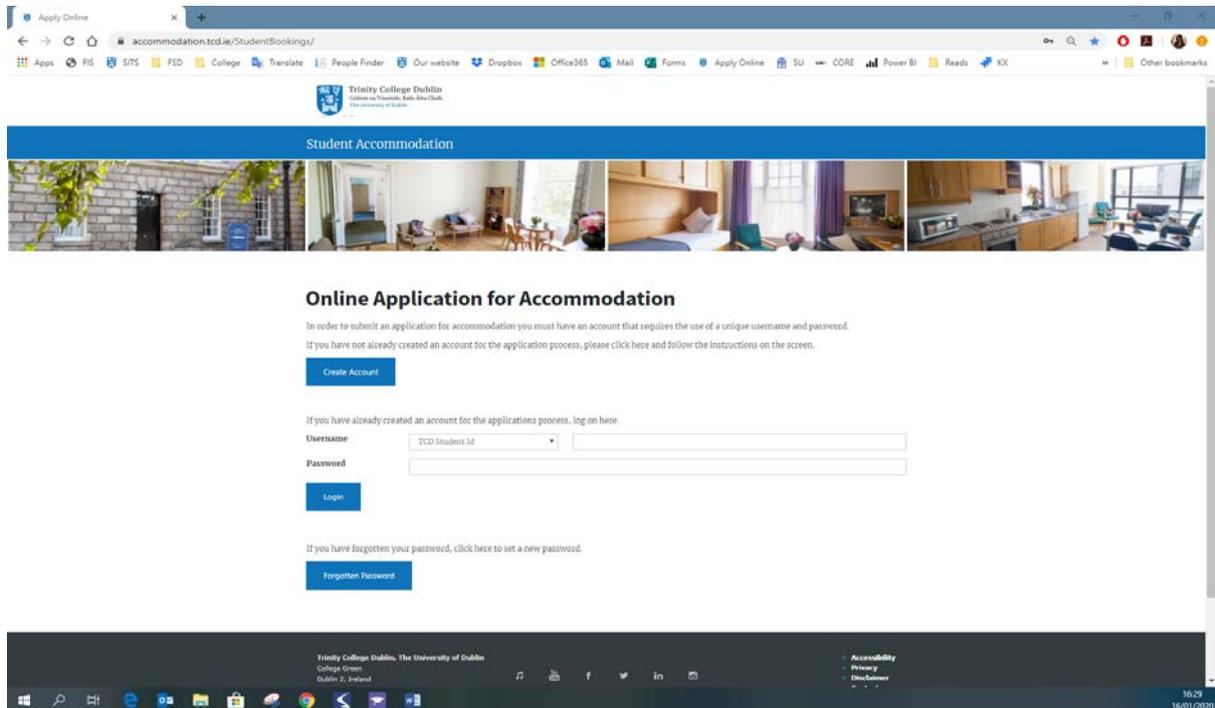


# How to Set Up a Residential Account, How to Apply for a Room and How to Accept a Room Offer

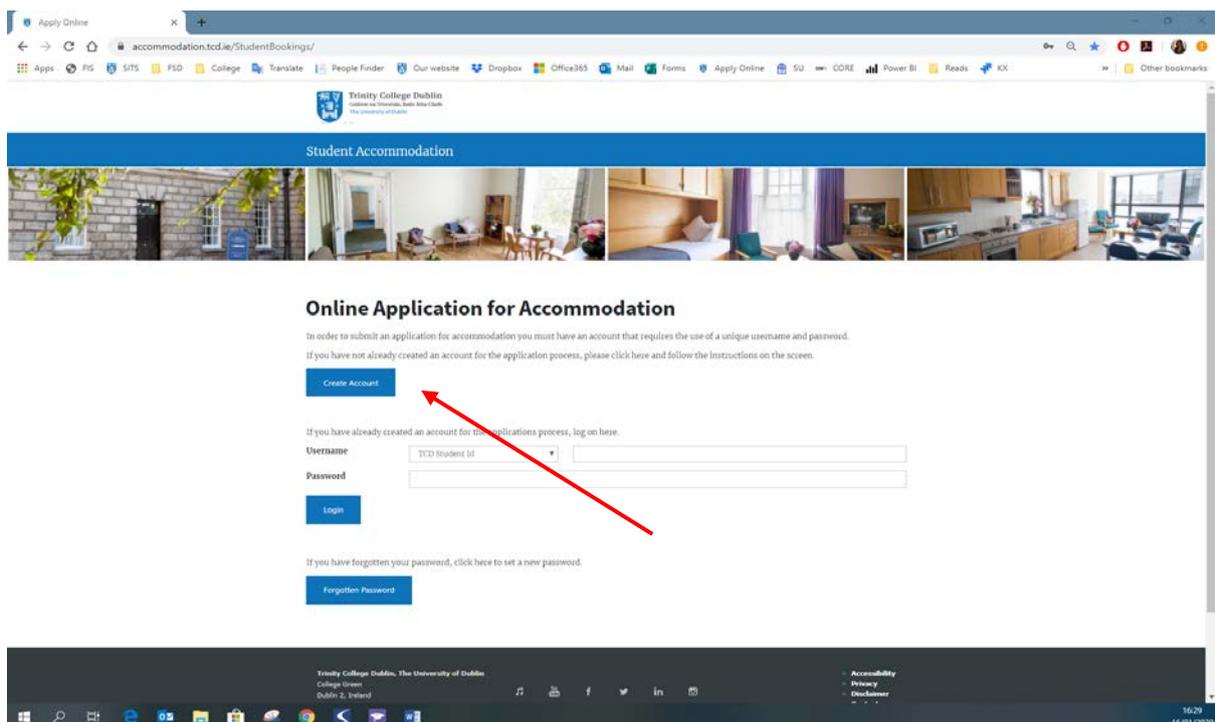
## 1. Creating a Residential Account.

