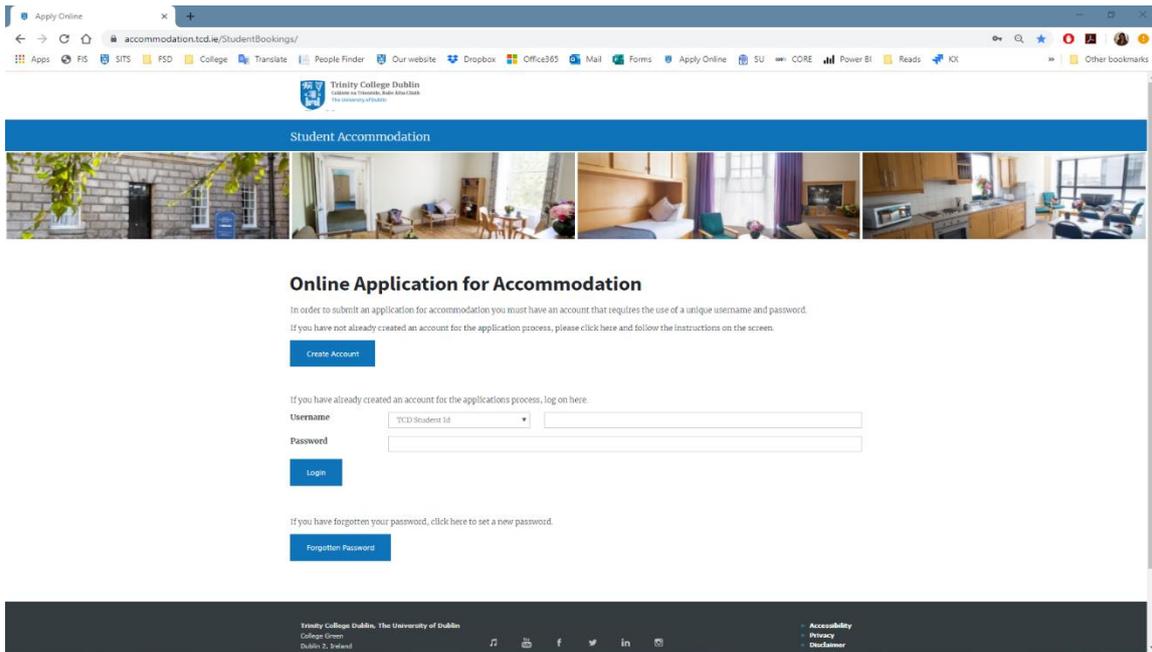


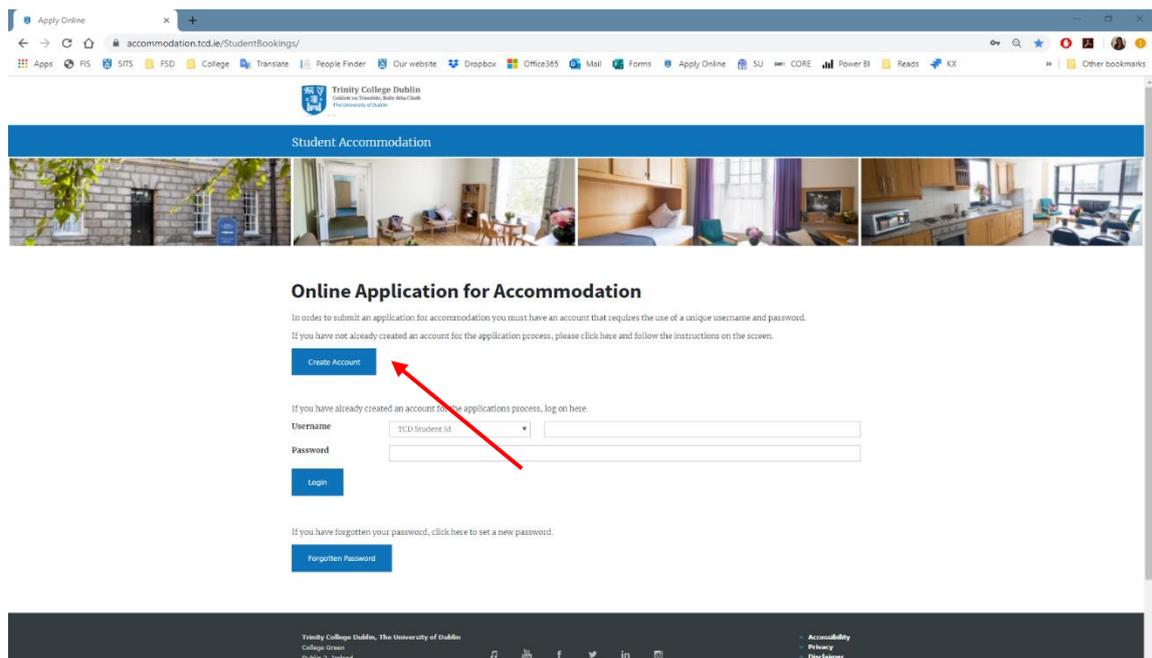
How to Register an Account on Student Portal, How to Apply for a Room and How to Accept a Room Offer

