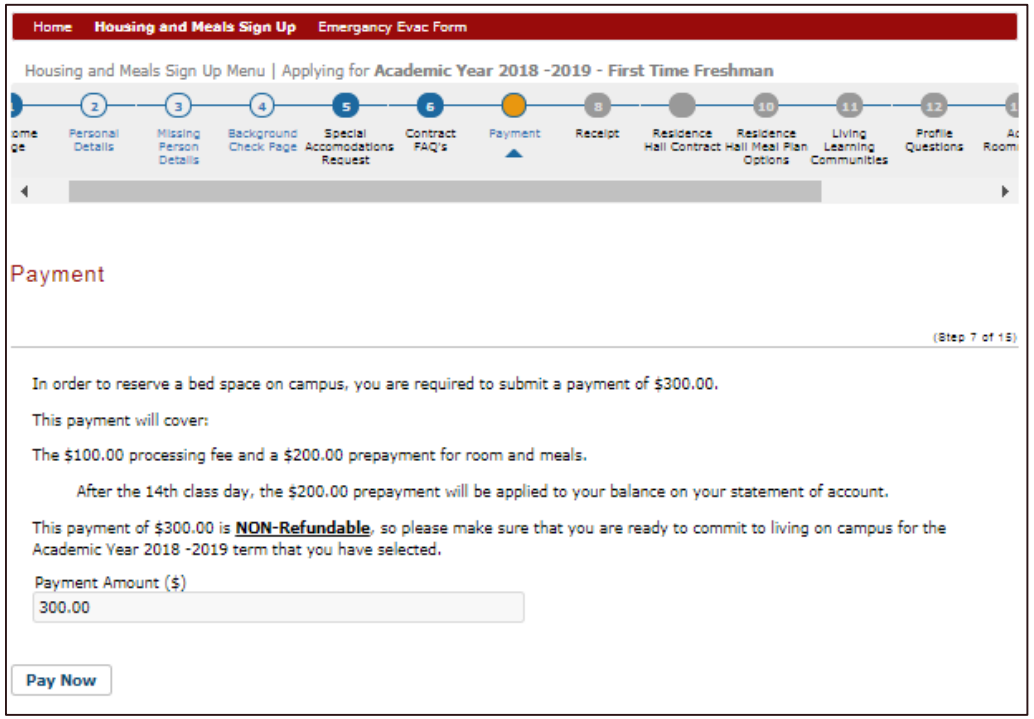
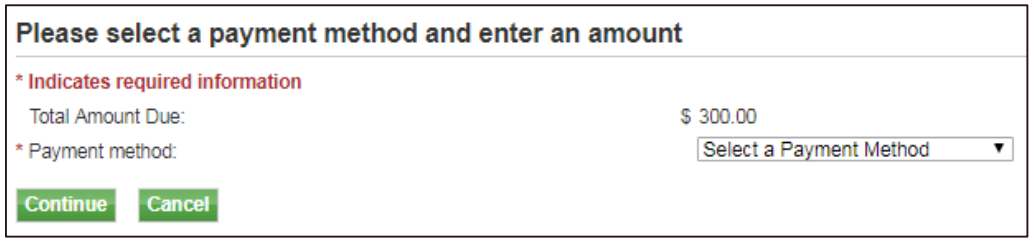