Please go to the following web address to access the Student Portal:

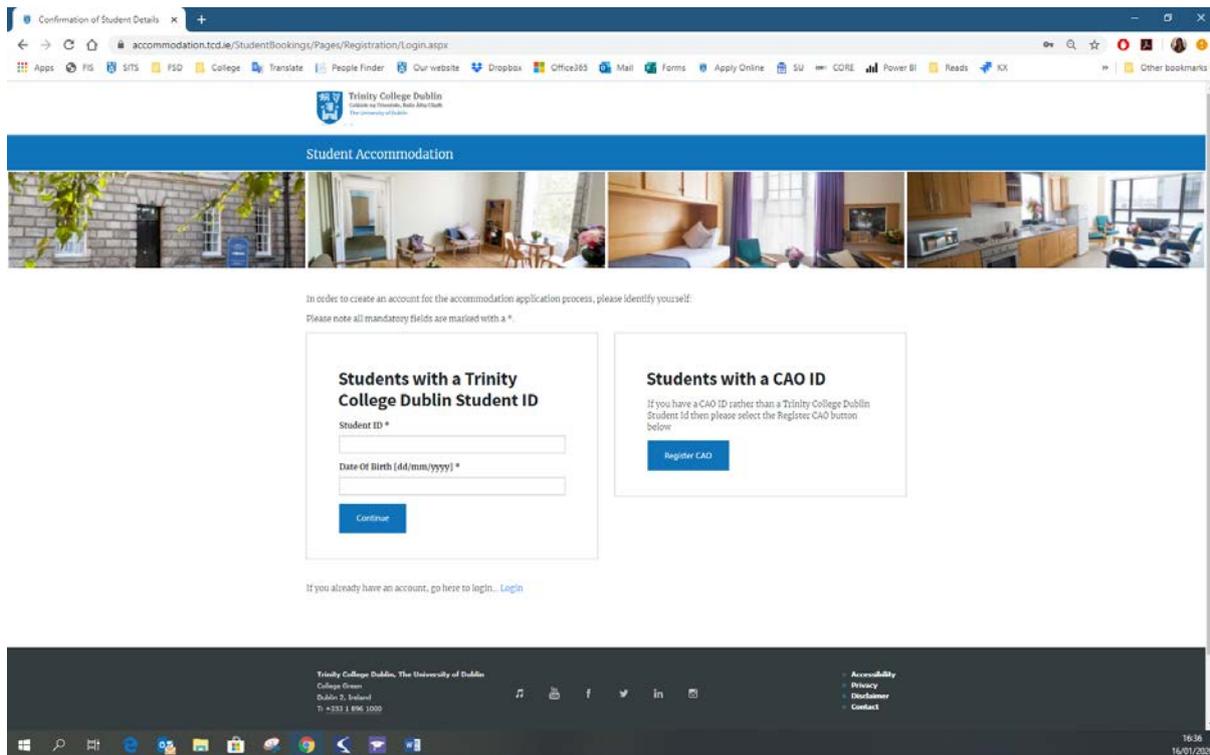
<https://accommodation.tcd.ie/StudentBookings/>



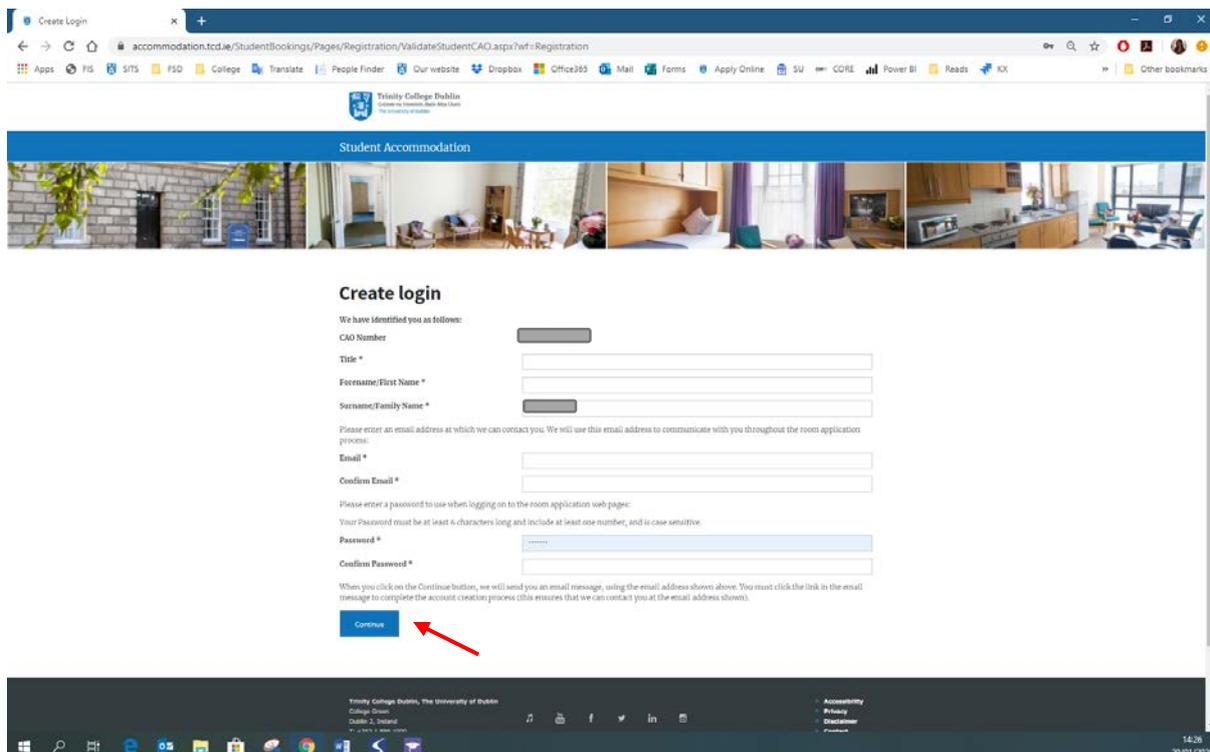
Click on the Create Account button as per the below.