Step 1: Creating a Residential Account

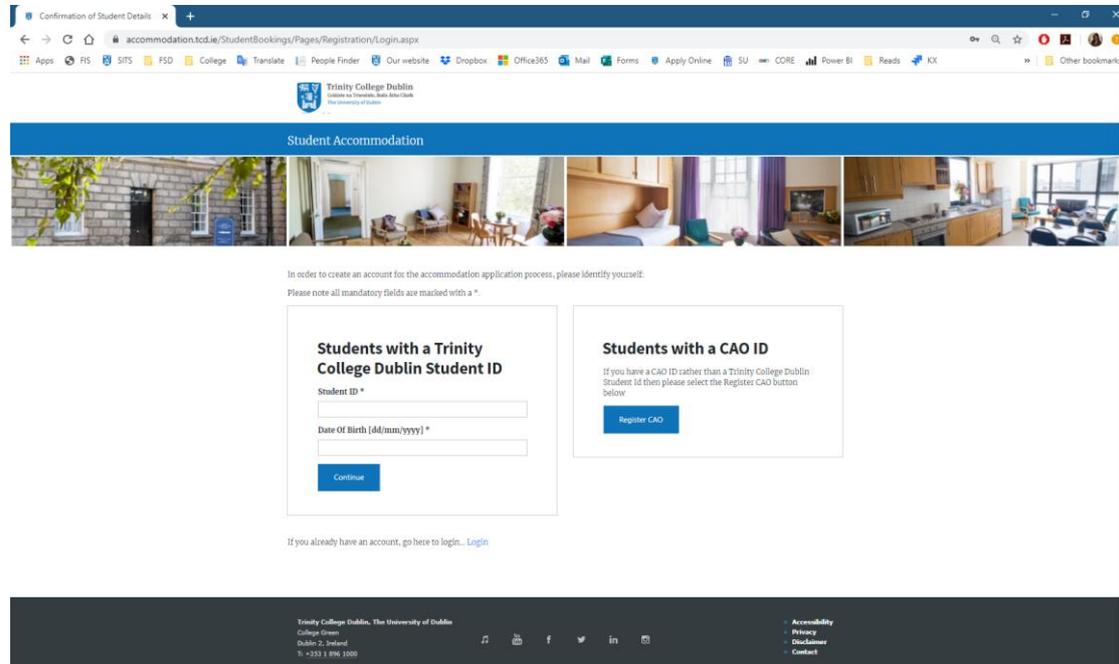
1. Please go to the following web address to access the Student Portal:
<https://accommodation.tcd.ie/StudentBookings/>



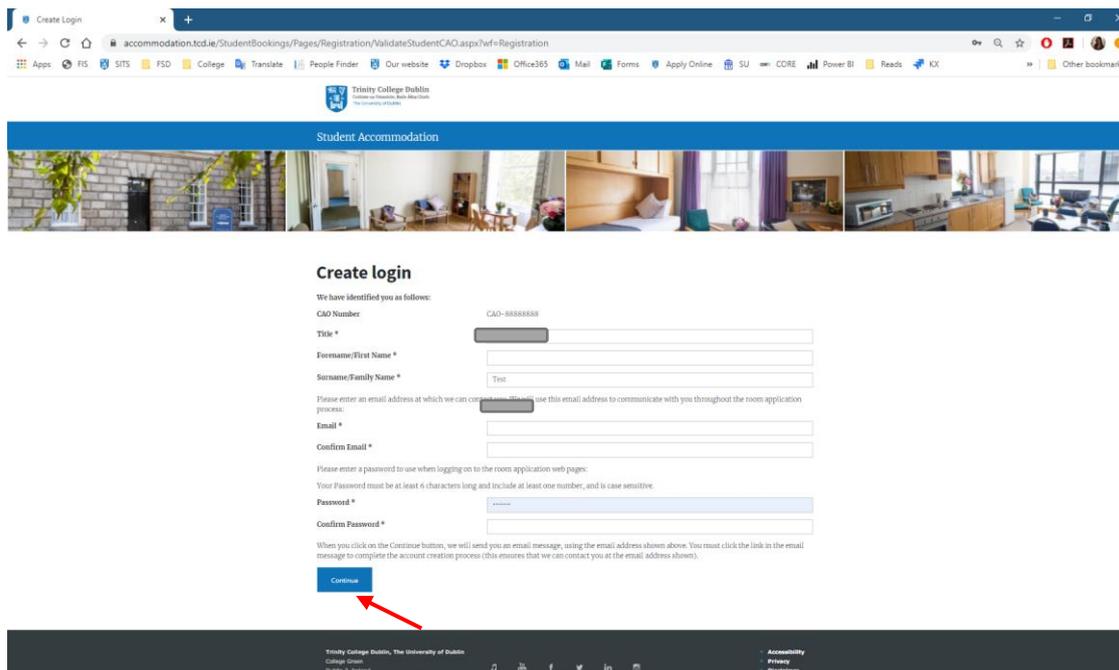
2. Click on the Create Account button as per the below.



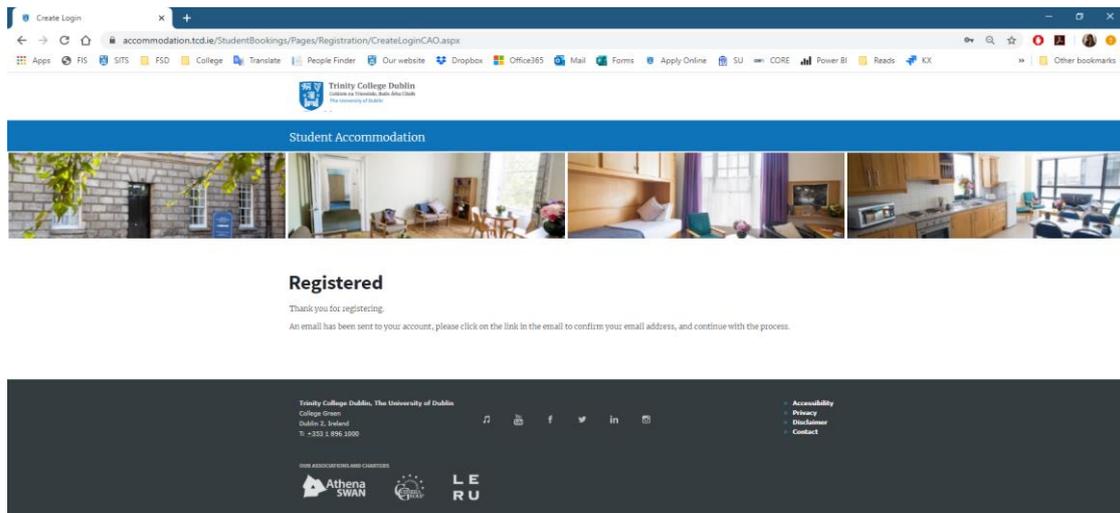
- You will then be presented with the page below where you must enter your TCD ID number (if you are a full-time Trinity student or if you have a conditional/unconditional offer for Trinity). If you are applying to Trinity College as a CAO applicant, then you will need to use your CAO number instead (this would generally apply to Irish and European students only). If you apply incorrectly at this stage your application will not be reviewed correctly.