Step 12: Payment



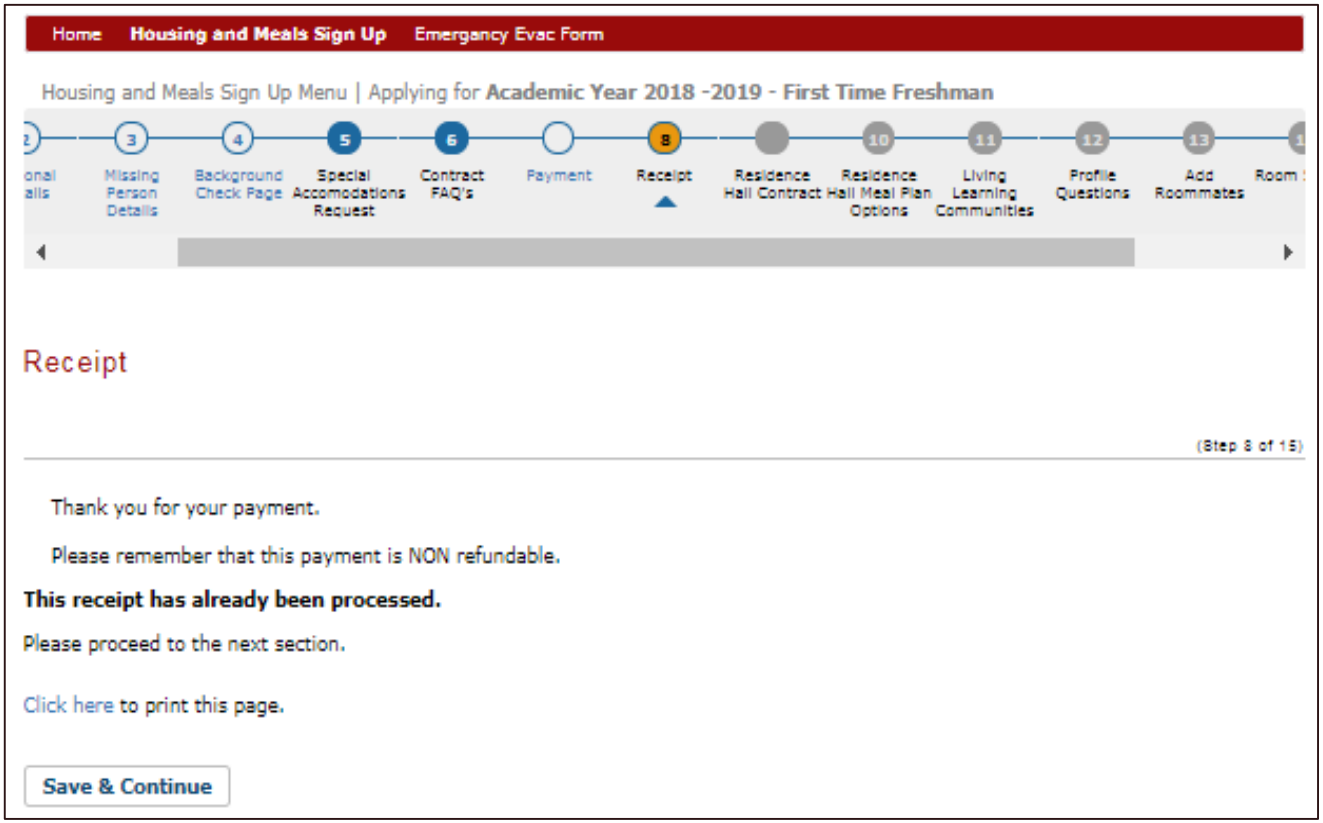


Click Pay Now

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.

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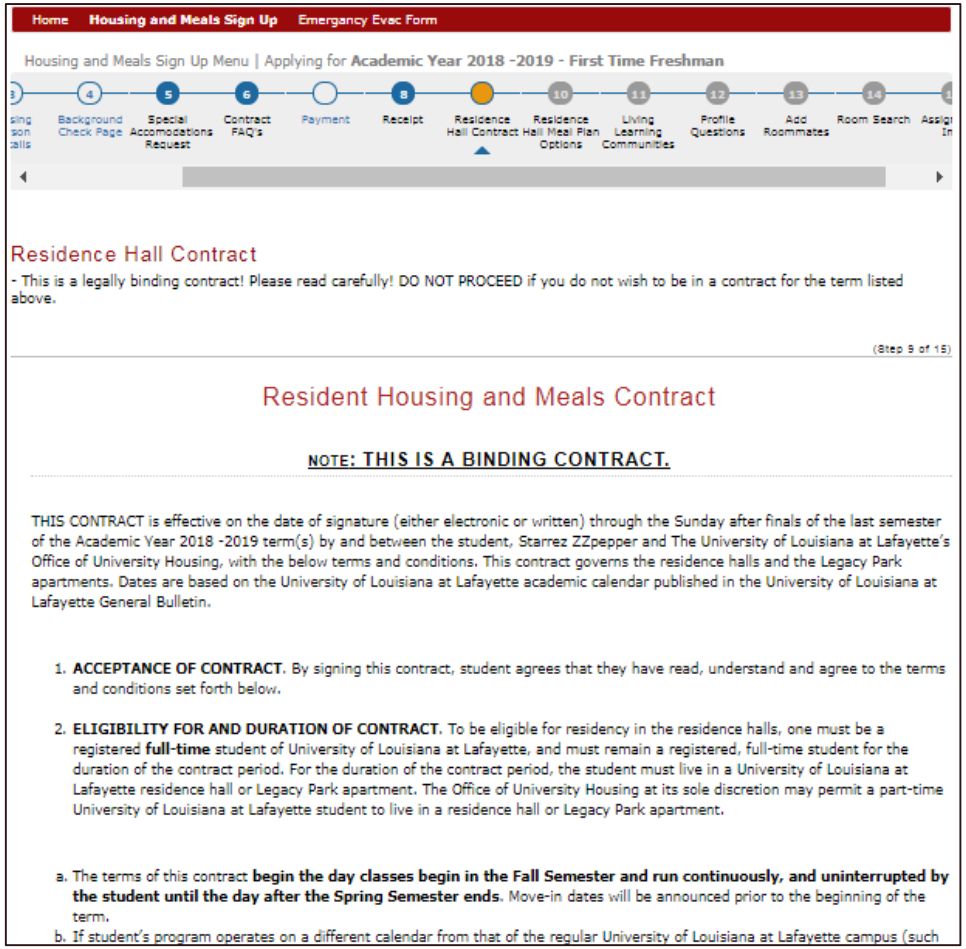
Step 14: Contract Acknowledgement

Please read carefully.

<u>This is a legally binding contract.</u>



Home | Housing and Meals Sign Up | Emergency Evac Form

Housing and Meals Sign Up Menu | Applying for Academic Year 2018 -2019 - First Time Freshman

4 Background Check Page | 5 Special Accomodations Request | 6 Contract FAQ's | Payment | 8 Receipt | Residence Hall Contract | 10 Residence Hall Meal Plan Options | 11 Living Learning Communities | 12 Profile Questions | 13 Add Roommates | 14 Room Search

Residence Hall Contract

- This is a legally binding contract! Please read carefully! DO NOT PROCEED if you do not wish to be in a contract for the term listed above.

