

Accepting a Room Offer as a CAO Applicant

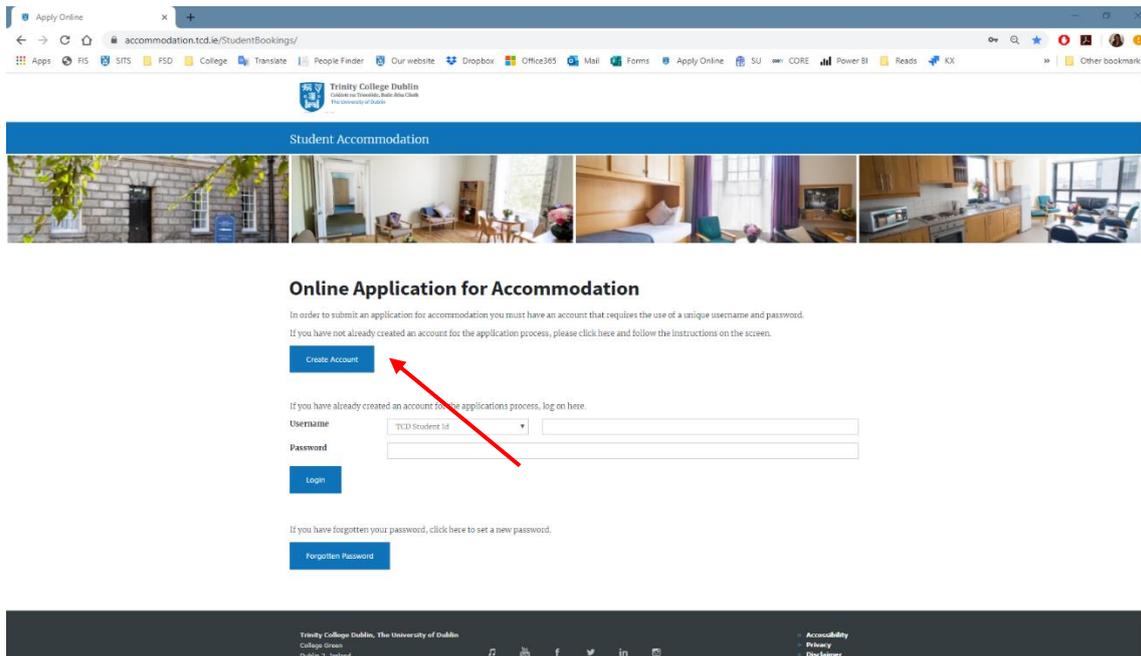
Congratulations on being offered a place in Trinity and securing college accommodation.

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.

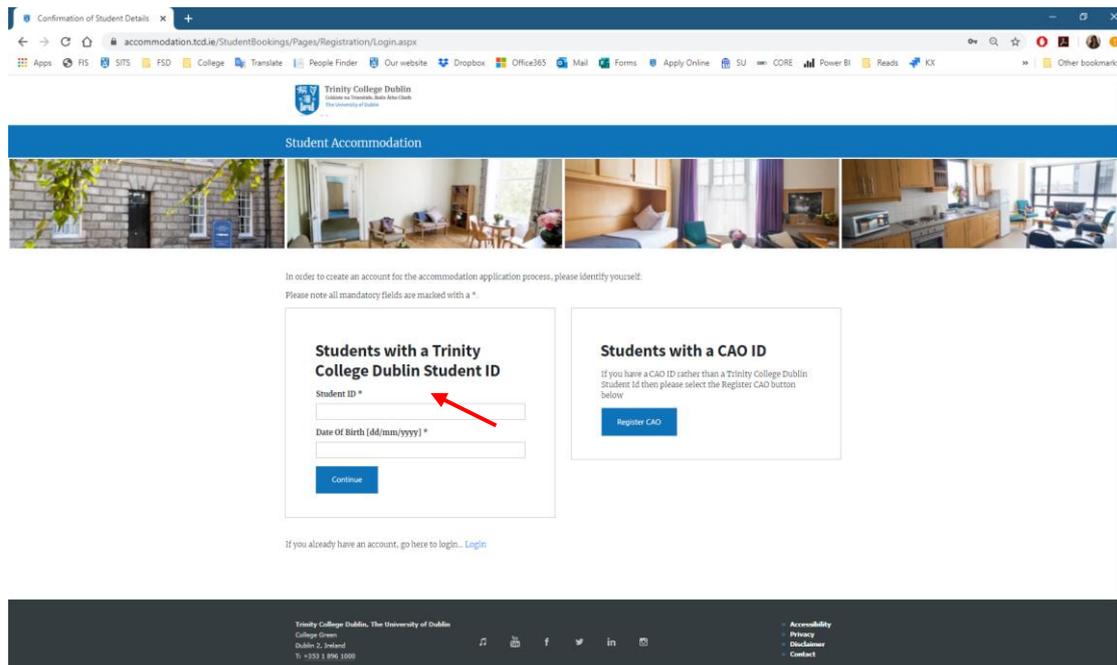
Please follow the below steps to accept, or reject, your room offer and if you experience any issues, or have any further questions, please contact us at trinity.hall@tcd.ie