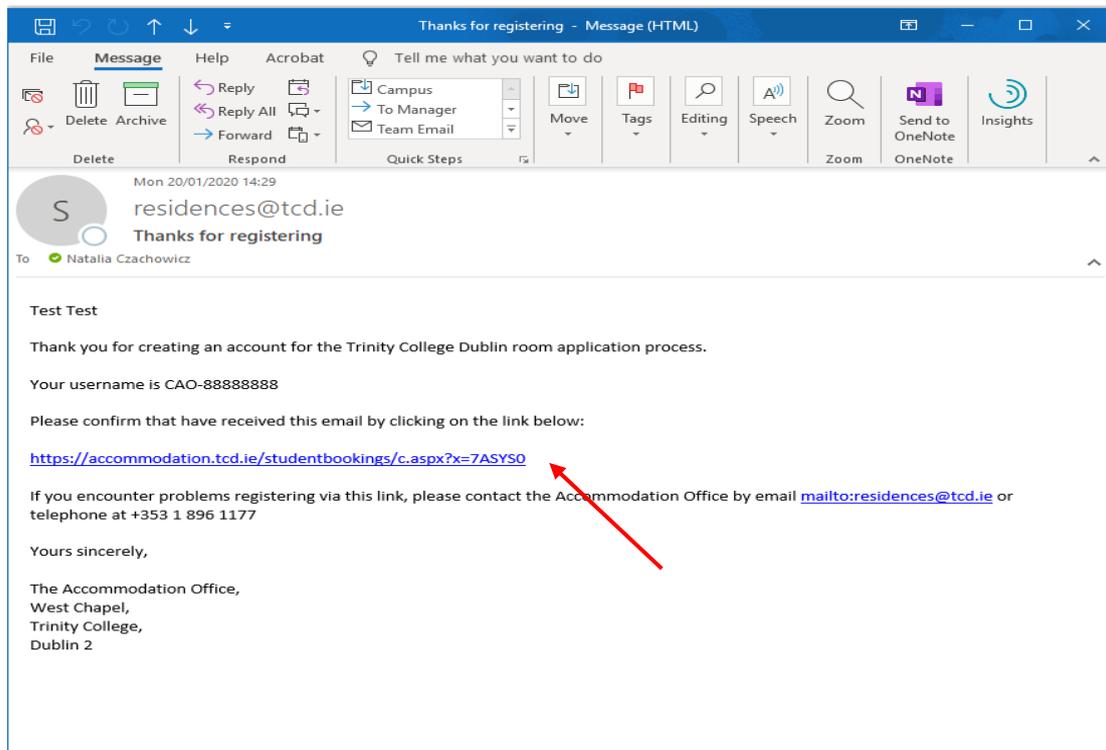
- If you are recognised as a full-time student, page will confirm you have been identified. If you have just recently accepted a place in Trinity and received your ID number, you might not be on the system yet and an error message “User Not Recognised” might come up. Please wait at least a week and try registering again. **Do NOT register as a CAO applicant.**
- 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.



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

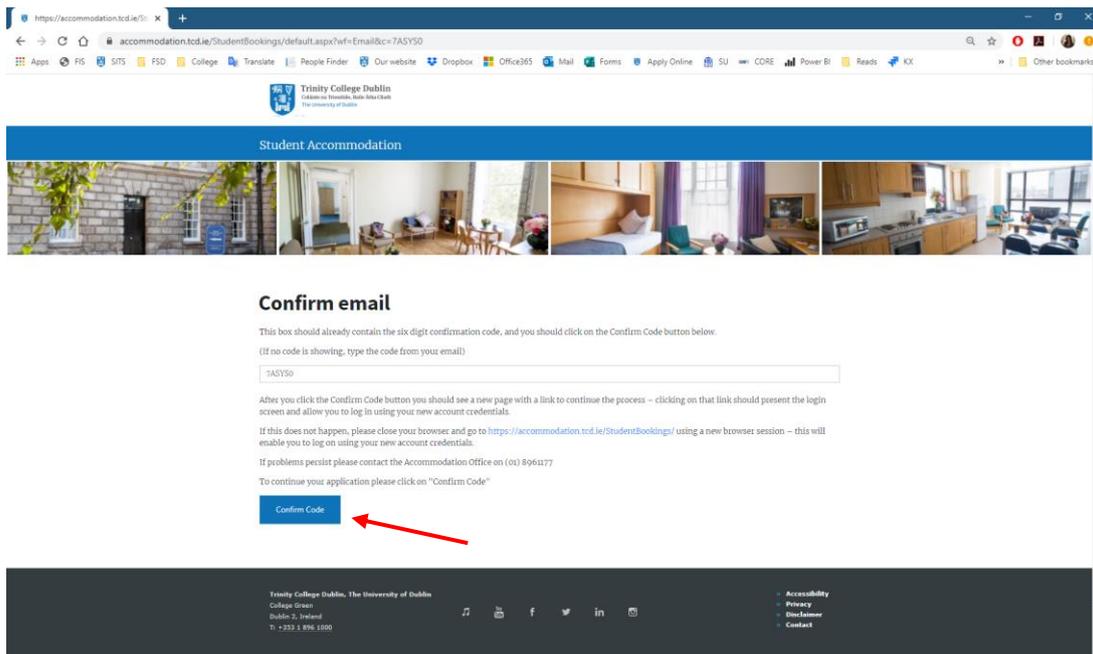


5. Open your e-mail inbox and look for e-mail from residences@tcd.ie. This e-mail will contain a link on which you must click (or copy and paste it into a browser) to confirm your e-mail address and activate the account.