(Step 9 of 15)

Resident Housing and Meals Contract

NOTE: THIS IS A BINDING CONTRACT.

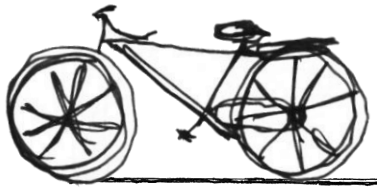
THIS CONTRACT is effective on the date of signature (either electronic or written) through the Sunday after finals of the last semester of the Academic Year 2018 -2019 term(s) by and between the student, Starrez ZZpepper and The University of Louisiana at Lafayette's Office of University Housing, with the below terms and conditions. This contract governs the residence halls and the Legacy Park apartments. Dates are based on the University of Louisiana at Lafayette academic calendar published in the University of Louisiana at Lafayette General Bulletin.

1. **ACCEPTANCE OF CONTRACT**. By signing this contract, student agrees that they have read, understand and agree to the terms and conditions set forth below.

2. **ELIGIBILITY FOR AND DURATION OF CONTRACT**. To be eligible for residency in the residence halls, one must be a registered **full-time** student of University of Louisiana at Lafayette, and must remain a registered, full-time student for the duration of the contract period. For the duration of the contract period, the student must live in a University of Louisiana at Lafayette residence hall or Legacy Park apartment. The Office of University Housing at its sole discretion may permit a part-time University of Louisiana at Lafayette student to live in a residence hall or Legacy Park apartment.

a. The terms of this contract **begin the day classes begin in the Fall Semester and run continuously, and uninterrupted by the student until the day after the Spring Semester ends**. Move-in dates will be announced prior to the beginning of the term.

b. If student's program operates on a different calendar from that of the regular University of Louisiana at Lafayette campus (such



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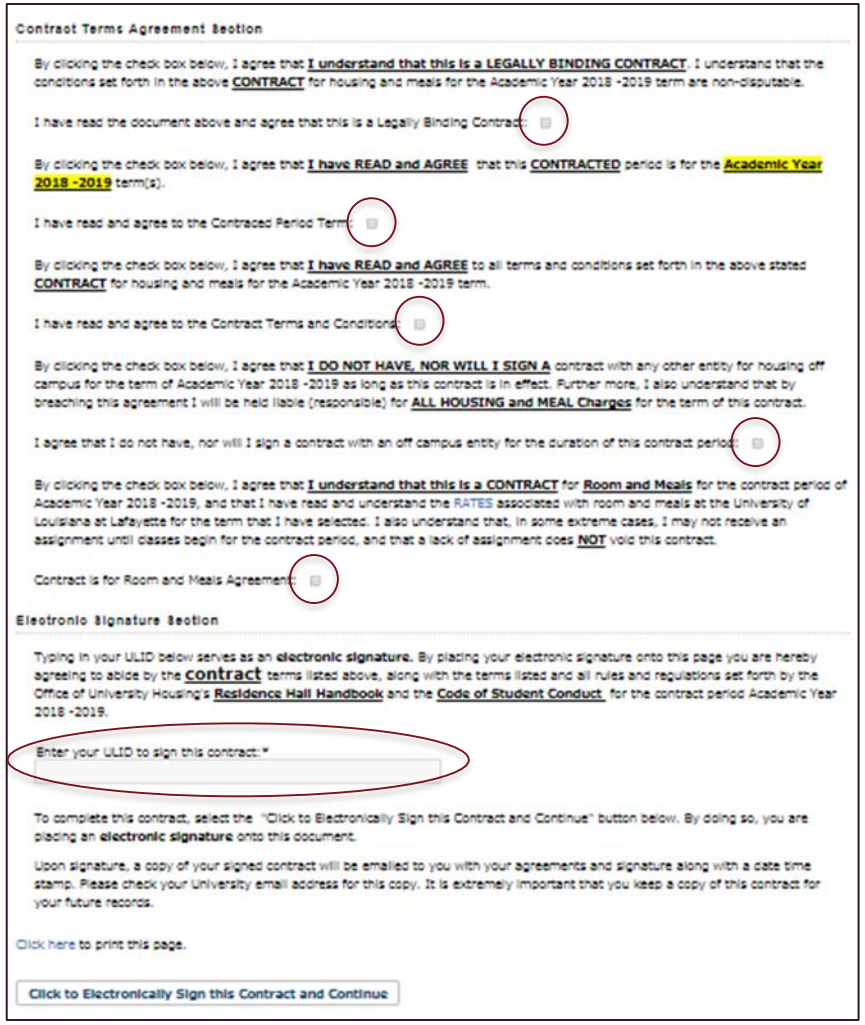
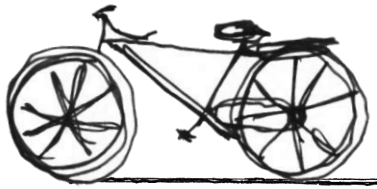
Step 14: Contract Acknowledgement