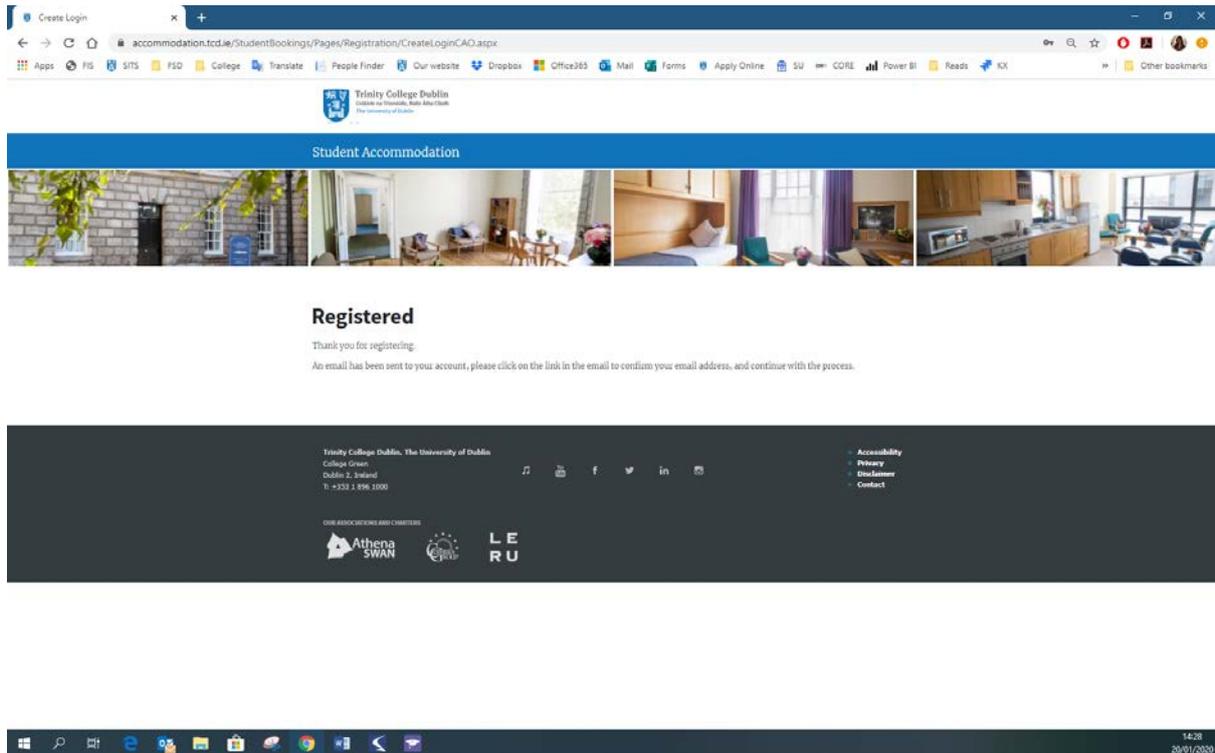
You will then be presented with the page below where you must enter your TCD ID number (if you are a full-time Trinity student) or your CAO number (if you are applying to Trinity via the CAO).



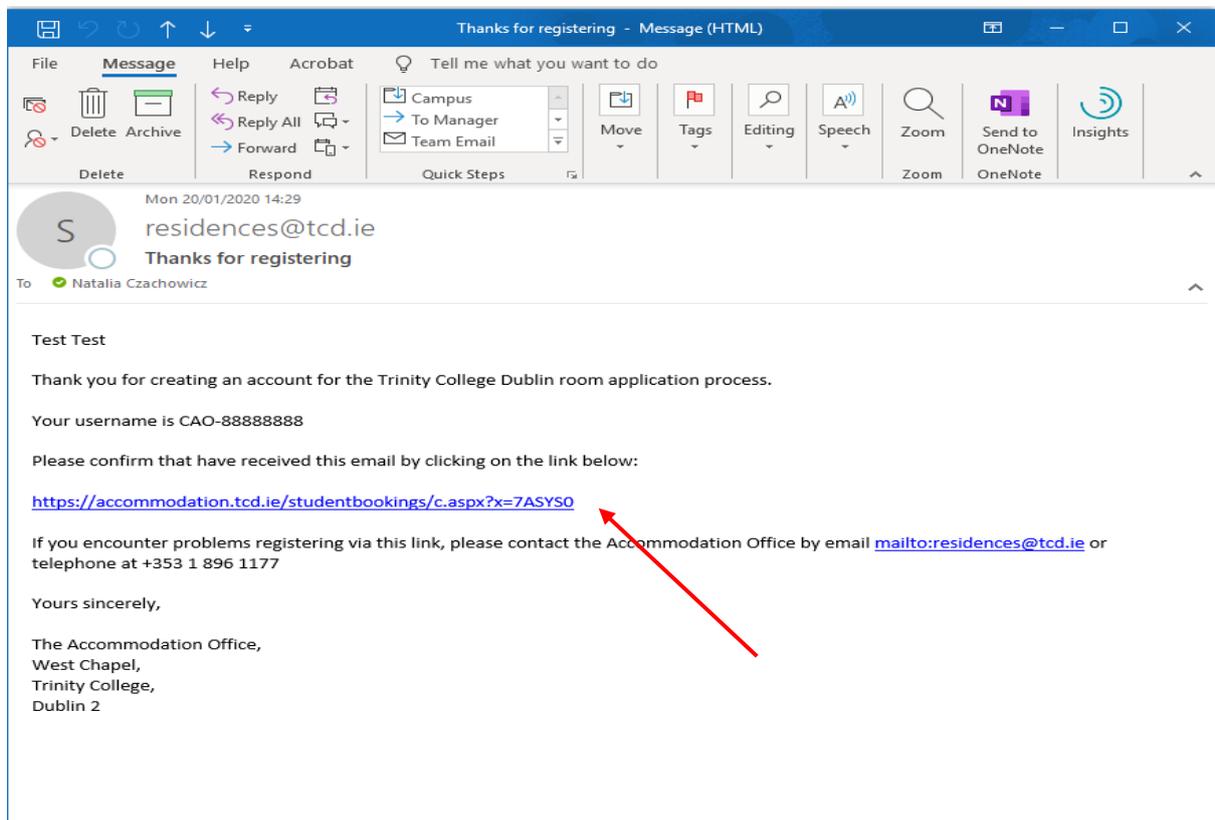
If you are recognised as a full-time student, page will confirm you have been identified. If you are a CAO applicant, your account will appear as below. In both cases, select and enter a password that meets the requirements stated on the page and then click the Continue button.