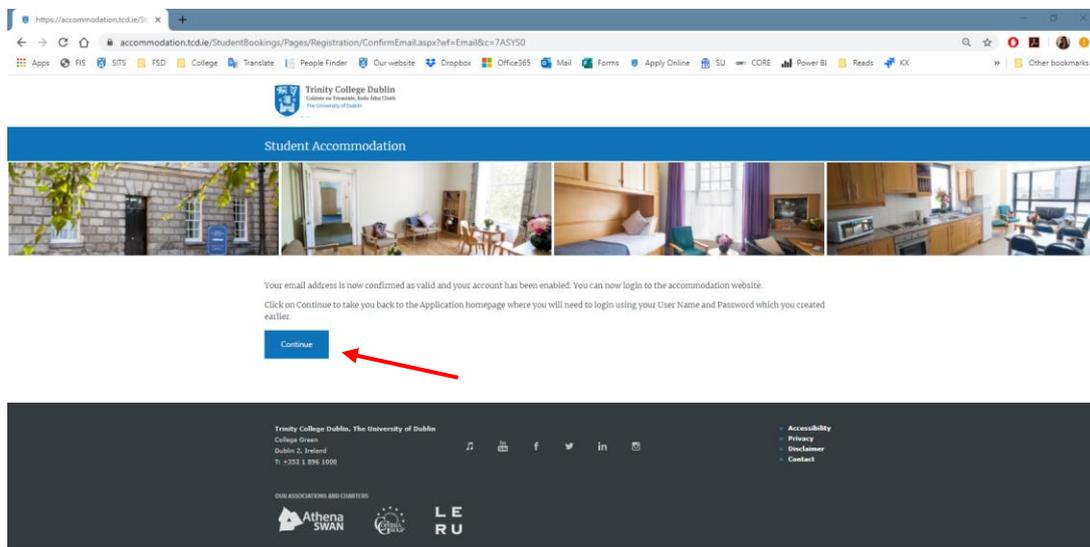
If you haven't received the e-mail, please contact us at resacc@tcd.ie

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



If you experience any issues with this page and cannot continue further, please delete all browsing history and saved information and try again. Alternatively, please use another browser or a device. If none of that works, please contact us at resacc@tcd.ie

7. Having confirmed the code, you will then be brought to a confirmation page and will be invited to log in to the Residential Student Portal and you will be able to apply for a room.



8. You can now apply for a room.

Step 2: Applying for a Room

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

The screenshot shows the Trinity College Dublin Student Accommodation website. The main heading is "Online Application for Accommodation". Below the heading, there is a "Create Account" button. A message states: "In order to submit an application for accommodation you must have an account that requires the use of a unique username and password. If you have not already created an account for the application process, please click here and follow the instructions on the screen." Below this is a login section with a "Username" field (containing "TCD Student Id"), a "Password" field, and a "Login" button. A red arrow points to the "Login" button. There is also a "Forgot your Password" link.

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

The screenshot shows the Trinity College Dublin Student Accommodation application form. The form is titled "My Accommodation Applications" for the year "2022-23". It shows a list of fields for personal details: Student Id / CAO Number, Title, Surname, Forename, Date of birth (dd/mm/yyyy), Gender, Email Address, Telephone Number, Mobile Number, Home Address, Contact Address, Scholar, On or Off Books, Course Year, and Course. A large grey box with the text "Your personal details provided will appear here." is overlaid on the form. Below the form, there is a "Create Application" button and a "Log Off" button. A red arrow points to the "Log Off" button.

If you don't see the year you are interested in, this means that applications for that year are not open yet or have already been closed. Do not apply for a wrong year. Dates for the application periods can be found here: <https://www.tcd.ie/accommodation/>

- Complete the first page of the application and click on the Continue button. Some students might have already filled those details and will automatically be brought to the second page below.

The screenshot shows a web browser window with the URL `accommodation.tcd.ie/StudentBookings/Pages/Lander.aspx?wf=Applications`. The page features a header with navigation icons and a banner image of student accommodation. The main content area is titled 'Application details' and contains the following sections:

- Personal Information:** Fields for Gender, Date of Birth (MM/DD/YYYY), Telephone Number, Mobile Number, and Course Applied For.
- Home address:** Fields for Address line 1, 2, 3, 4, and Postal/Zip code.
- Contact address:** A link 'Copy from home address' and fields for Address line 1, 2, 3, 4, and Postal/Zip code.

Navigation buttons 'Back' and 'Continue' are located at the bottom. A red arrow points to the 'Continue' button.

- Complete the second page of the application and click on the Continue button.

The screenshot shows the second page of the application. The header includes the Trinity College Dublin logo and name. The page is titled 'Student Accommodation' and features a banner image of student accommodation. The main content area is titled 'Welcome to the online application process' and includes the following sections:

- Instructions:** A paragraph recommending that the Accommodation Office web pages be open in another browser tab.
- Information Request:** A prompt to supply the following information:
- Preferred Location:** Radio buttons for 'College – On Campus', 'Goldsmith', and 'Trinity Hall – Apartments'.
- Offer Consideration:** Radio buttons for 'Yes' and 'No' to the question 'Are you prepared to consider an offer in any location?'.
- Room Type:** A dropdown menu for 'My preferred room type is' with the URL `www.tcd.ie/accommodation/faq/` for further information.
- Supporting Section:** A section titled 'Supporting Section' with instructions to provide a short bullet-pointed statement about contribution to college, hobbies, and interests, and home address. A large text area is provided for input, with a 'WORDS: 0' indicator at the bottom right.