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: <https://accommodation.tcd.ie/StudentBookings/>
2. Click on the Create Account button as per the below.

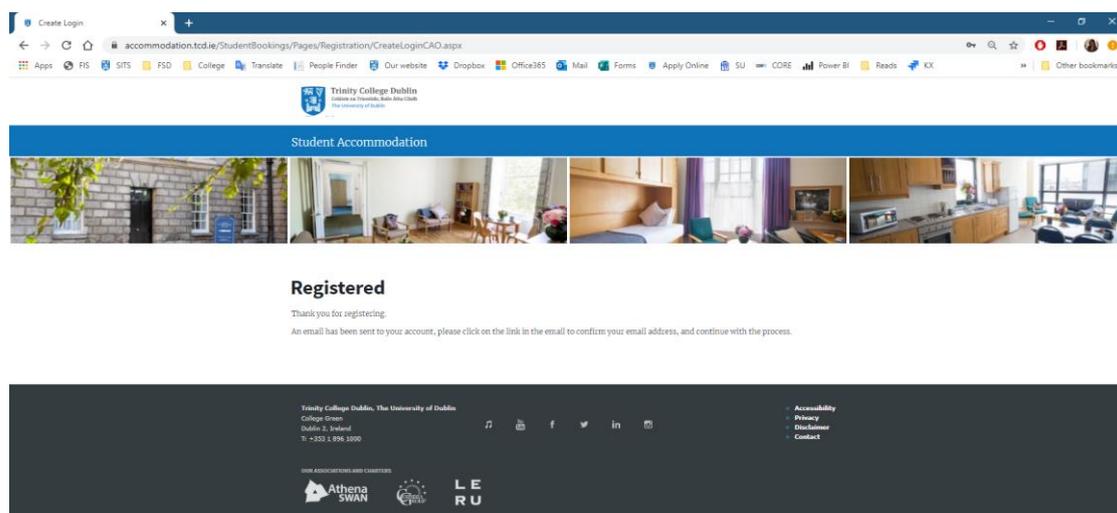


- You will then be presented with the page below where you must enter your new TCD ID number as you are no longer considered as a CAO applicant.