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”





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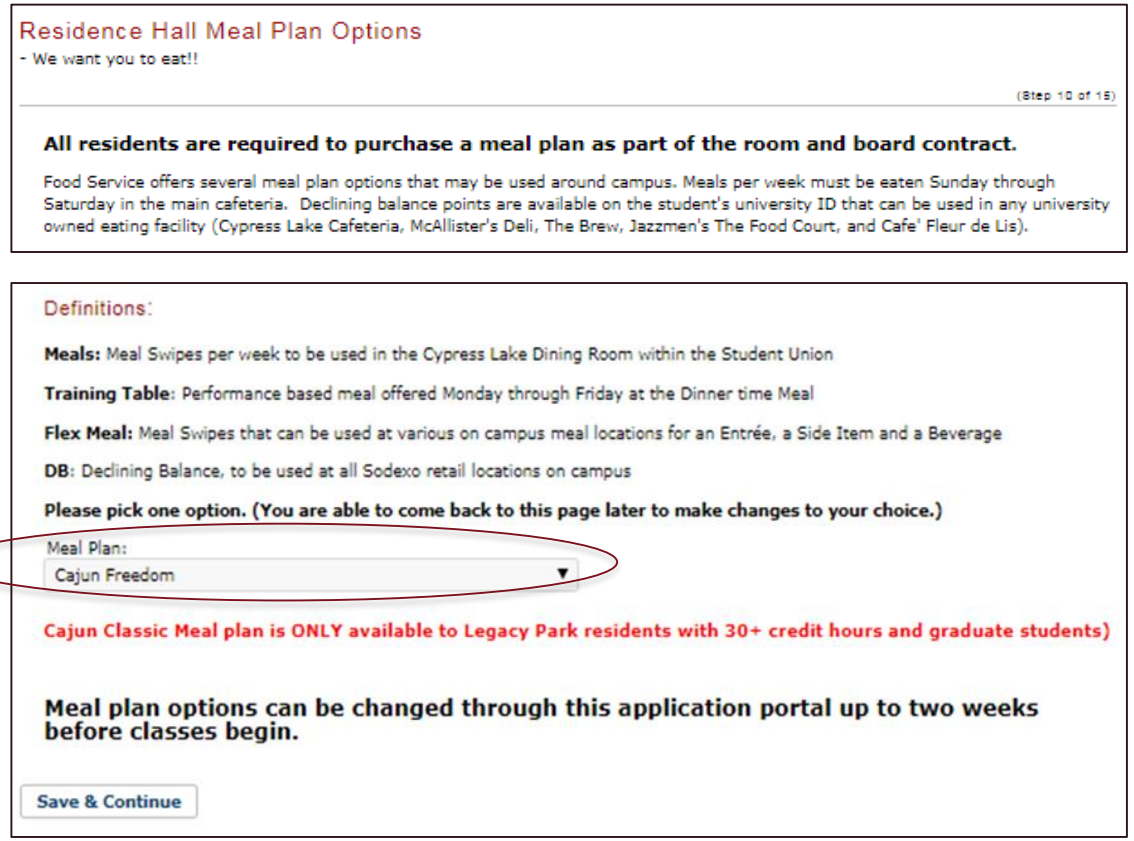
Step 15: Meal Plan Options

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.



Residence Hall Meal Plan Options

- We want you to eat!!

(Step 10 of 15)

All residents are required to purchase a meal plan as part of the room and board contract.

Food Service offers several meal plan options that may be used around campus. Meals per week must be eaten Sunday through Saturday in the main cafeteria. Declining balance points are available on the student's university ID that can be used in any university owned eating facility (Cypress Lake Cafeteria, McAllister's Deli, The Brew, Jazzmen's The Food Court, and Cafe' Fleur de Lis).

Definitions:

Meals: Meal Swipes per week to be used in the Cypress Lake Dining Room within the Student Union

Training Table: Performance based meal offered Monday through Friday at the Dinner time Meal

Flex Meal: Meal Swipes that can be used at various on campus meal locations for an Entrée, a Side Item and a Beverage

DB: Declining Balance, to be used at all Sodexo retail locations on campus

Please pick one option. (You are able to come back to this page later to make changes to your choice.)

Meal Plan:

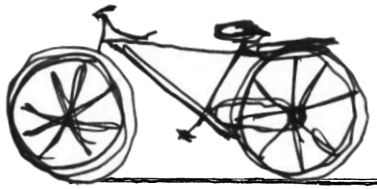
Cajun Freedom

Cajun Classic Meal plan is ONLY available to Legacy Park residents with 30+ credit hours and graduate students)

Meal plan options can be changed through this application portal up to two weeks before classes begin.