Please note that if you wish to request special consideration due to medical or social reasons, additional application procedures apply and more information on the process can be found below.

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

Trinity College Dublin is committed to a policy of reasonable accommodation and makes every reasonable effort to support student needs. Applicants disclosing a disability or medical condition that may impact on their living requirements are given the opportunity to have their applications given Special Consideration.

Are you applying to College via the HEAR Scheme? * Yes
 No

Do you have a medical condition or disability that may impact on your living requirements or require additional supports while living in student rooms? Yes
 No
 Not Applicable

You can view our Privacy Statement containing GDPR requirements [here](#).

Terms and Conditions of Application

Trinity College has a duty of care and an obligation to provide a safe and supportive environment to all students who are allocated rooms. Demand for rooms exceeds supply and not all applicants can be allocated rooms.

In exceptional cases – where an applicant does not disclose a significant need or where it proves impractical to provide support based on specific needs and the needs of other students sharing that accommodation – the offer of a room may be revoked and/or assistance may be provided to find alternative accommodation.

Please note it is a legal requirement that Trinity must register tenancies with the Residential Tenancies Board (RTB). If you are successful in getting College accommodation, your name, College address, e-mail address and PPS number will be shared with RTB in order to register your tenancy.

I agree to the terms and conditions of application.

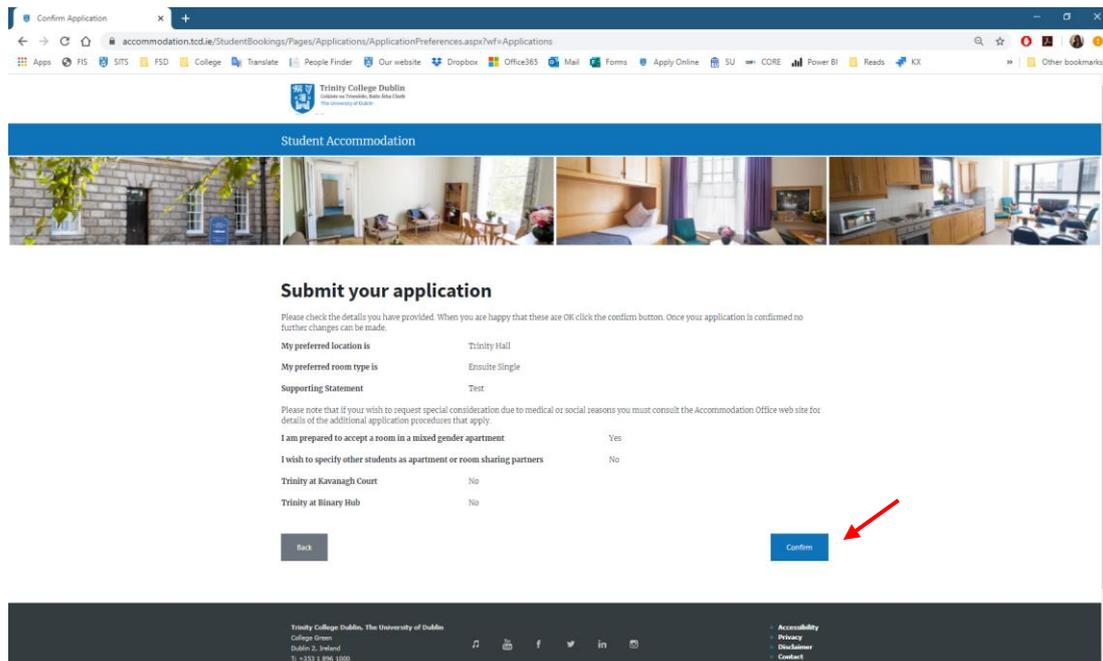
Yes
 No

Back

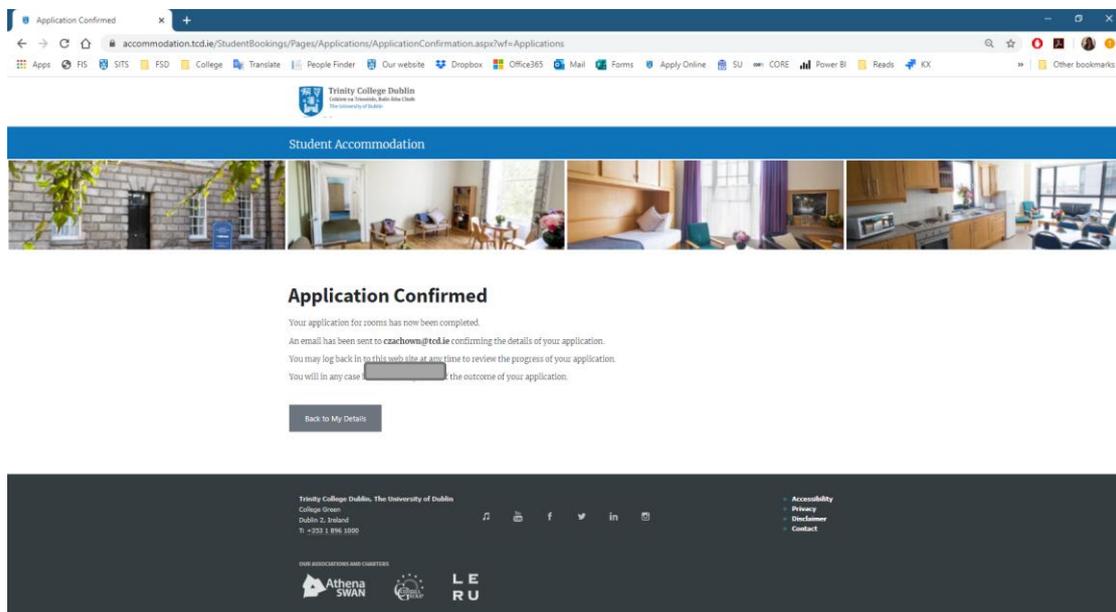
Continue 

- Please note CAO applicants can only apply for Trinity Hall
- Continuing students (all undergraduate except 1st year students, postgraduate and visiting students) can apply for all locations, however not all locations are suitable for all cohorts of students. More information can be found on: <https://www.tcd.ie/accommodation/>
- Supporting Section should be a brief bullet point list detailing information requested on the application page, if this section is too long, the application won't be accepted
- Room types can be found here: <https://www.tcd.ie/accommodation/fag/>
- Students who want to disclose an illness/disability or special personal circumstances, should do so on the application as per the above and submit a Special Consideration application separately after submitting this room application. More information on this can be found here: <https://www.tcd.ie/accommodation/residents-information/>