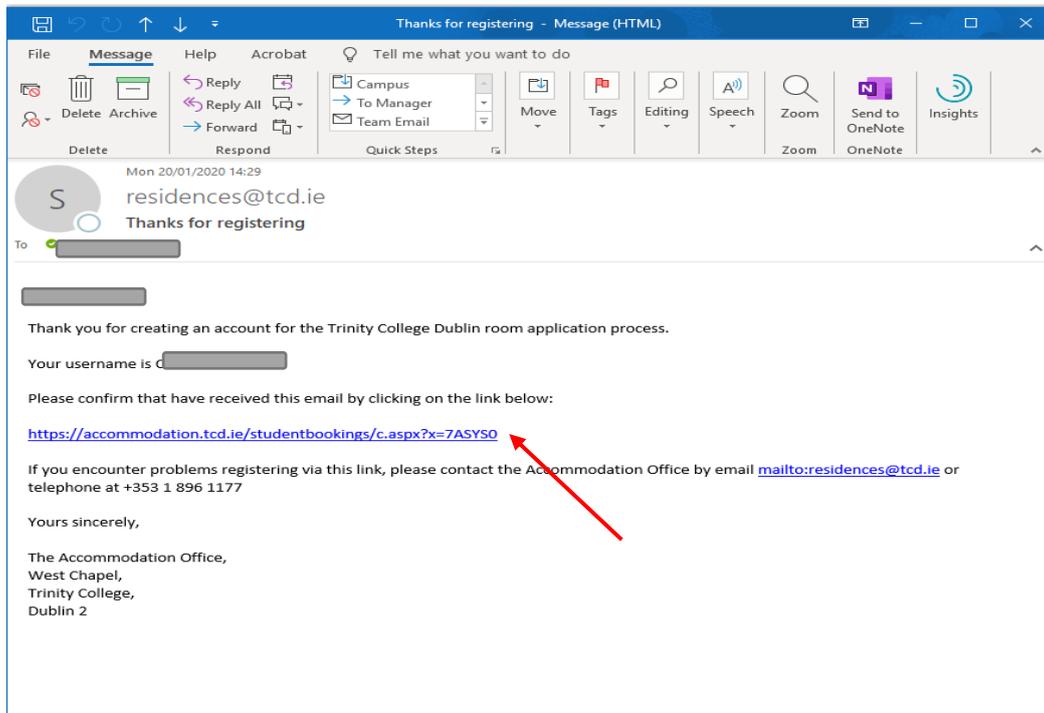


- If you get a “User Not Recognised” error message, please try again in a day or so and you should be able to register then.
- If you are recognised as a student, you will see a screen with your personal information, confirm to proceed or edit/add when asked and proceed.
- Select and enter a password that meets the requirements stated on the page and then click the Continue button.

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

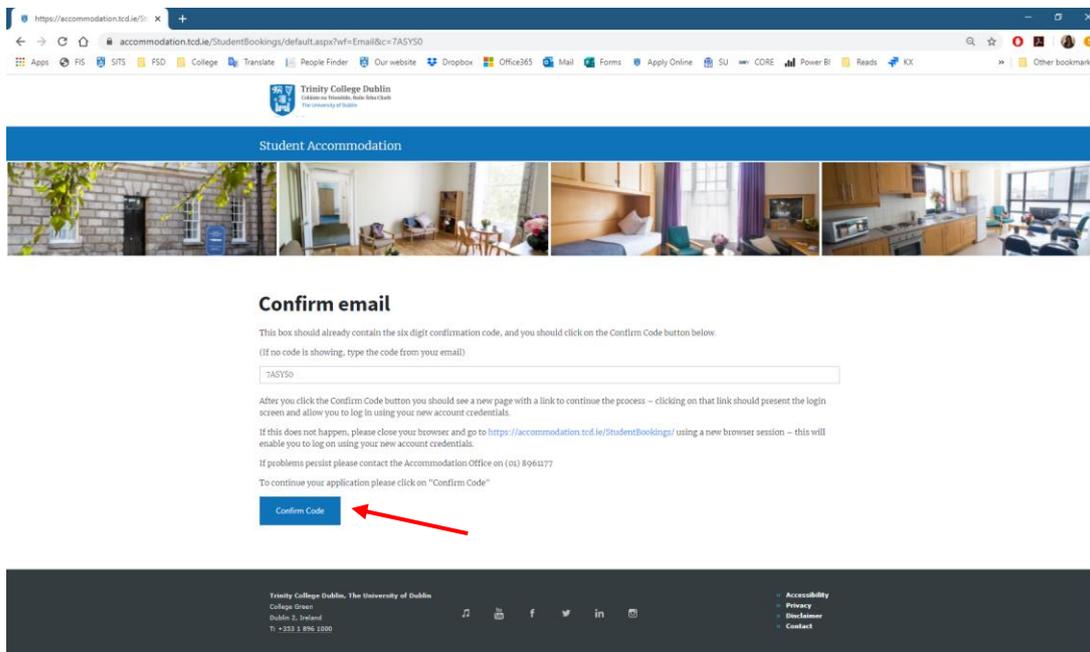


5. Open your e-mail inbox and look for e-mail from residences@tcd.ie This e-mail will contain a link on which you must click (or copy and paste it into a browser) to confirm your e-mail address and activate the account.