Save & Continue

Click Save & Continue



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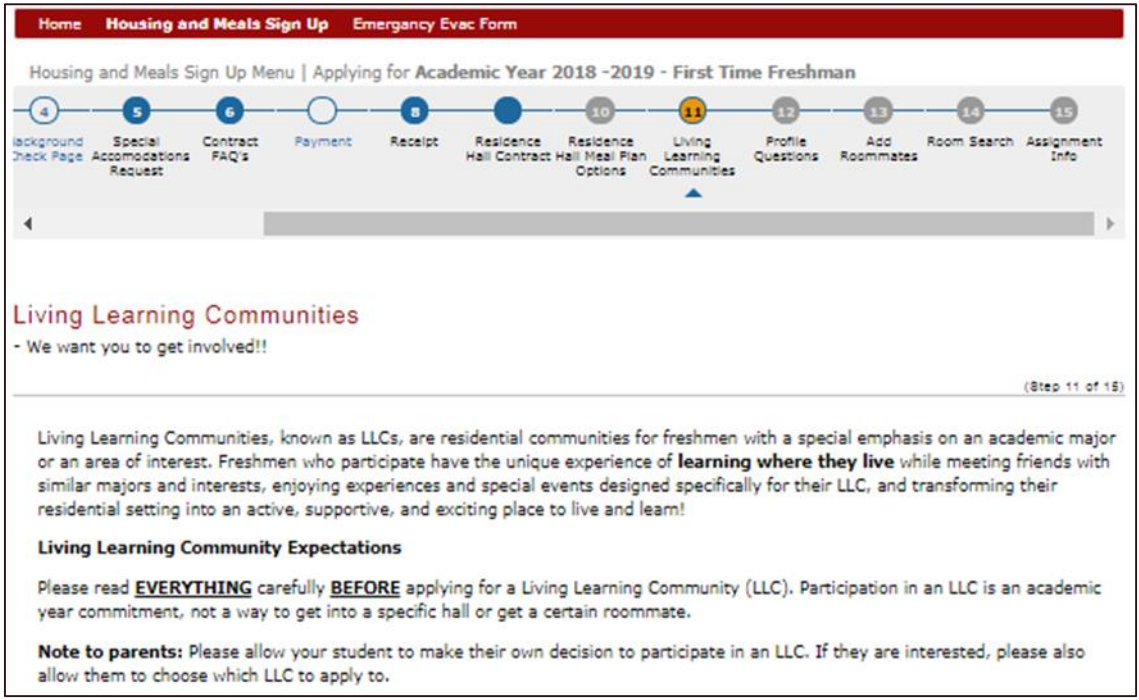
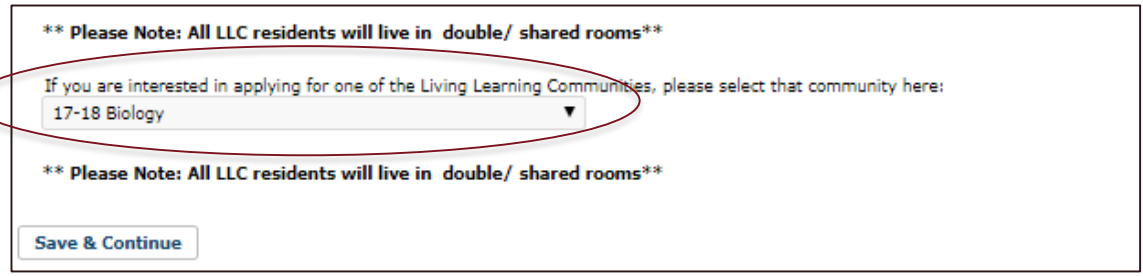
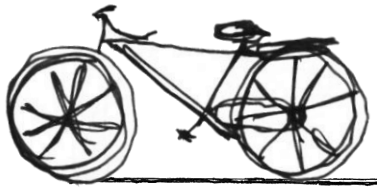
Step 16: Living Learning Communities (LLCs)

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.







