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.

Choose the year you want to apply for and click on Create Application button.
Complete the first page of the application and click on the Continue button.

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.
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 screen will confirm you placed the application.
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.

Dear Miss [Name],

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