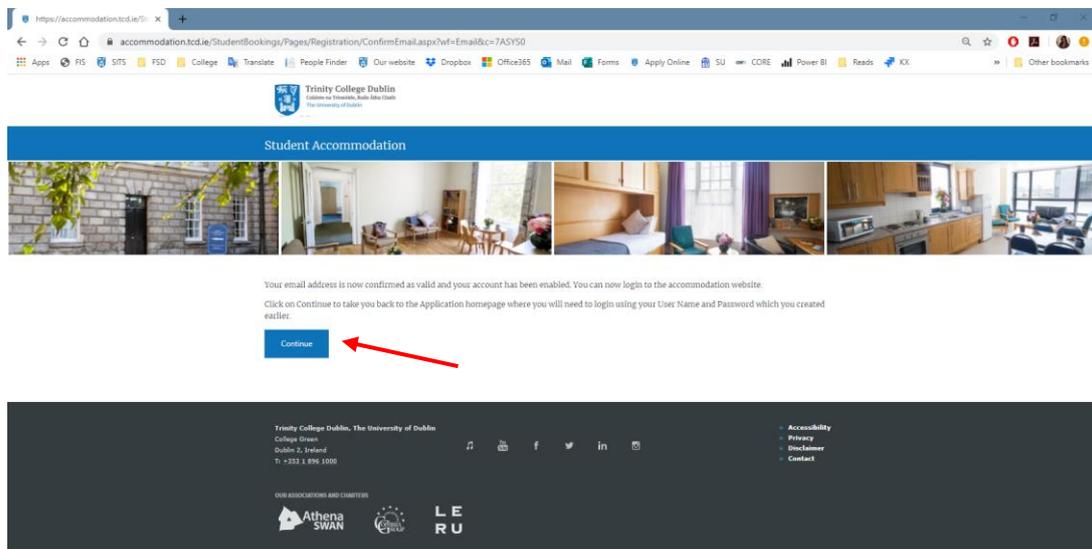
If you haven't received the e-mail, please contact us at trinity.hall@tcd.ie

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



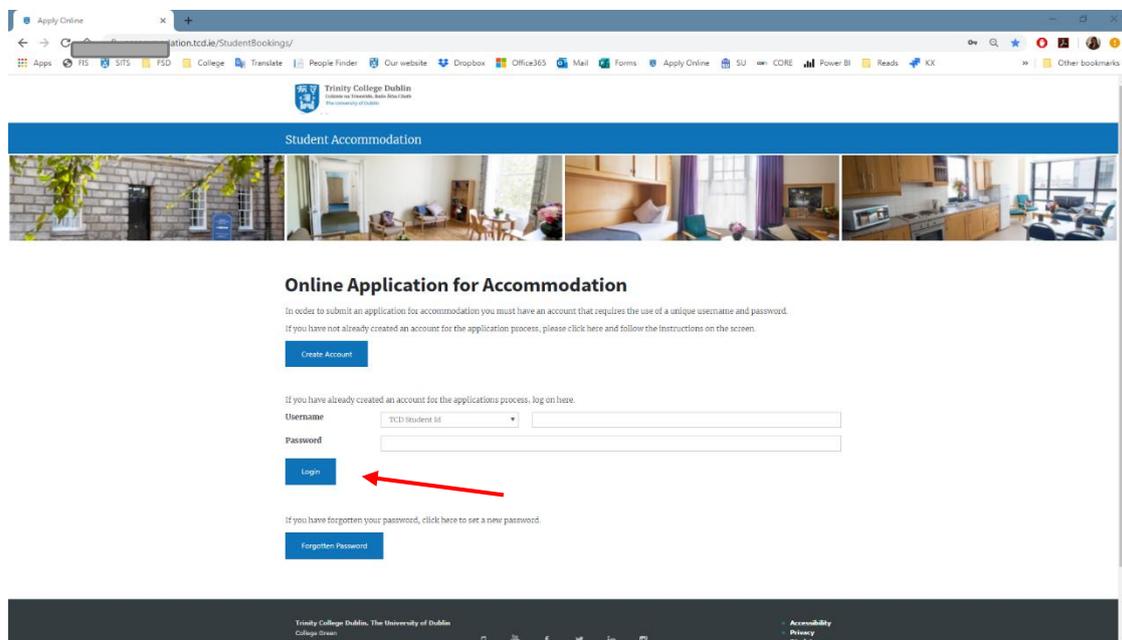
If you experience any issues with this page and cannot continue further, please delete all browsing history and saved information and try again. Alternatively, please use another browser or a device. If none of that works, please contact us at trinity.hall@tcd.ie