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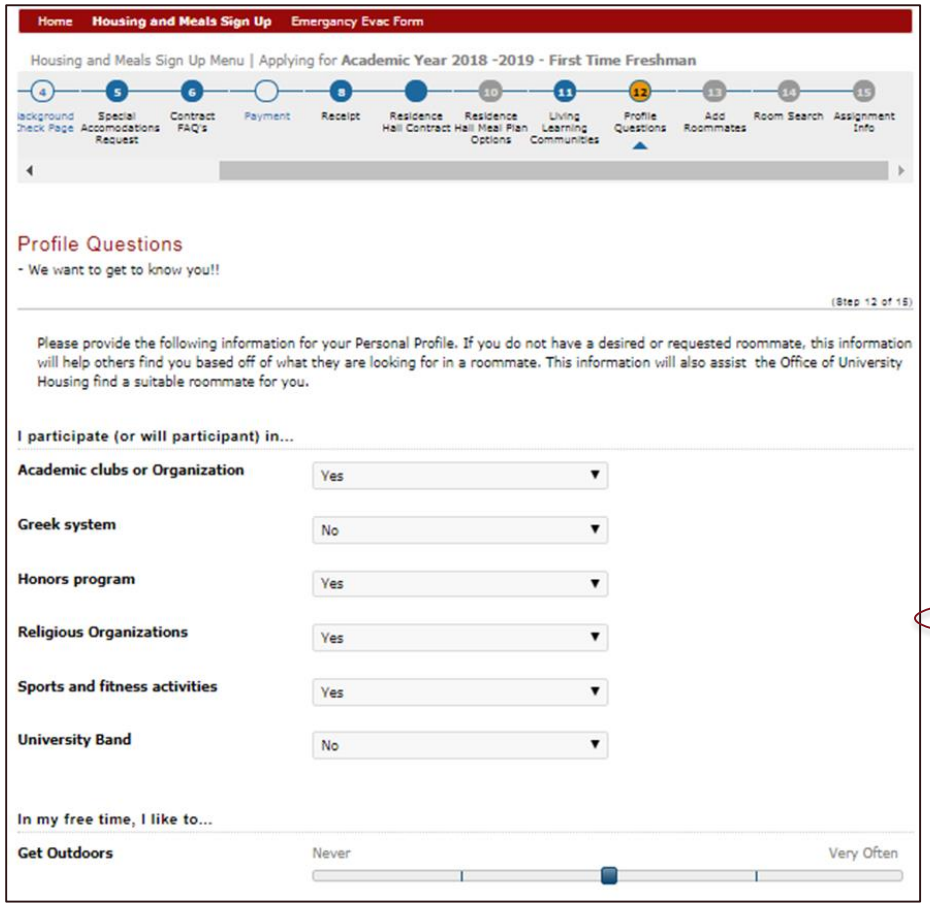
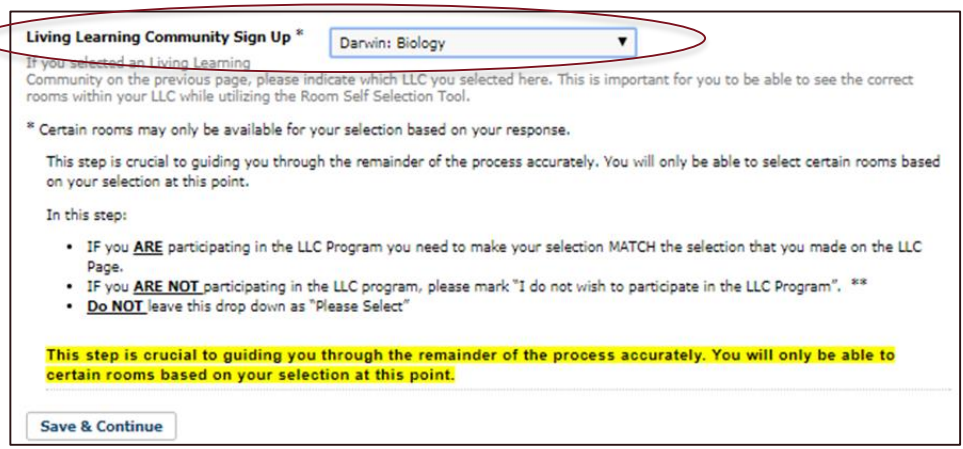
Click Save & Continue

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"



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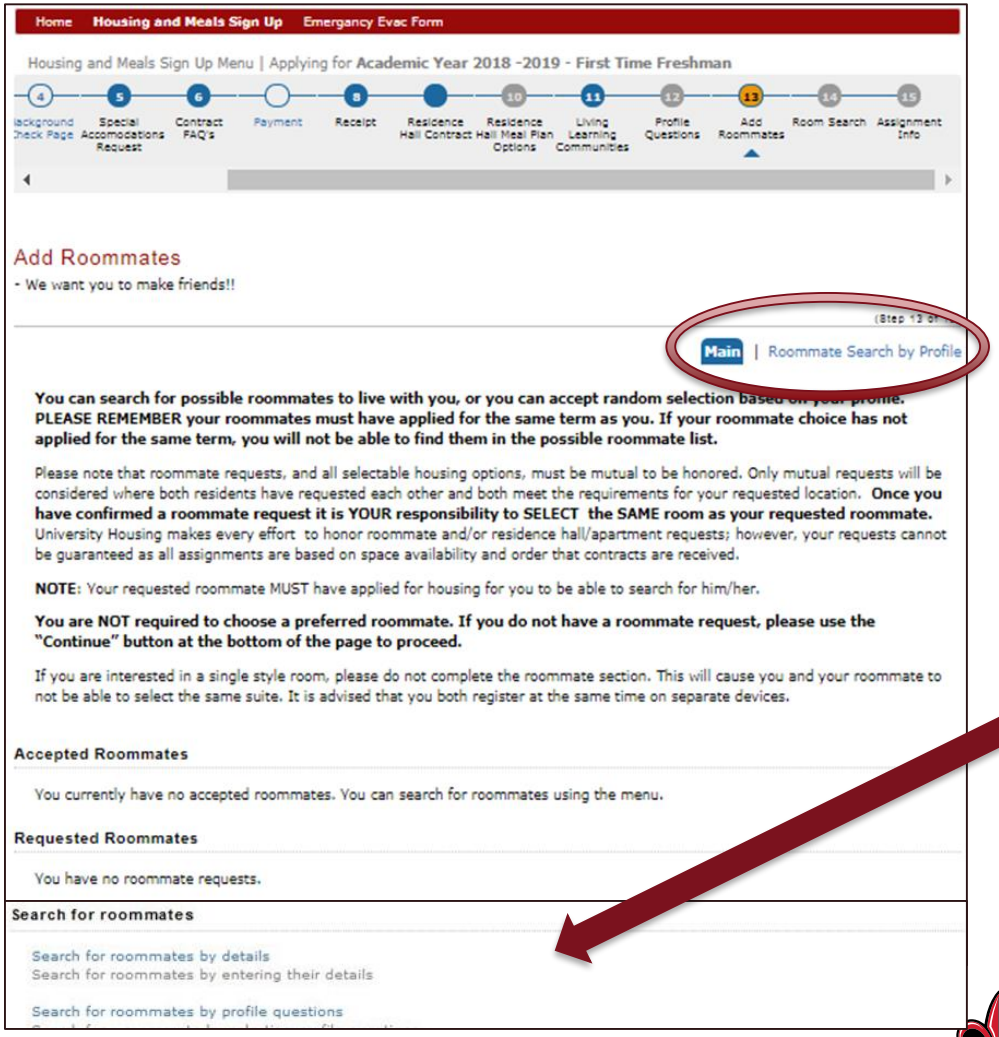
Step 18: Selecting your Roommate(s)



