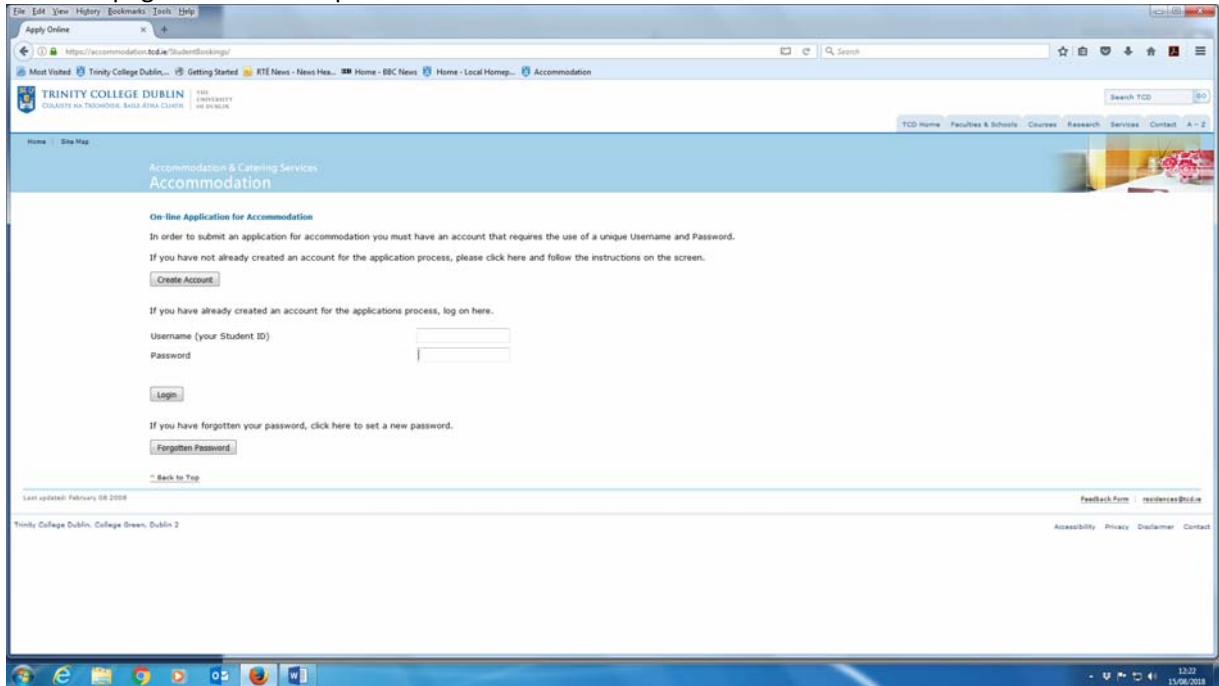


How to Set Up a Residential Account and How to Accept the Offer of a Room

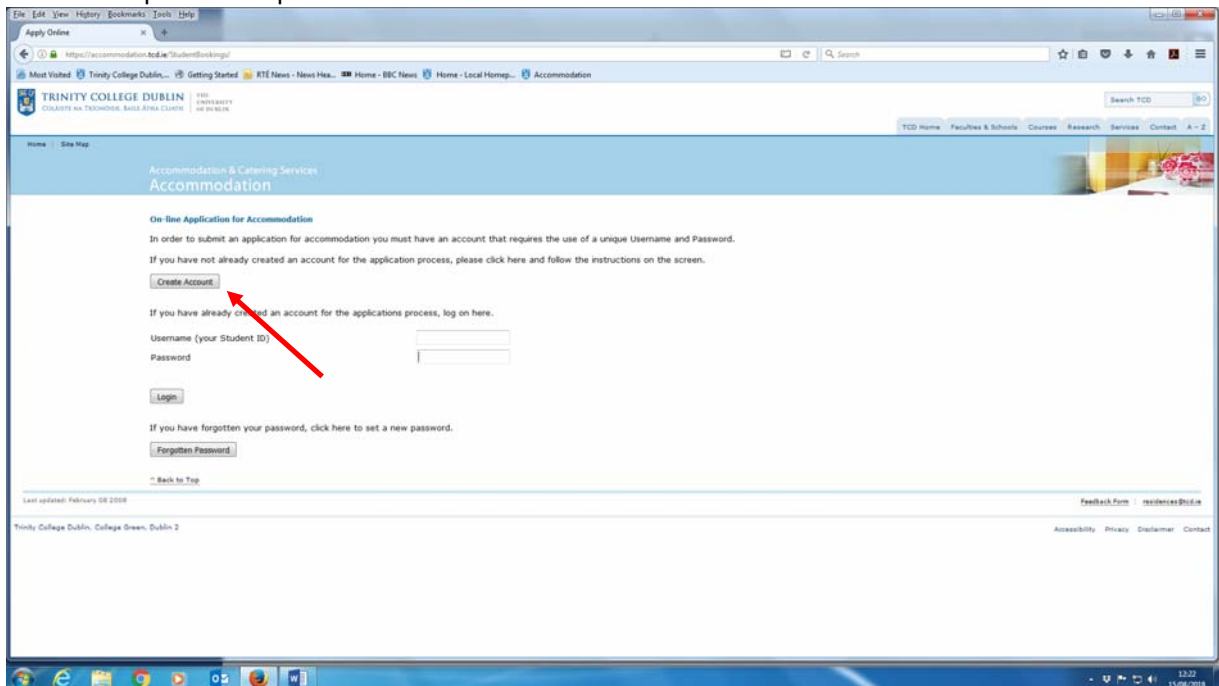