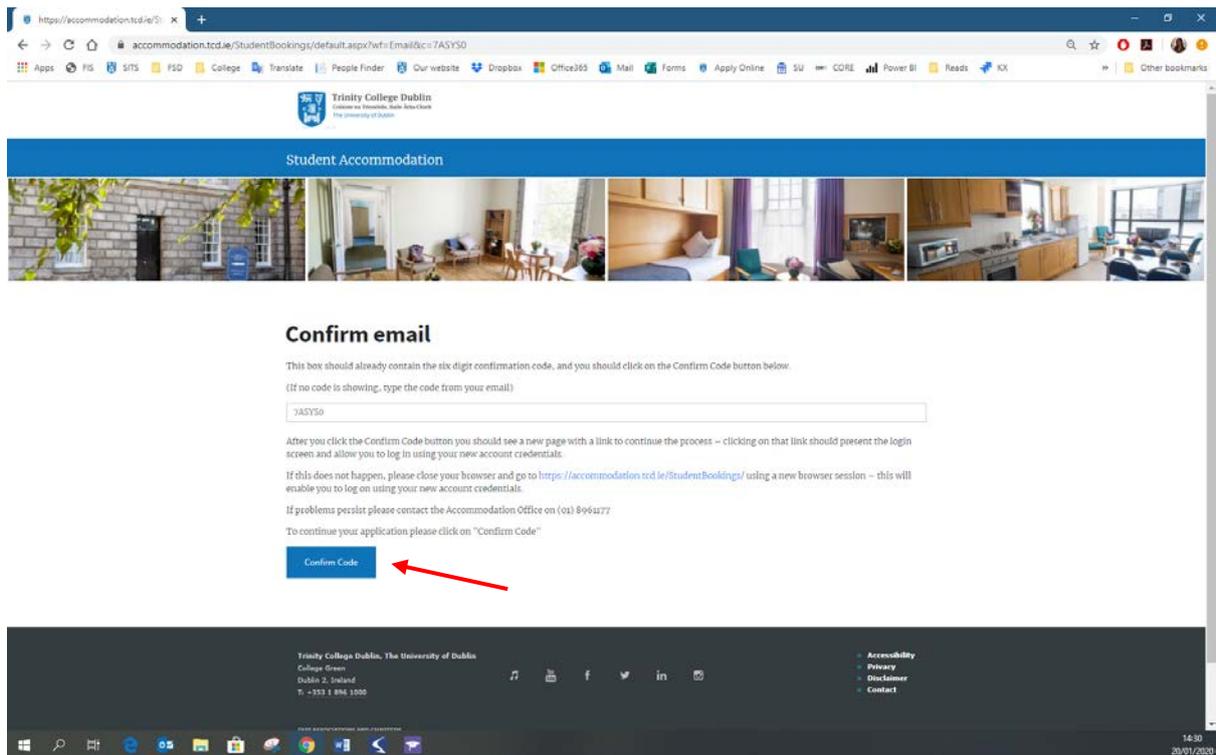
The screen will confirm you have registered your account and will advise that a password has been sent to your e-mail address.



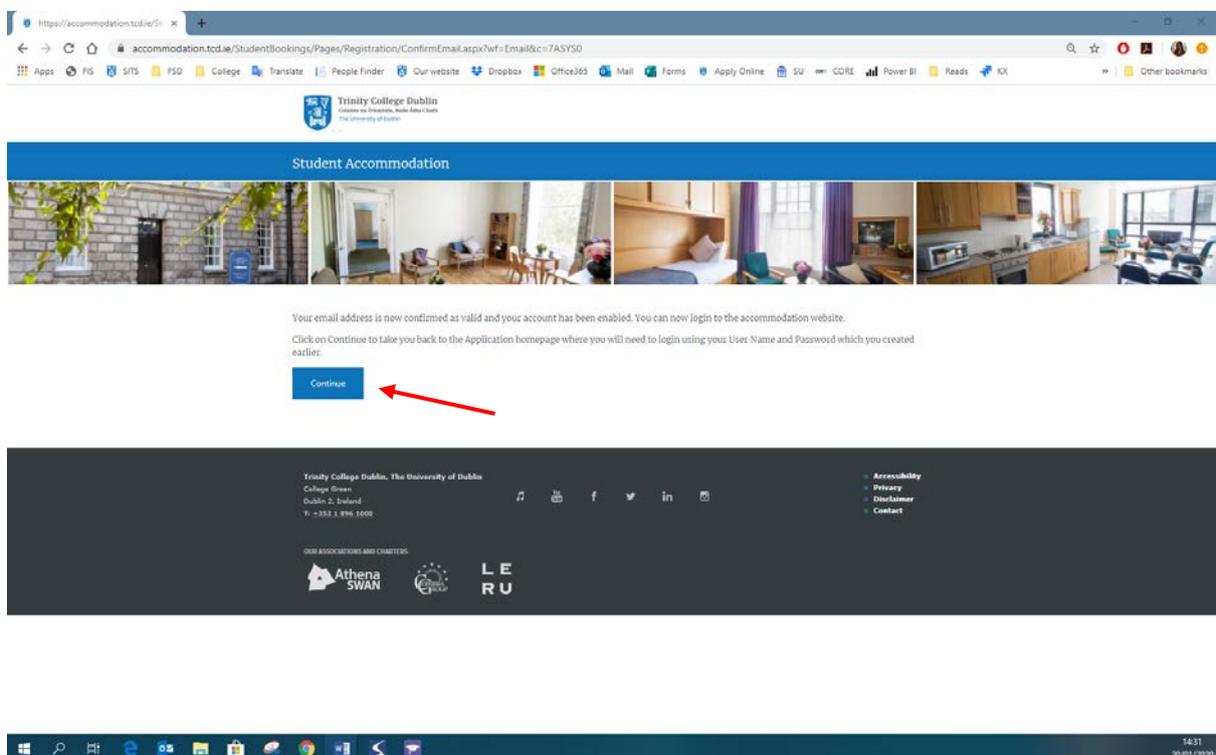
This e-mail will contain a link on which you click or copy and paste into a browser.