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.



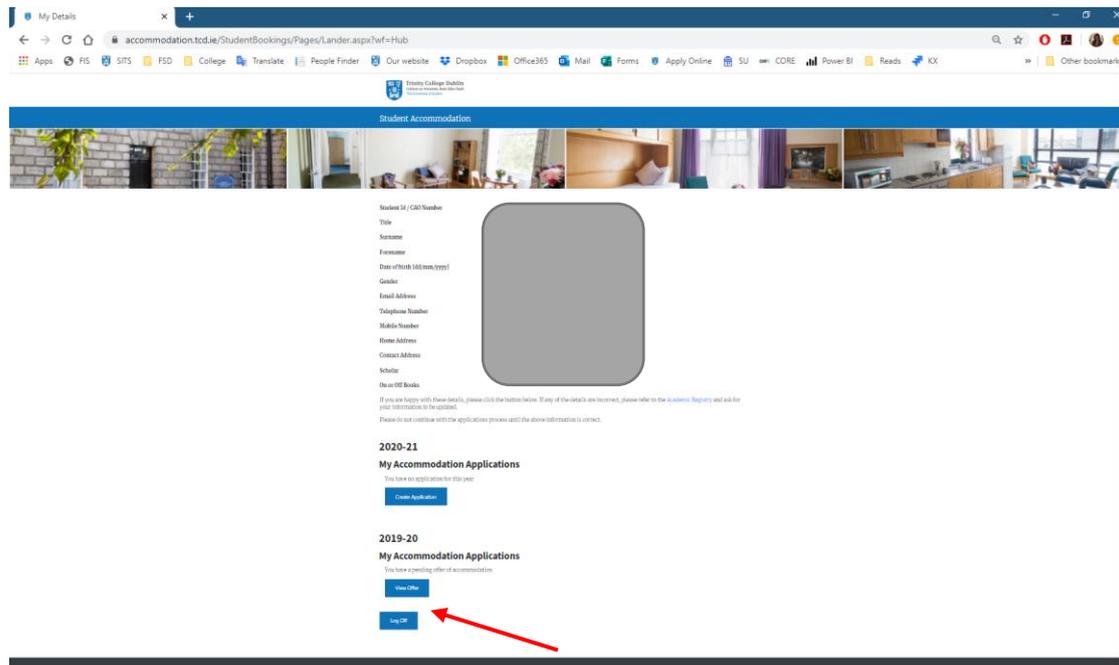
Step 2: Accepting a Room Offer

1. Log in to your account using your new 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 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.



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	<input type="text"/>
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 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.