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

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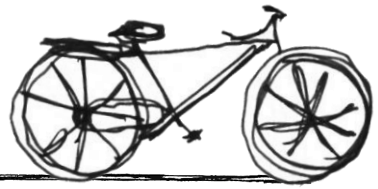
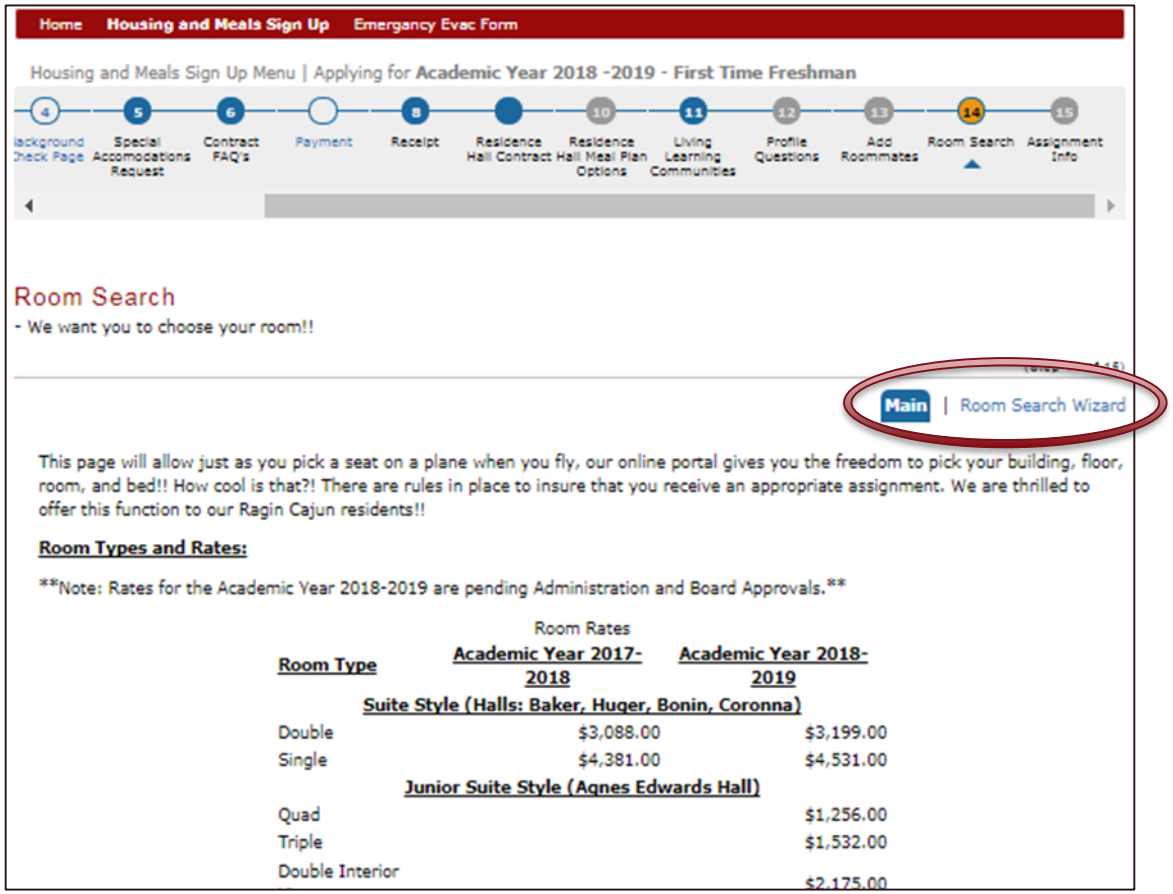


Step 19: Room Selection

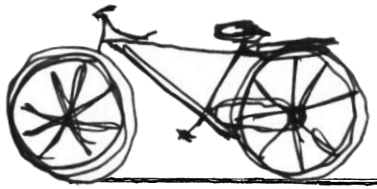


In order to select your room please click the “room search wizard” located within the circled area on the screen.

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.