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.



## 2. Applying for a room.

Log in to your residential account using your ID /CAO number and password.

The screenshot shows the Trinity College Dublin Student Accommodation website. At the top, there is a navigation bar with the college's name and logo. Below this is a banner with several images of student accommodation rooms. The main heading is "Online Application for Accommodation". Below the heading, there is a paragraph explaining that users need an account with a unique username and password. There are two main options: "Create Account" and "Login". The "Login" button is highlighted with a red arrow. Below the login form, there is a "Forgotten Password" link. The footer contains the college's contact information and social media links.

Choose the year you want to apply for and click on Create Application button.

The screenshot shows the Trinity College Dublin Student Accommodation website's "My Details" page. The page displays the user's personal information: CAO Number, Title, Surname, Forename, and Email Address. Below this information, there is a section for "2019-20 My Accommodation Applications" which states "You have no application for this year". A "Create Application" button is highlighted with a red arrow. There is also a "Log Off" button. The footer contains the college's contact information and social media links.

Complete the first page of the application and click on the Continue button.

Application Details

Gender \*

Date of Birth (dd/mm/yyyy) \*

Telephone Number \*

Mobile Number

Course Applied For \*

**Home address**

Address line 1 \*

Address line 2 \*

Address line 3

Address line 4

Postal/Zip code \*

**Contact address**

[Copy from home address](#)

Address line 1 \*

Address line 2 \*

Address line 3

Address line 4

Postal/Zip code \*

Back

Continue

Complete the second page of the application and click on the Continue button. Please note if you are a CAO applicant you will only be able to apply for Trinity Hall. For continuing students all locations will be available.

Application Preferences

accommodation.tcd.ie/StudentBookings/Pages/Applications/ApplicationDetails.aspx?wf=Applications

**Welcome to the online application process**

We recommend that in completing this form you have the Accommodation Office web pages open in another tab of your browser so that you can consult them during the course of your application.

Please supply the following information:

**My preferred location is**  Trinity Hall - Apartments

Further information on the rooms types available can be seen at [www.tcd.ie/accommodation/StudentsandStaff/Students](http://www.tcd.ie/accommodation/StudentsandStaff/Students)

**My preferred room type is**

**Supporting Statement (Max. 1800 characters)**

Please state relevant grounds to support your application and also list briefly your hobbies and interests.

Please note that if your wish to request special consideration due to medical or social reasons you must consult the Accommodation Office web site for details of the additional application procedures that apply.

**I am prepared to accept a room in a mixed gender apartment**  Yes  No

**I wish to specify other students as apartment or room sharing partners \***  Yes  No

**City Centre Purpose Build Student Accommodation**

Trinity College has accommodation available at privately managed purpose build student accommodation in the city. Would you like to be considered for:

**Trinity at Kavanagh Court \***  Yes  No

**Trinity at Binary Hub \***  Yes  No

Back

Continue

Page with summary of your application will appear. Read carefully and click on the Confirm button if all is correct. Click the Back button if you wish to make some changes.

The screenshot shows a web browser window with the URL `accommodation.tcd.ie/Studentlookings/Pages/Applications/ApplicationPreferences.aspx?wf=Applications`. The page header includes the Trinity College Dublin logo and navigation links. Below the header is a banner image showing various accommodation rooms. The main content area is titled "Submit your application" and contains the following information:

Please check the details you have provided. When you are happy that these are OK click the confirm button. Once your application is confirmed no further changes can be made.

**My preferred location is** Trinity Hall  
**My preferred room type is** Ensuite Single  
**Supporting Statement** Text

Please note that if your wish to request special consideration due to medical or social reasons you must consult the Accommodation Office website for details of the additional application procedures that apply.

**I am prepared to accept a room in a mixed gender apartment** Yes  
**I wish to specify other students as apartment or room sharing partners** No

**Trinity at Kavanagh Court** No  
**Trinity at Binsary Hub** No

At the bottom of the form are two buttons: "Back" and "Confirm". A red arrow points to the "Confirm" button. The footer of the page includes contact information for Trinity College Dublin and links for Accessibility, Privacy, and Donations.

The screen will confirm you placed the application.

The screenshot shows a web browser window with the URL `accommodation.tcd.ie/Studentlookings/Pages/Applications/ApplicationConfirmation.aspx?wf=Applications`. The page header is identical to the previous screenshot. Below the banner image, the main content area is titled "Application Confirmed" and contains the following text:

Your application for rooms has now been completed.

