#### 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: <a href="https://accommodation.tcd.ie/StudentBookings/">https://accommodation.tcd.ie/StudentBookings/</a>

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#### Click on the Create Account button as per the below.

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	Online Application for Accommodation	
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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).

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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.

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

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If this does not happen, please close your browser and go to https://accommodation.ted.le/StudentBookings/using a new browser session - this will enable you to log on using your new account credentials.	
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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.

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### 2. Applying for a room.

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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.



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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.

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	Please supply the following information:				
	My preferred location is	# Trinity Hall – Apartments			
	Further information on the room types availab	de can be seen at www.tot.ie/accommod	ation/StudentsandStaff/Students		
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	Your application for rooms has now been completed.	
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You will receive an e-mail with the application details for your information.

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You will be informed by email of any offer made to you.							
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# 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.

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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.

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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.

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Trinity College Dublin Grant threads, but the Class.	
Student Accommodation	
Offer Details	
Area	Goldamith
Room	
Room Type	Apartment Single
Accommodation Period	
Total Rent Due	
Please note that the charges shown here are your offer of socons, an invoice will be raise days before your sake up occupancy :	the total amounts due and do not allow for scholarship or other sponsoring arrangements. After accepting and you will be advised by email. Please note that you will be required to pay this invoice not less than 7
Accommodation and Utility charges (adjust	ed for sponsorship arrangements) will become payable in due course.
I would like to accept this offer of a room	• Yes
Note that you must choose an option above	and accept the Terms and Conditions in order to continue with your acceptance of the room offer.
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The screen will confirm you have accepted the Room Offer.

Offer Accepted × +		- ¤ ×
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	Trinity Goldege Dablin Trans Availage to Available Transmity data	
	Student Accommodation	
	Offer Accepted	
	Your acceptance of a room offer has now been completed.	
	An email has been sent to mirring the details of your contract.	
	An involce will be issued to you shortly. Please note that you will be required to make your payment not less than 7 days before your arrival date.	
	Click here to download a copy of the Terms and Conditions attaching to your contract	
	Back to My (Neal)	
	Trinity College Dadis, The University of Dadis. • Accessibility	
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You will then receive an e-mail confirming the acceptance of the room and this completes the process.

<b>□</b> 9 ℃ ↑	↓ =	Offer a	accepted - Messa	ge (HTML	)	2		<b>•</b>	- □	×
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S Offer	o/o1/2020 14:46 dences@tcd.ie • <b>accepted</b>	2								
То										^

# Dear Miss

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

Offer Details		
Area:		
Room:		
Room Type:		
Accommodation Period	d:	
Total Rent Due:		
Yours sincerely,		

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