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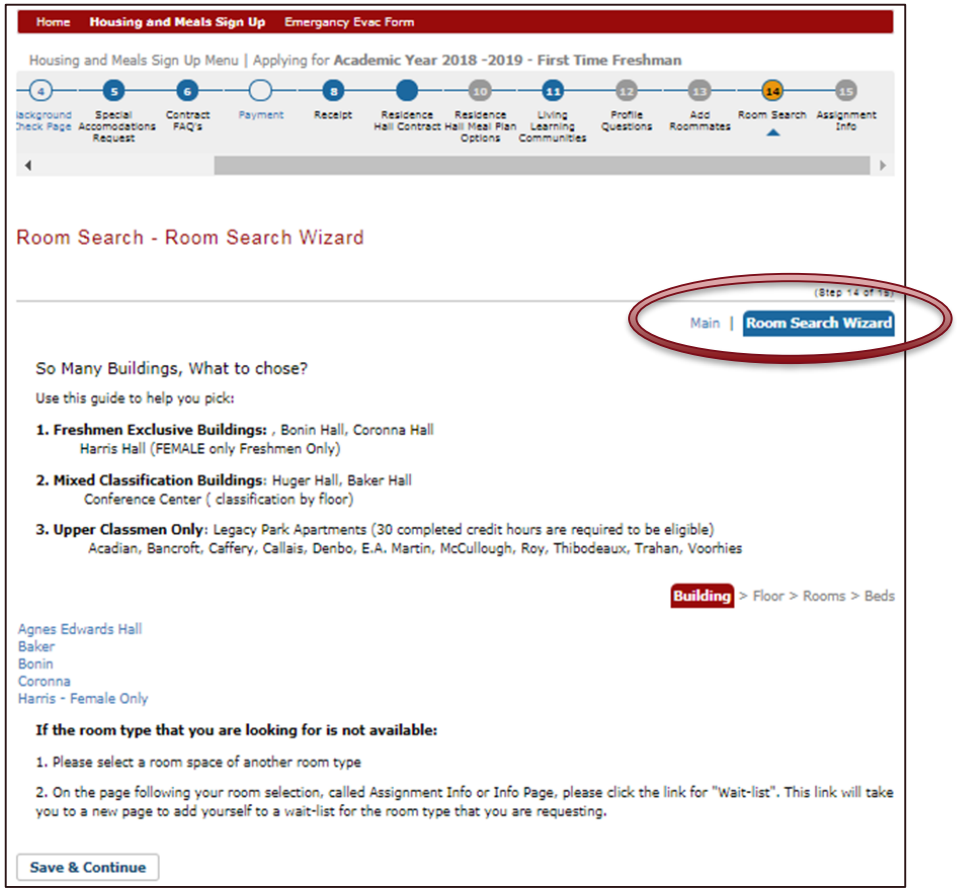
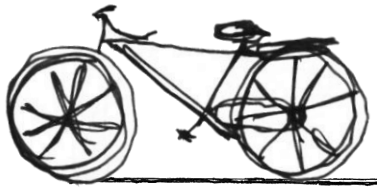
Step 19: Room Selection



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.



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Step 20: Assignment Information

Room Search

(Step 11 of 13)

Main | Cancel Room

Just as you pick a seat on a plane when you fly, our online portal gives you the freedom to pick your building, floor, room, and bed. There are rules in place to insure that you receive an appropriate assignment. The Buildings areas and rooms available to you will be the only ones that appear.

Your selected room is detailed below. To confirm this room, please continue the application process using the options above.

Room:	Banc_101
Room Type:	Legacy 2 bdrm
Location:	Bancroft
Floor:	Bancroft 1st floor
Available Terms:	Res Hall Academic Year
Available To:	Continuing resident New Resident
Mandatory Housing Profiles:	None

Occupancy Information

Beds	Occupants	
Banc_101a	(8/17/2016 - 12/31/2016)	View Profile
Banc_101a	(1/1/2017 - 5/17/2017)	View Profile
Banc_101b	- Empty -	

Room Images

To find your room, click "Room Search Wizard"

Save & Continue

Assignment Info

(Step 12 of 13)

Welcome to our on campus community! We are very excited to have you join us for the Academic Year 2016 -2017. You have received a room assignment to:

Banc_101a
Legacy 2 bdrm
Bancroft
8/17/2016
12/31/2016

To guide all guests arriving onto campus for check-ins we will be sending you an email to your university email address (kmh2713@louisiana.edu) that will give you the date and time of your scheduled check-in appointment among other instructions.

You will be given your room number when you check in. If you paid a single room prepayment and the room type above does not say "single", there were no single rooms available. You have already been placed on a single room waiting list and if one becomes available you will be notified by email. In the event that a single room does not become available, then the prepayment will simply go to your housing balance for the Fall 2016 Session.

We are very excited to have you as a part of our on campus community. We will be sending you more information about move in and other great activities shortly. Please keep checking your UL Lafayette kmh2713@louisiana.edu email address for more information.

If you have any questions, please contact us at oncampusliving@louisiana.edu.

Save & Continue

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.

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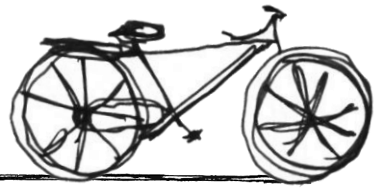

Now You're All Done!

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

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