The first step is to set-up an account. Please go to the following web address:

<https://accommodation.tcd.ie/StudentBookings/>

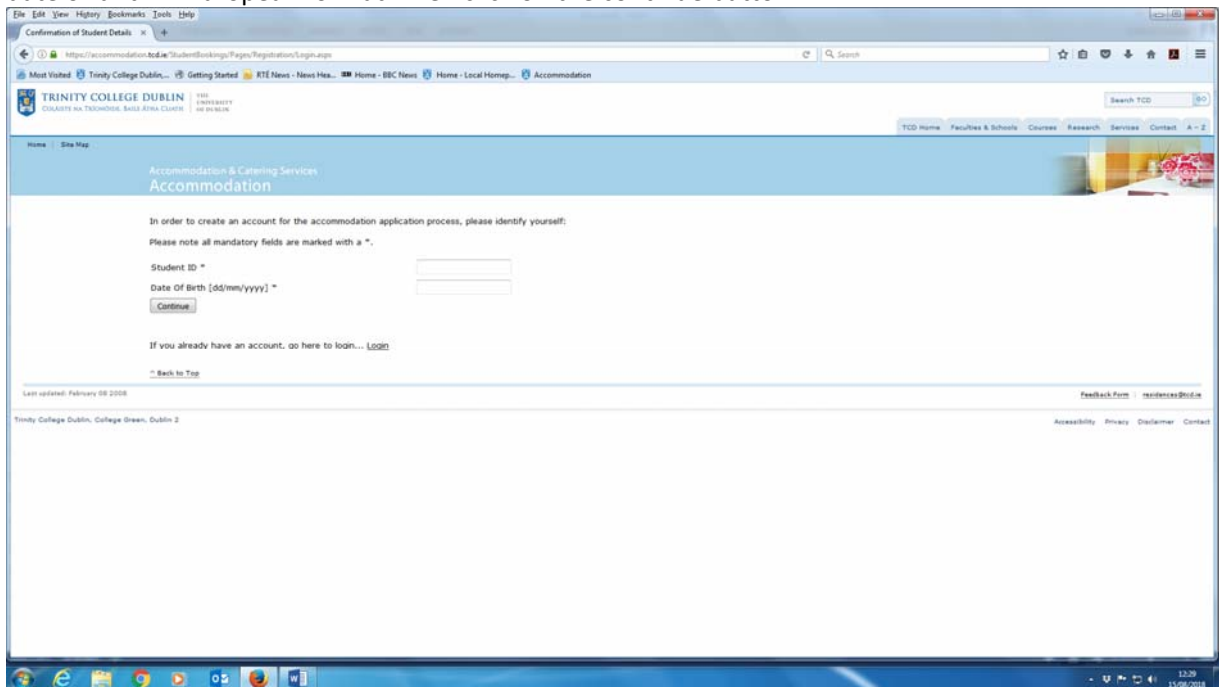
The web page below will be presented.