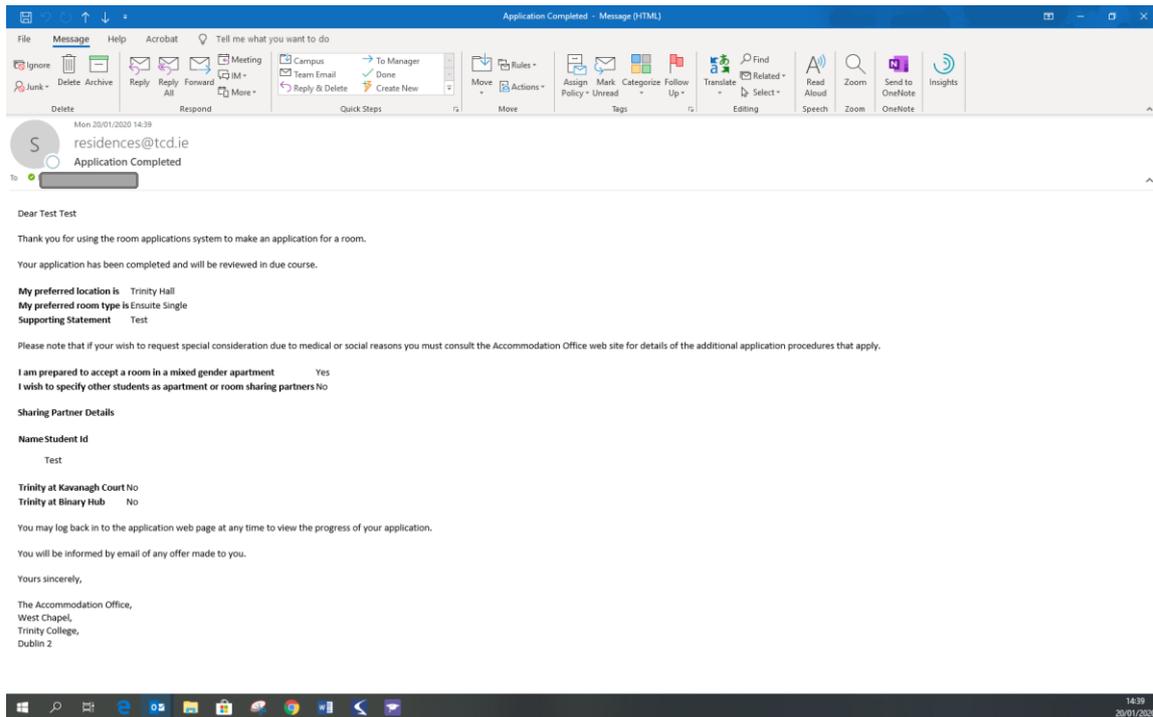
- Page with summary of your application will appear. Read carefully and click on the Confirm button if all is correct. Click on the Back button if you wish to make some changes.



- The screen will then confirm you have placed the application.



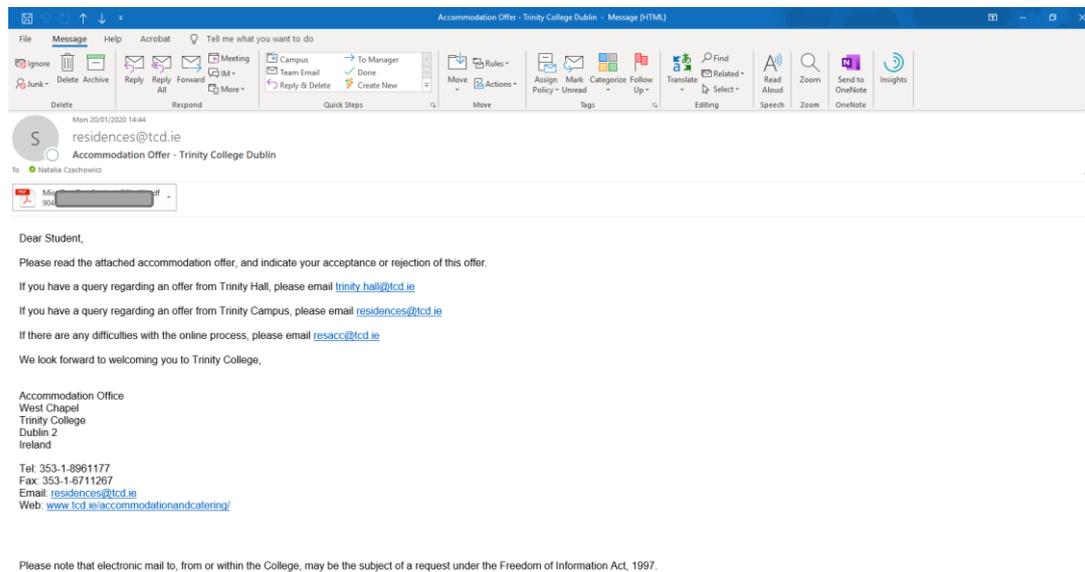
7. You will then receive an e-mail from residences@tcd.ie with the application details for your information.



