How to Set Up a Residential Account and How to Accept the Offer of a Room

The first step is to set-up an account. Please go to the following web address: https://accommodation.tcd.ie/StudentBookings/

The web page below will be presented.

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The first step is to set up an account. Click on the Create Account button arrowed below.

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You will then be presented with the page below where you must enter your TCD ID number and your date of birth in European format. Then click on the continue button.

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If you are recognised as a full time student the following screen will appear. Select and enter a password that meets the requirements stated on the page and then click the Continue button.

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	We have identified you as follows:			
	Student Id / CAO Number			
	Name			
	Date of birth [dd/mm/yyyy]			
	Gender	Male		
	Registered Email Address			
	Please enter a password to use when logging on to the room	m application web pages:		
	Your Password must be at least 6 characters long and inclu	de at least one number, and is case sensitive.		
	Password *			
	Confirm Password *			
	When you click on the Continue button, we will send you an ensures that we can contact you at the email address show	remail message, using the email address shown above. You must click the link in the email message to complete the account creation process (this - un).		
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The screen will then advise that a password has been sent to your email address.



This email will contain a link on which you click or which you copy and paste into a browser.

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Thank you for creating an account for the Trinity College Dublin room application process.	
Your username is 13314114 Your password is	
Please confirm that have received this email by clicking on the link below:	
https://accommodation.tcd.ie/studentbookings/caspx?x=N28XBM	
If you encounter problems registering via this link, please contact the Accommodation Office by email malitozesidences@scolae or telephone at +353 1 896 1177	
Yours sincerely,	
The Accommodation Office, West Chapel Trinity College. Dublin 2	
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This will take you to the page below where your click on the Confirm Code button.



Having confirmed the code you will then be brought to a confirmation page and invited to log in to the Residential Student Portal.

When you Have an Offer of a Room

You will receive an email and allocation letter sent to your email address. You then need to accept or reject the allocated room through the Online Student Portal.

Start by Logging-in to the Portal using your ID and Password. Then Click the arrowed Login Button.

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You will then be presented with a screen that offers the option of viewing the Room Offer. Click on the View Offer button.



The details of the allocated room will then appear. You must then accept or reject the offer filling in the highlighted buttons and clicking confirm.

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	Accommodation			
	Offer Details			
	Area:	College - On Campus		
	Room:	02.0.01		
	Room Type:	Apartment Single		
	Accommodation Period:	From 05 September 2018 to 04 May 2019		
	Total Rent Due:	7,792.64 EUR		
	Please note that the charges shown here are the t be advised by email. Please note that you will be n	total amounts due and do not allow for scholarship or other sponsoring anangements equired to pay this invoice not less than 7 days before you take up occupancy.). After accepting your offer of rooms, an invoice will be raised and you	will
	Accommodation and Utility charges (adjusted for sp	ponsorship arrangements) will become payable in due course.		
	I would like to accept this offer of a room	• Yes No		
	I have read, understood and agree to the terms of	f the contract		
	Note that you must choose an option above and a	eccept the Terms and Conditions in order to contract process of acceptance of the ro	som affer.	
		Back to My Details Confirm		
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You will then receive an email confirming the acceptance of the room and this completes the process.