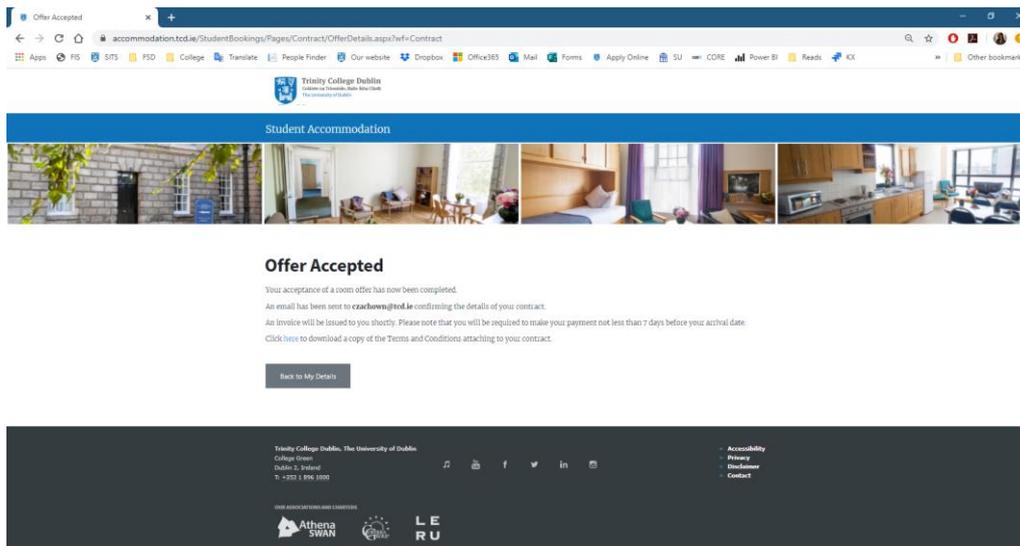
By clicking on the "Confirm" button below, this contract is legally binding between you and the University and you will be held liable for the full period of this contract. You are confirming that you have read and accept the Terms and Conditions of your contract and agree to your details being shared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

Personal Public Service Number (PPSN)

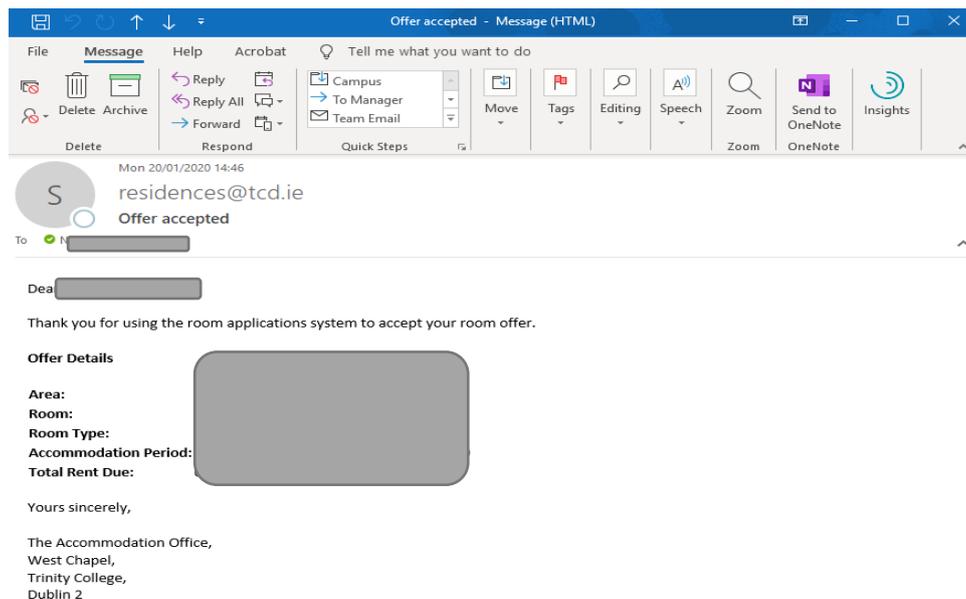
[Back to My Details](#)

[Confirm](#)

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



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



- 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.
- 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: trinity.hall@tcd.ie
Residential Accounts: resacc@tcd.ie
Campus Accommodation Office: residences@tcd.ie