Accepting a Room Offer as a CAO Applicant

Congratulations on being offered a place in Trinity and securing college accommodation.

You originally applied for a room as a CAO applicant and you had to register an account with your CAO number, however, as you have now accepted your Trinity course and have a Trinity ID number, you will no longer use that account and need to register a new account with your Trinity ID number to view and accept your room offer. You will also use that account for any future room applications as well as maintenance, extension, and any other requests.

Please follow the below steps to accept, or reject, your room offer and if you experience any issues, or have any further questions, please contact us at <u>trinity.hall@tcd.ie</u>

Step 1: Creating a New Residential Account

- 1. To register a new account with your ID number and view your offer letter, please go to the Student Portal at: <u>https://accommodation.tcd.ie/StudentBookings/</u>
- 2. Click on the Create Account button as per the below.

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	Student Accommodation	
	Online Application for Accommodation	
	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.	
	Credite Account	
	If you have already created an account for the applications process, log on here.	
	Username TCD Student Id	
	Password	
	Login	
	If you have forgotten your password, click here to set a new password.	
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3. You will then be presented with the page below where you must enter your new TCD ID number as you are no longer considered as a CAO applicant.

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	Student Accommodation	
	In order to create an account for the accommodation application process, please identify yourself.	
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- If you get a "User Not Recognised" error message, please try again in a day or so and you should be able to register then.
- If you are recognised as a student, you will see a screen with your personal information, confirm to proceed or edit/add when asked and proceed.
- 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 <u>residences@tcd.ie</u> 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.

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Thanks for registering		
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Thank you for creating an account for th	e Trinity College Dublin room application process.	
Your username is C		
Please confirm that have received this e	mail by clicking on the link below:	
https://accommodation.tcd.ie/studentb	ookings/c.aspx?x=7ASYS0	
If you encounter problems registering vi telephone at +353 1 896 1177	a this link, please contact the Accommodation Office by email <u>mailto:res</u>	<u>idences@tcd.ie</u> or
Yours sincerely,		
The Accommodation Office,		
West Chapel,		
Dublin 2		

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

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

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	Confirm email	
	This box should already contain the six digit confirmation code, and you should click on the Confirm Code button below.	
	(If no code is showing, type the code from your email)	
	745950	
	After you click the Confirm Code button you should see a new page with a link to continue the process - clicking on that link should present the login screen and allow you to log in using your new account ceedentials.	
	If this does not happen, please close your browner and go to https://accommodation.tcd.ie/StudentBookings/ using a new browner session - this will enable you to log on using your new account credentials.	
	If problems persist please contact the Accommodation Office on (01) 8961177	
	To continue your application please click on "Confirm Code"	
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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 trinity.hall@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 where you can accept or reject your room offer.

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Student Accommodation	
Your email address is now confirmed as valid and your account has been enabled. You can now logis to the accommodation website.	
Click on Continue to take you back to the Application homepage where you will need to login using your User Name and Pasnword which you created	
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Continue	
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Step 2: Accepting a Room Offer

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

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	If you have not already cr	eated an account for the applic	ation process, please cli	k here and follow	the instructions on th	e screen.			
	Create Account								
	If you have already create	d an account for the applicatio	ns process, log on here.						
	Username	TCD Student Id	*						
	Password								
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	If you have forgotten you	r password, click here to set a r	ew password.						
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• If you forgot your password, you should use the Change Password facility on this page or, alternatively, you can e-mail us at trinity.hall@tcd.ie and we can do that manually for you.

2. On the main screen you will see your personal details and the academic year your application is for. Click on the View Offer button under the year to see the details of the offer.

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3. The details will appear then.

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.

Students should read their Offer Letter and Conditions of Occupancy, which are linked in the letter, in full before accepting the offer. 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	
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 O Yes O 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 J	n 15/09/2022 16:21:18
StudentID	
Password	
Password	
Date of Birth	
Date of Birth (dd/mm/yyyy)	

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)

Personal Public Service Number (PPSN)





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

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Student Accommodation	
Offer Accepted	
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Click here to download a copy of the Terms and Conditions attaching to your contract.	
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5. You will then receive an e-mail confirming the acceptance, or rejection, of the room and this completes the process.

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S residences@tcd.ie			
Offer accepted			
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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			

- 6. Charges for the room will be invoiced as soon as possible and confirmation e-mail will be issued once that is completed. Due dates and amounts can be found in the Offer Letter. Students with late offers will be able to move in before charges are invoiced.
- 7. If you have any questions about arrival and check-in, please contact us at trinity.hall@tcd.ie or by phone at +353 1 896 8024.

Main Trinity Hall e-mail address: <u>trinity.hall@tcd.ie</u> Residential Accounts: <u>resacc@tcd.ie</u> Campus Accommodation Office: <u>residences@tcd.ie</u>