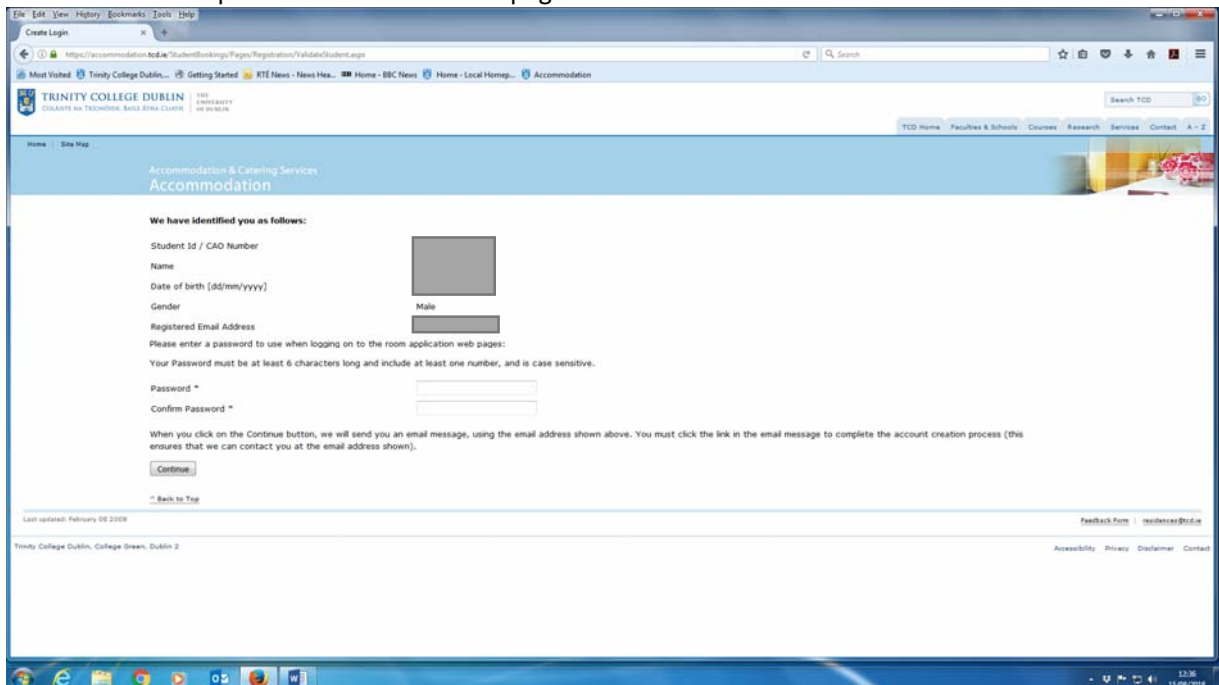
The first step is to set up an account. Click on the Create Account button arrowed below.