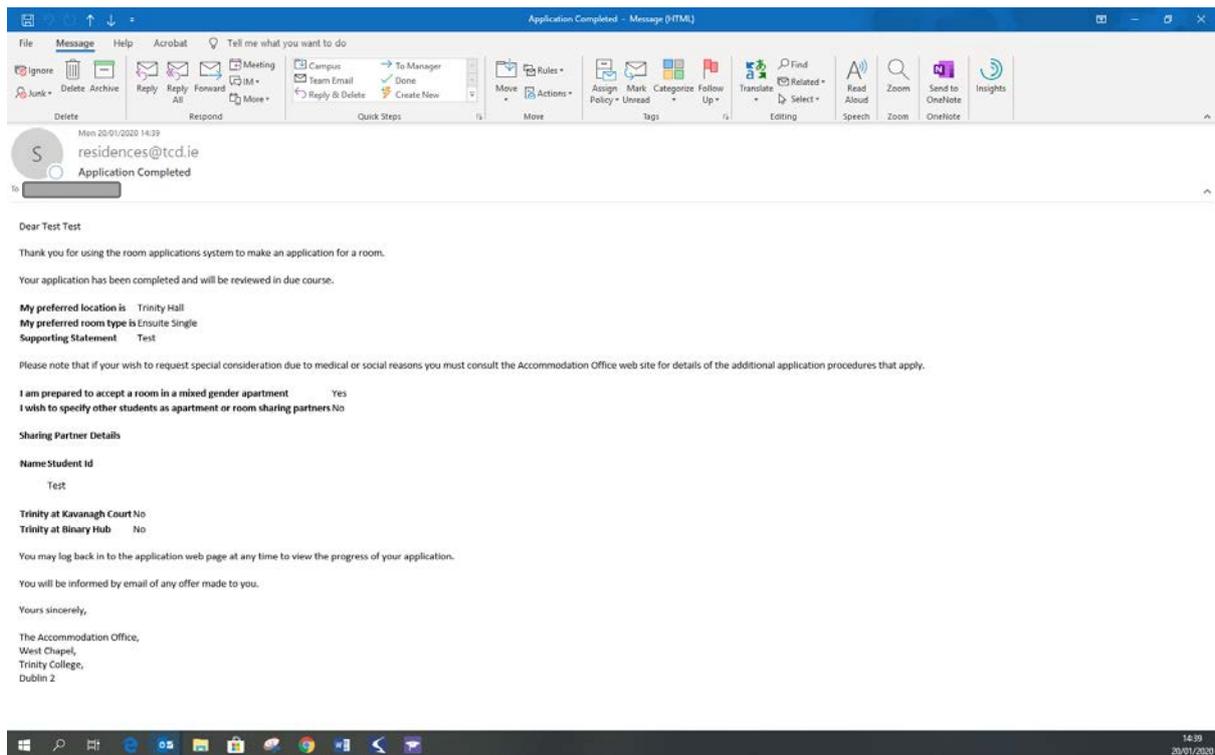
An email has been sent to [redacted] confirming the details of your application.

You may log back in to this web site at any time to review the progress of your application.

You will in any case be informed by email of the outcome of your application.

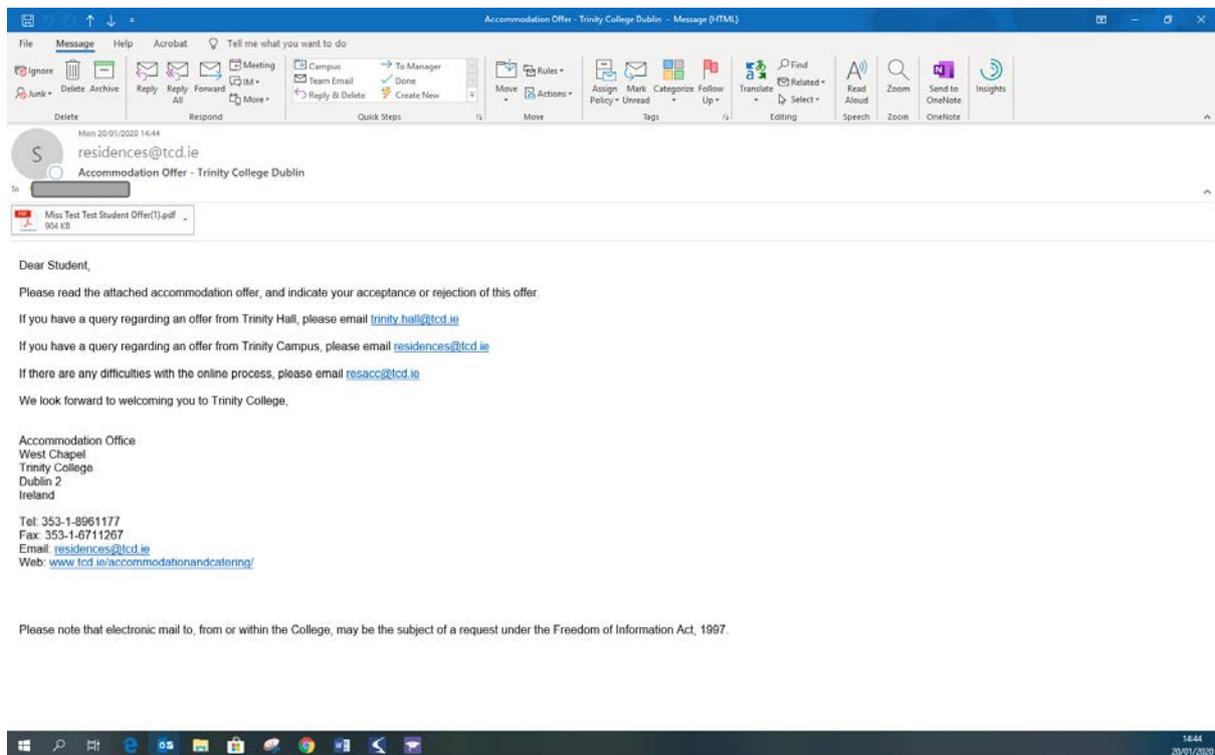
At the bottom of the page is a button labeled "Back to My Details". The footer of the page includes contact information for Trinity College Dublin and logos for Athena SWAN and LEU.

You will receive an e-mail with the application details for your information.

