**How to Use StarRez and Complete Your Housing Application**

1. Page 1 - Welcome screen providing some general information about your system profile and some Campus and Residential Services. This is your home page.
2. In the blue banner just below the MU logo, you will see the link to the **“Housing Application”** please click on this link to start and/or return to your application.
3. You are now on the term selector page. Please select the Academic Year 2015-16 term by clicking on the bubble and then clicking “Save and Continue” to move to the next page.
4. You are now on the Welcome page which lets you know your application status at a glance. This page will let you know what sections you still need to complete and if your contract has been signed, completed and submitted.
5. The next page contains our Housing License Agreement. Please read this thoroughly as it is a **legally binding agreement**. Included in this agreement are **fees you could be charged** for failure to complete the agreement. You will need to click on the “I Agree” button to continue to the next page
6. The next page contains Cancellation Information. Please read this thoroughly as it is a binding contract you are entering into with the university. Cancellation Information is also available in the aforementioned license agreement. You will need to click on the “I Agree” button to continue to the next page.
7. The next page you will see is your “Personal Details” page. The vast majority of this information is pulled from the records you have submitted to MU via your application. If you notice that information is not correct, please contact the Registrar’s office to correct inaccurate information. You will need to fill out the Missing Persons Contact Details before you can save and move on to the next section of the application.
8. The next page is for any special needs you need us to be aware of as you apply for housing and a meal plan. You do not need to fill out anything on this page if you do not have any special needs.
9. The next page is our “Lifestyle Questions” page. This is an extremely important page as what you fill out here drives roommate matching (unless you select a roommate through the online application system).
10. You will then see our two Theme Communities. If you would like to be part of one of these communities, please make your selection here and fill out the essay as to why you would like to be part of that community. You do not have to complete this page if you do not wish to be a part of these communities.
11. The next page is the “Room Preferences” page. This page contains information about our residence halls and the applicable choices that you have available to you. Please ensure that you have made any preference choices you have available to you on this page if they are available to you.
12. The next couple of pages allow you to complete a roommate profile, search for potential roommates, communicate with potential roommates and mutually agree to be roommates. On the first page you come to, you can create a screen name that potential roommates will see and know you by as well as the ability to provide a description about yourself for potential roommates to get to know you by. Please note that your screen name will be your MU Username. Your personal description information must be clean and meet the expectations of a Marymount student and the university Student Code of Conduct**.** Screen names and/or personal description information that contain foul, abusive, demeaning, etc. language and terminology will be removed from the site.
13. You do not have to select a roommate through the online housing application system. If you do not, our staff will place you with a roommate based on your “Lifestyle Questions.”
14. The next page you will need to complete after your roommate pages will be the “Meal Plan” page. On this page, you will be able to select the meal plan you want for the coming academic year. You can change this meal plan through July 1 or in person in our office or via email through the first 2 weeks of the fall term.
15. The last page is the confirmation page. You will need to click the “Confirm Application” button to confirm and submit your application. This tells us you are ready to be assigned as of July 1, 2015. Once you have confirmed your application, you will get a summary email confirming the submission of your completed application.
16. After completing your application, you will still be able to go in and change your room preferences, meal plan and access your roommate profile and roommate request pages through Midnight, Tuesday, June 30. This allows you to make a change to your meal plan and more importantly to work on your roommate preference through our Summer New Student orientation dates.