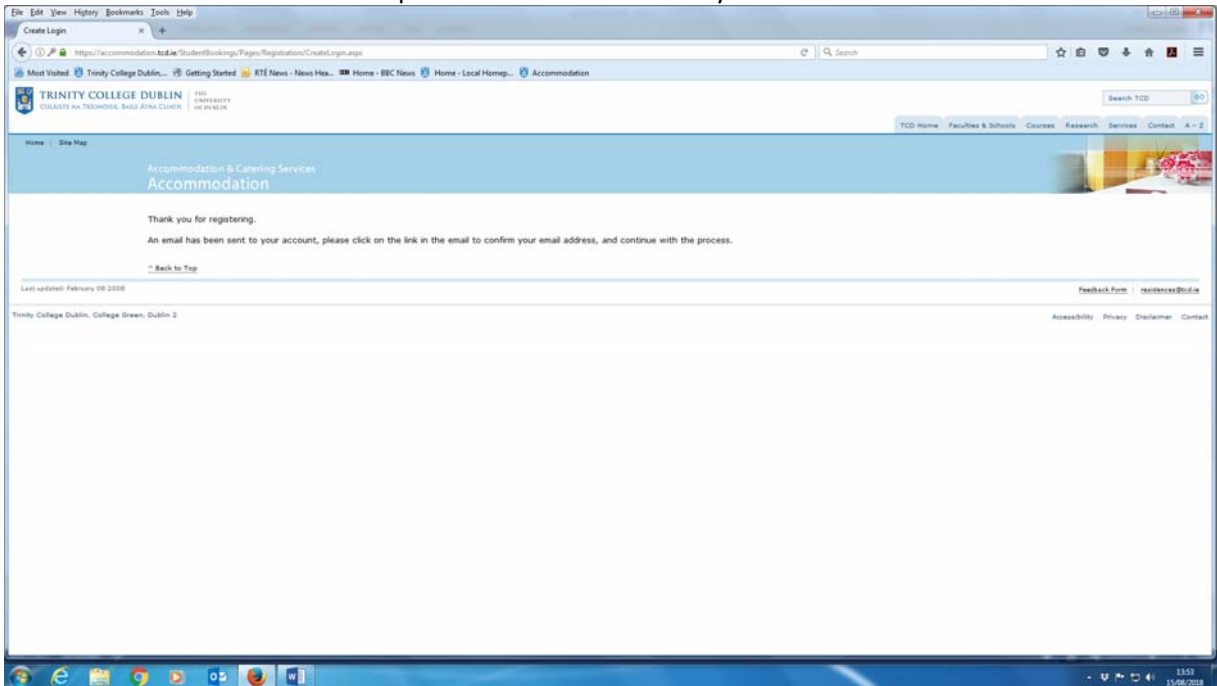
You will then be presented with the page below where you must enter your TCD ID number and your date of birth in European format. Then click on the continue button.