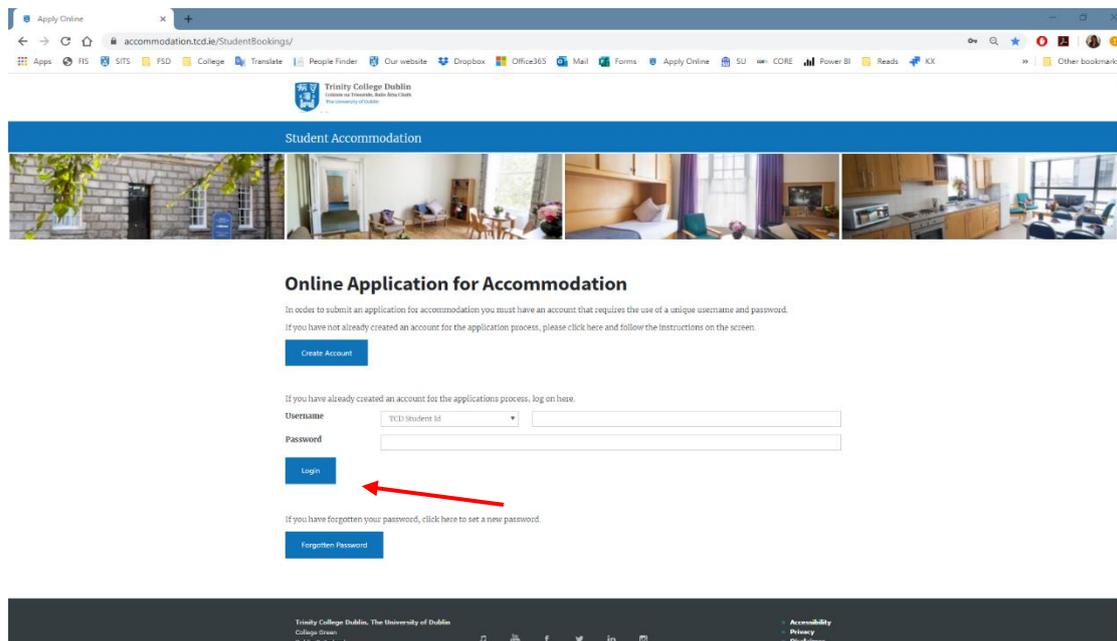
- Applications from continuing students are taken during a 4-week period in February, always beginning on the first Tuesday of February each year. Offers are made sometime in May or June. Late applications can be submitted once the applications for 1st year/CAO students open, but these will only be reviewed if vacancies arise.
- Applications from 1st year/CAO students are taken in the Spring (dates change every year and are posted on the website early in the year) and **provisional offers** (subject into getting an offer to Trinity) are made usually in late June. More information can be found on: <https://www.tcd.ie/accommodation/trinity-hall/>
- Applications from postgraduate students open on the first Tuesday of February and will remain open throughout the year. Offers are made in May/June.
- Applications made after the above dates will be added to the Wating List and only reviewed if vacancies arise.
- Students should be aware that when the Student Portal closes after the continuing students' applications and before it opens for the 1st year/CAO applications, they will not be able to log in to their accounts or track their application.

Step 3: Accepting a Room Offer

1. You will receive an e-mail from residences@tcd.ie with the official Offer Letter attached to it. You then need to accept or reject the offer through the Student Portal.

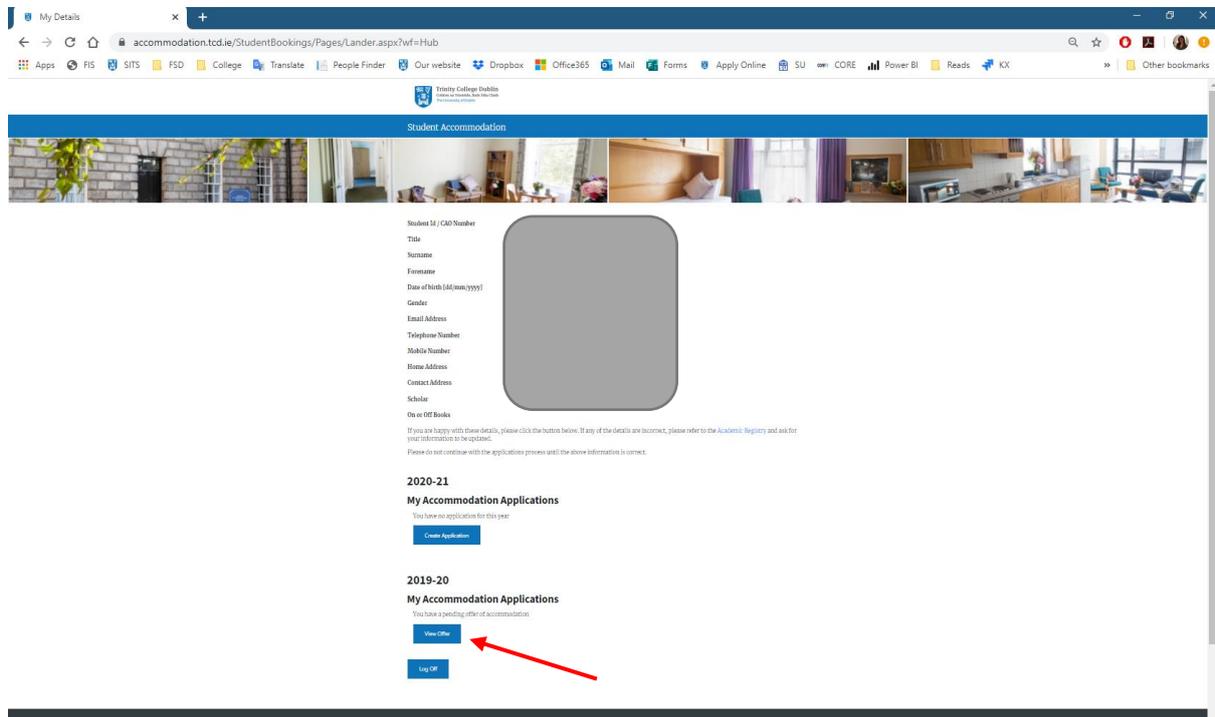


2. Log in to your account using your ID number and password.



- If you forgot your password, you should use the Change Password facility on this page or, alternatively, you can e-mail us at resacc@tcd.ie and we can do that manually for you.
- **If you applied for a room as a CAO applicant and have now been accepted to Trinity:**
 - Your offer will be located under your Trinity ID number so,
 - You must register a **new account with your TCD ID number** first and
 - You must log in to that new account and accept or reject the offer there.