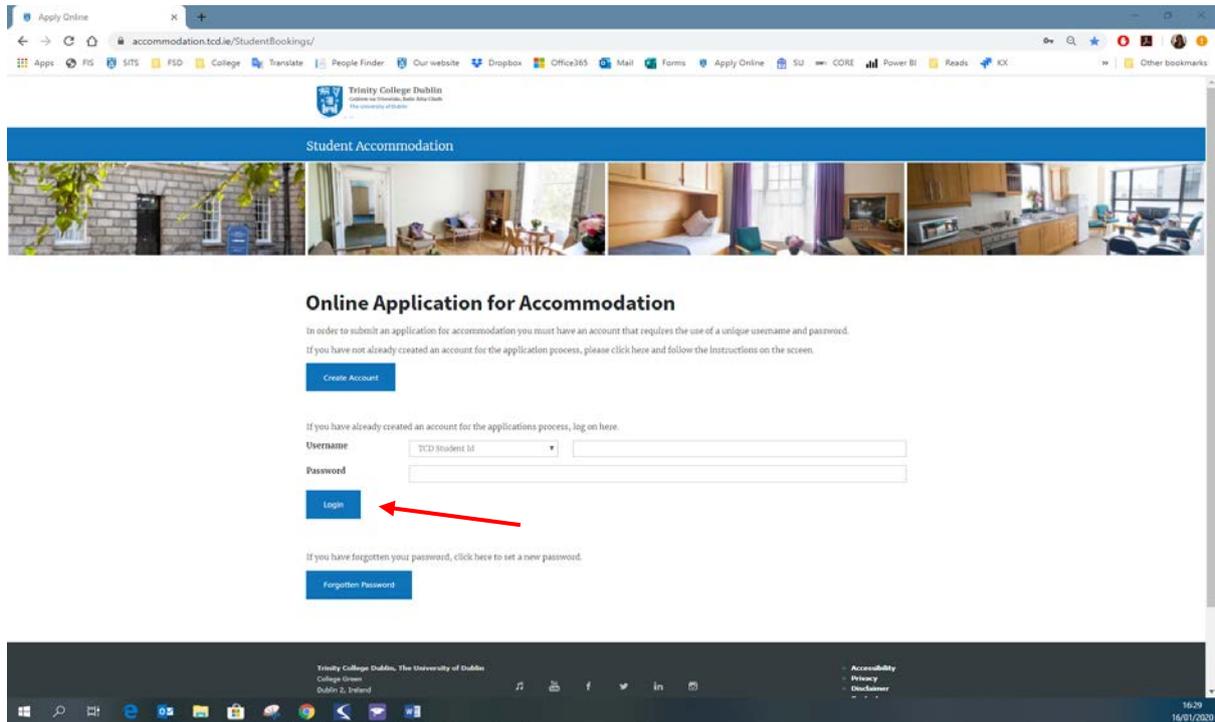


### 3. Accepting a Room Offer.

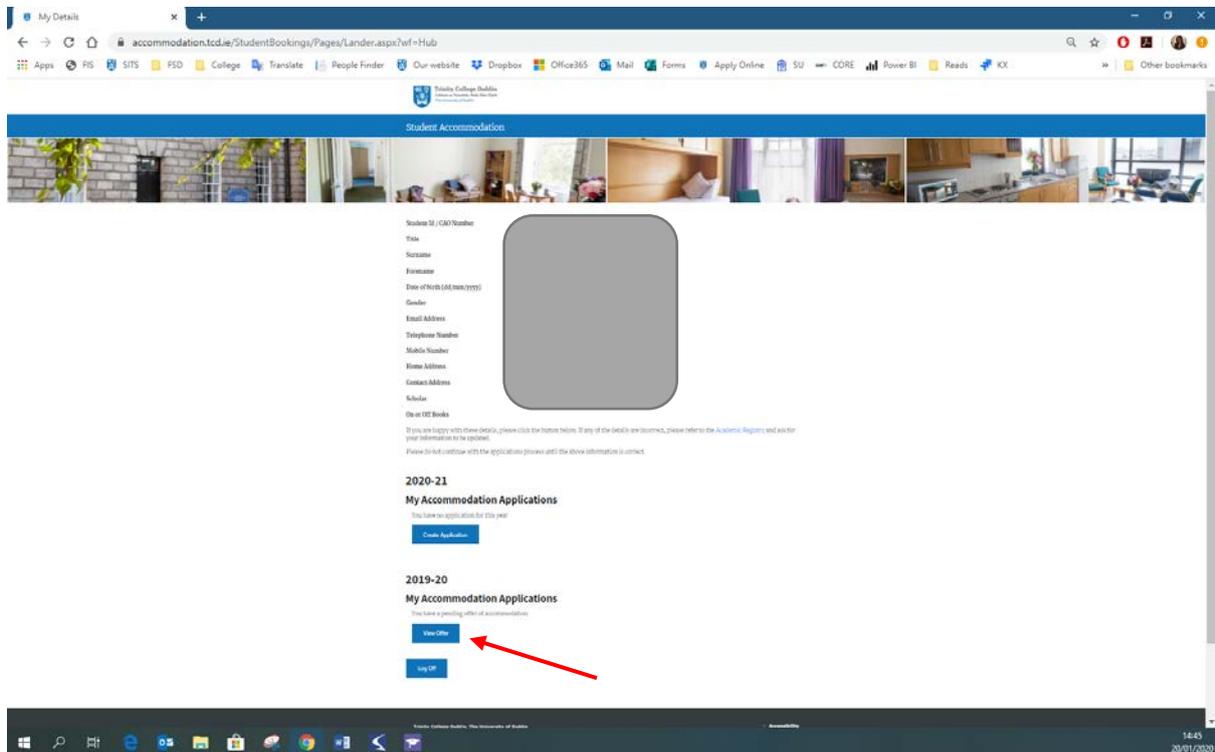
You will receive an e-mail and allocation letter sent to your e-mail address. You then need to accept or reject the allocated room through the Online Student Portal.