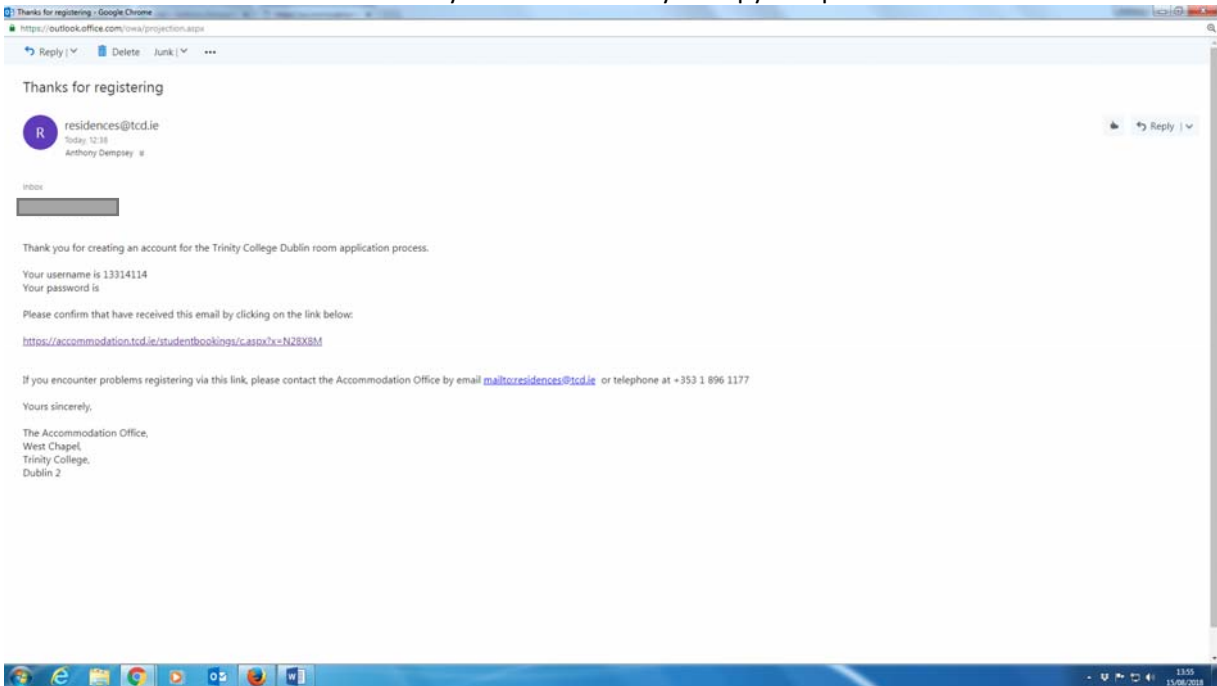
If you are recognised as a full time student the following screen will appear. Select and enter a password that meets the requirements stated on the page and then click the Continue button.



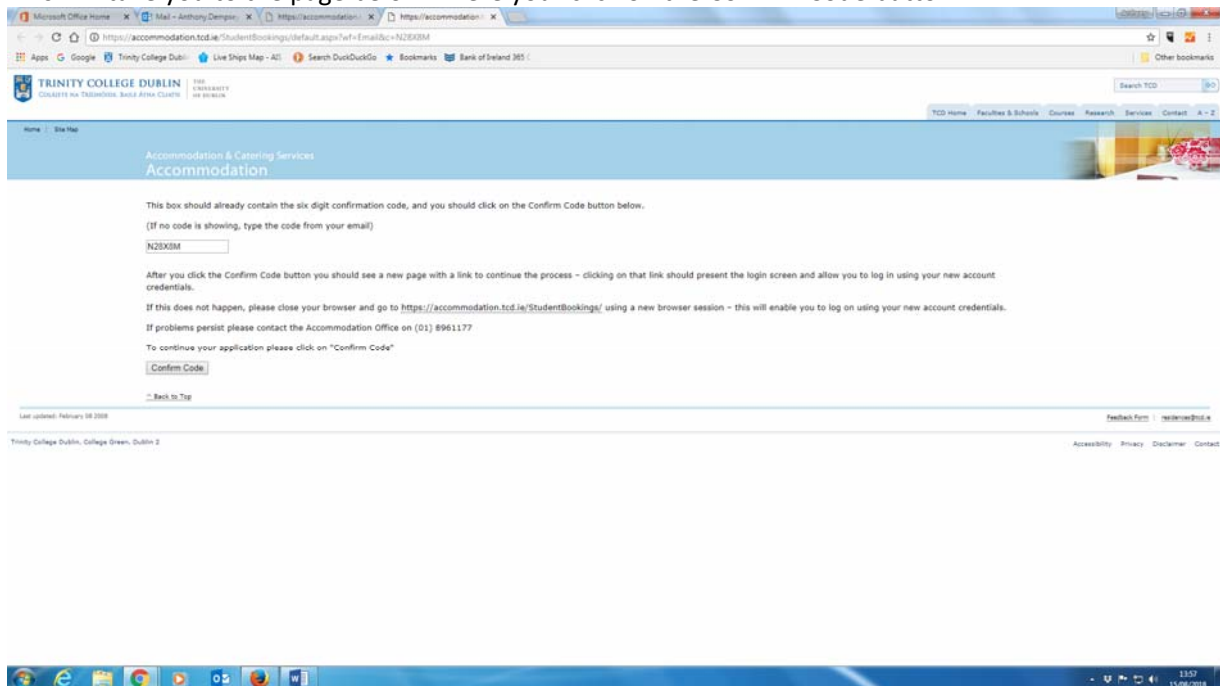
The screen will then advise that a password has been sent to your email address.