3. On the main screen you will see your personal details and any applications submitted up to date. Click on the View Offer button under the year you have applied for to see the details of the offer.



4. The details of the allocated room will then appear, see next page.

Trinity Hall residents will not be able to view their Room Number, this will be assigned at a later stage and shared on arrival. The contract length (check-in and check-out dates) and the total rent for the period will be displayed. Link to the comprehensive breakdown of charges, due dates and ways of payment will be included in the Offer Letter.

Before accepting the offer, students should read their Offer Letter and Conditions of Occupancy, which are linked in the letter, in full. Offers should be accepted within the time specified in the Offer Letter.

To accept or reject the offer you must fill in the required fields and click on the Confirm button. The PPSN field is not mandatory.

Offer Details

Area	College - On Campus
Room	02.1.01
Room Type	Apartment Single
Accommodation Period	From 07 September 2022 to 07 May 2023
Total Rent Due	8,607.43 EUR

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.

I would like to accept this offer of a room Yes
 No

- I confirm that I am a registered student / I intend to register within the next month.
 I understand that, should I go off books during the year, I must vacate the room immediately.

Note that you must choose the above options and accept the Terms and Conditions in order to continue with your acceptance of the room offer.

Digitally Sign

Please enter your StudentID, Password and Date of Birth, in the spaces below:

Signed by [redacted] on 15/09/2022 16:21:18

StudentID

Password

Date of Birth

RTB and PPSN Details

Please note it is a legal requirement that Trinity must register tenancies with the Residential Tenancies Board (RTB). To register a tenancy with RTB your name, College address, e-mail address and PPS number will be shared with the RTB in order to register your tenancy.

A Personal Public Service Number (PPSN) is a unique reference number that is needed for all dealings with public service agencies, including Revenue, in the Republic of Ireland. PPSNs are given by the Department of Social Protection. If you are non-resident in Ireland, you can contact the DSP's Client Identity Services to apply for a PPSN. For more information go to the [website](#).

The PPSN field below is not mandatory.

By clicking on the "Confirm" button below, this contract is legally binding between you and the University and you will be held liable for the full period of this contract. You are confirming that you have read and accept the Terms and Conditions of your contract and agree to your details being shared with the RTB to register your tenancy."

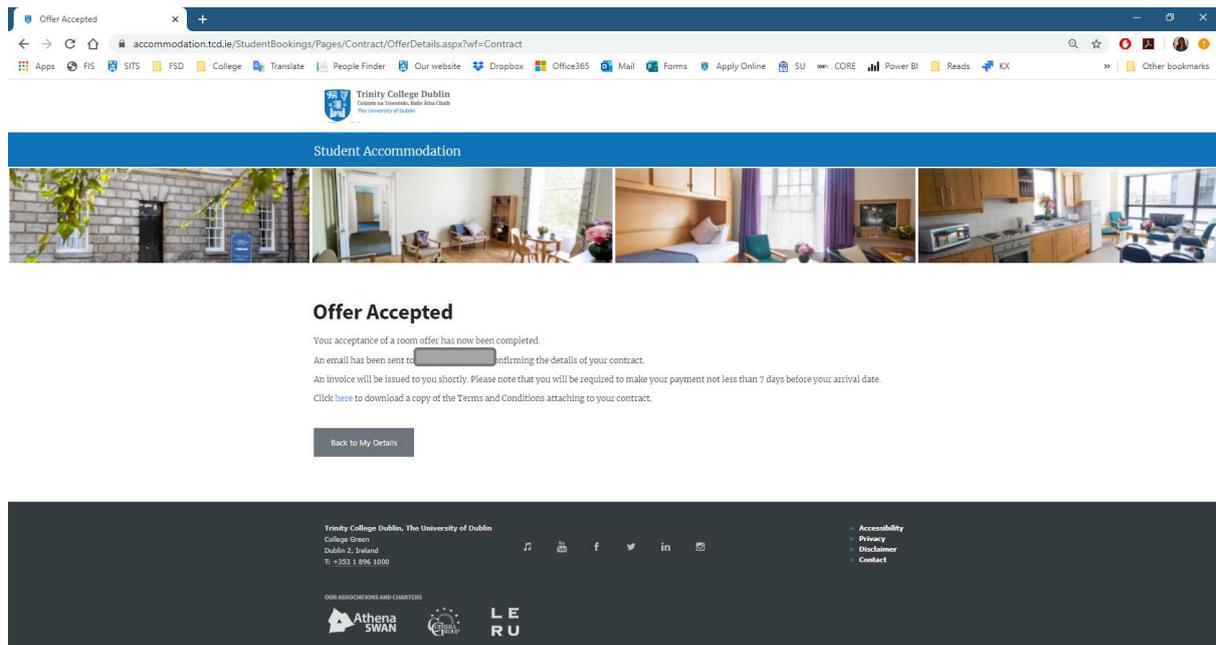
Personal Public Service Number (PPSN)

Back to My Details

Confirm



5. The screen will confirm you have accepted, or rejected, the Room Offer.



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