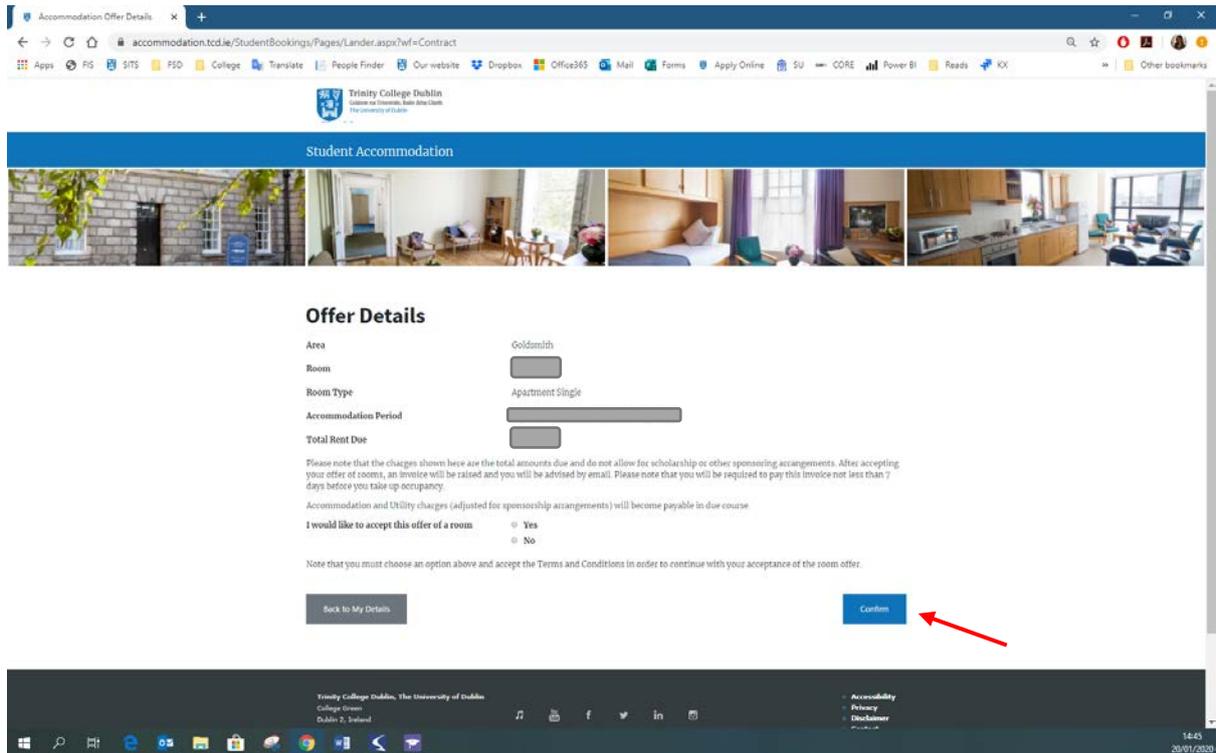
Log in to your account using your ID / CAO number and password.



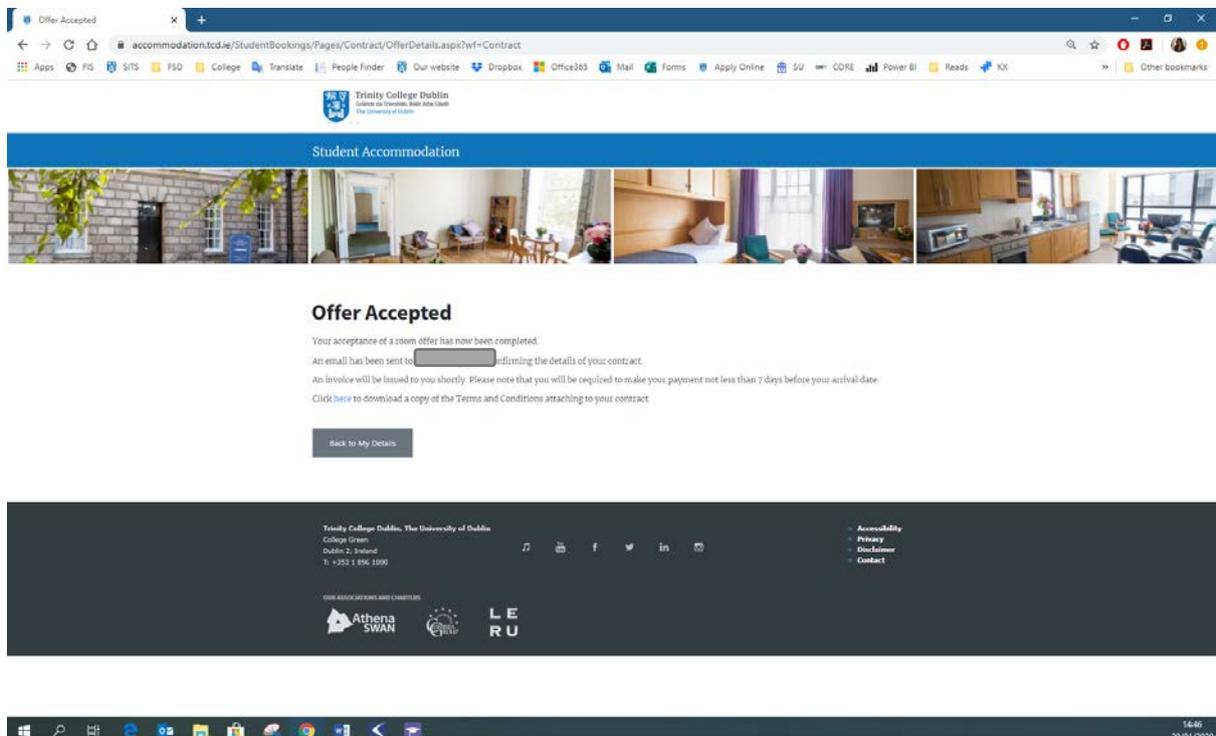
You will be presented with a screen that offers the option of viewing the Room Offer. Click on the View Offer button.



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



The screen will confirm you have accepted the Room Offer.



You will then receive an e-mail confirming the acceptance of the room and this completes the process.



Mon 20/01/2020 14:46  
residences@tcd.ie  
Offer accepted

To [Redacted]

Dear Miss [Redacted]

Thank you for using the room applications system to accept your room offer.

**Offer Details**

**Area:**  
**Room:**  
**Room Type:**  
**Accommodation Period:**  
**Total Rent Due:**



Yours sincerely,

The Accommodation Office,  
West Chapel,  
Trinity College,  
Dublin 2