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



This will take you to the page below where you click on the Confirm Code button.

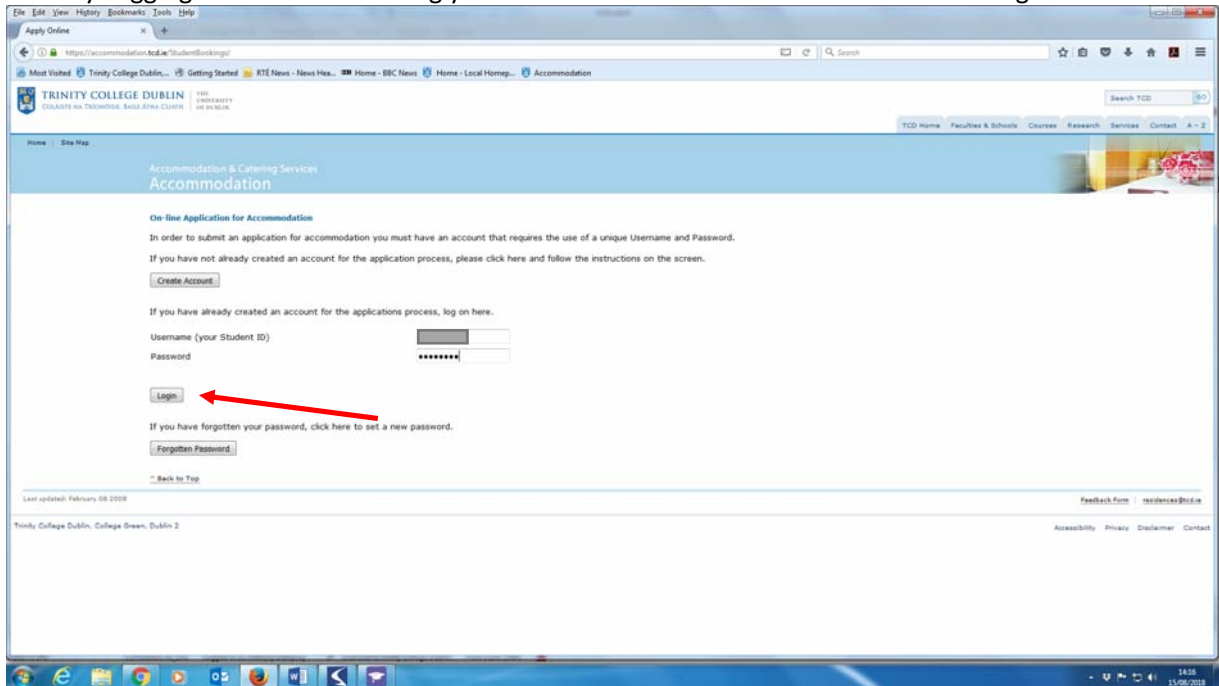


Having confirmed the code you will then be brought to a confirmation page and invited to log in to the Residential Student Portal.

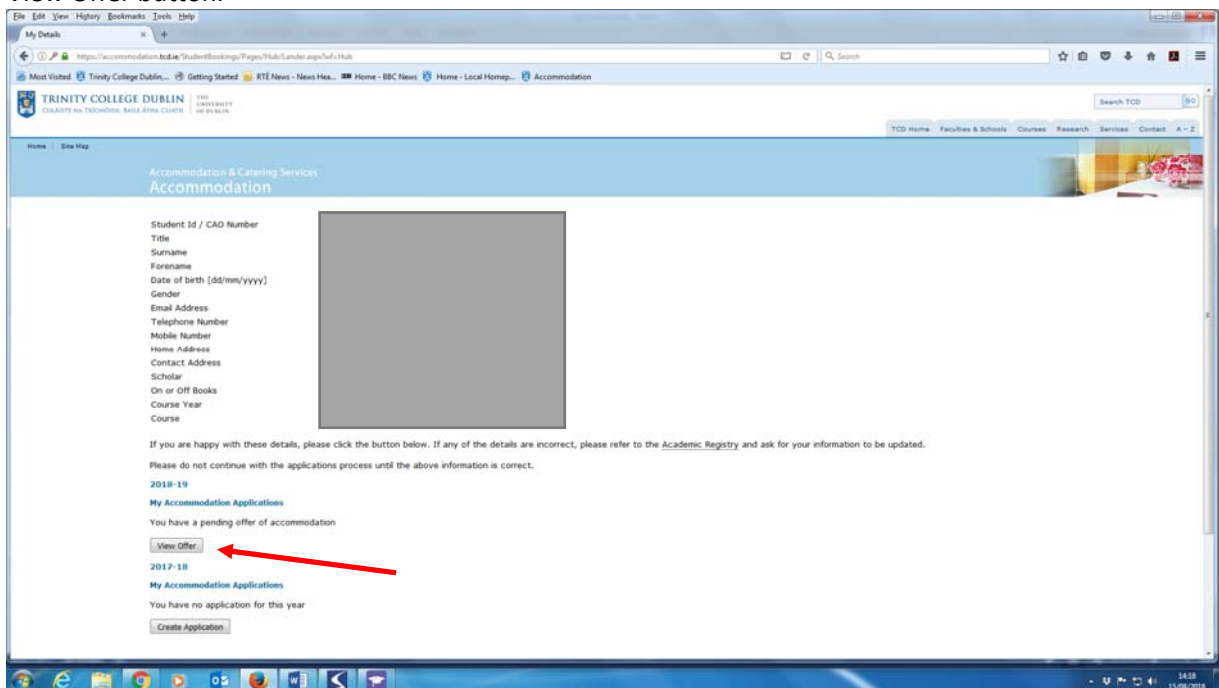
When you Have an Offer of a Room

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.



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.

The screenshot shows a web browser window displaying the 'Accommodation Offer Details' page for Trinity College Dublin. The page header includes the college's name and logo. The main content area is titled 'Accommodation & Catering Services Accommodation'. Under 'Offer Details', the following information is listed:

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

Below the details, there is a disclaimer: "Please note that the charges shown here are the total amounts due and do not allow for scholarship or other sponsoring arrangements. After accepting your offer of rooms, an invoice will be raised and you will be advised by email. Please note that you will be required to pay this invoice not less than 7 days before you take up occupancy. Accommodation and utility charges (adjusted for sponsorship arrangements) will become payable in due course."

The form contains the following elements:

- A radio button selection for "I would like to accept this offer of a room" with "Yes" selected and "No" unselected. A red arrow points to the "Yes" radio button.
- A checkbox for "I have read, understood and agree to the terms of the [contract](#)". A red arrow points to this checkbox.
- A note: "Note that you must choose an option above and accept the Terms and Conditions in order to confirm your acceptance of the room offer."
- Two buttons at the bottom: "Back to My Details" and "Confirm". A red arrow points to the "Confirm" button.

The footer of the page includes "Last updated: February 08 2018", "Feedback Form | residences@tcd.ie", and "Trinity College Dublin, College Green, Dublin 2". The browser's taskbar at the bottom shows the date and time as 14:22 on 15/09/2018.

You will then receive an email confirming the acceptance of the room and this completes the process.