

StarRez PortalX

Quick User Guide

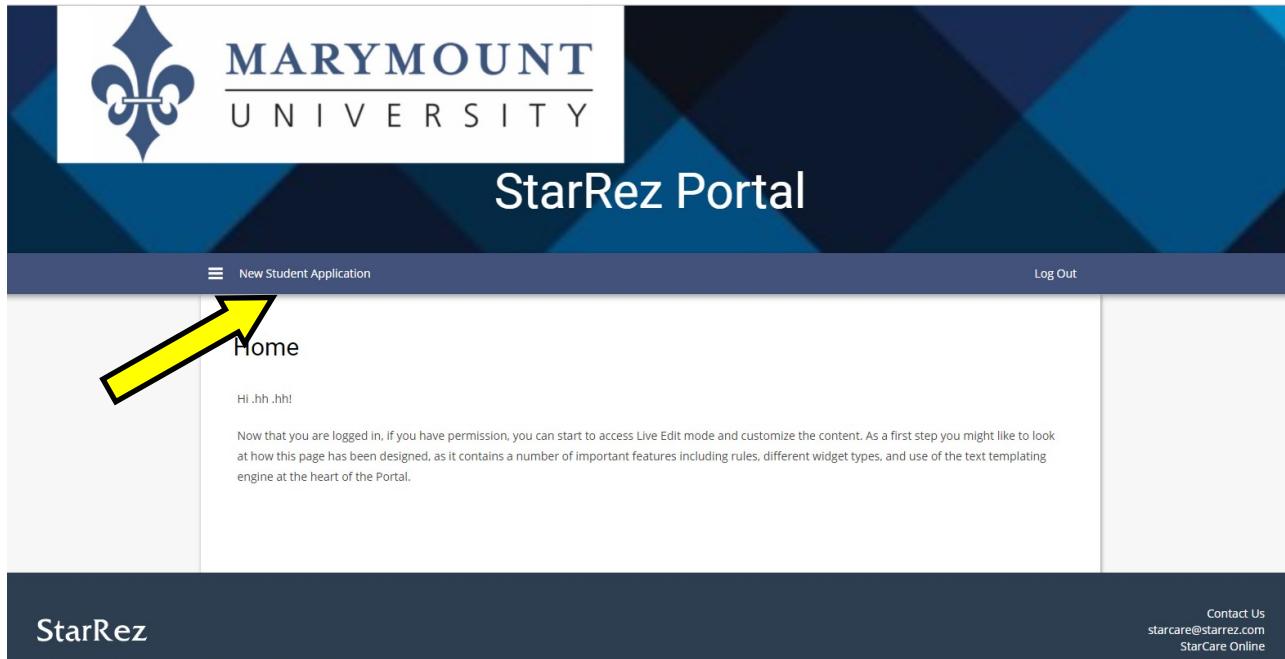
Start by going to <https://my.marymount.edu> and clicking the Login button.

The screenshot shows the myMarymount homepage. At the top left is the myMarymount logo. Below it is a dark blue header bar with a diamond pattern. In the center of the page is a white "Home" section. On the left side of this section is a "Login" box containing links for "Forgot Password?", "Manage Your PIN", and "First Time Users". Below this is a note about agreeing to terms of use. To the right of the "Login" box is a "News and Announcements" section with a title, a link to "View All News", and several news items. At the bottom of the "Home" section are three buttons: "EMERGENCY Procedures" (orange), "IT Services > No reported issues" (blue), and "All Systems Running" (green). A yellow arrow points to the "Login" button.

Click the Sign On Links menu and then choose StarRez Portal for New Students.

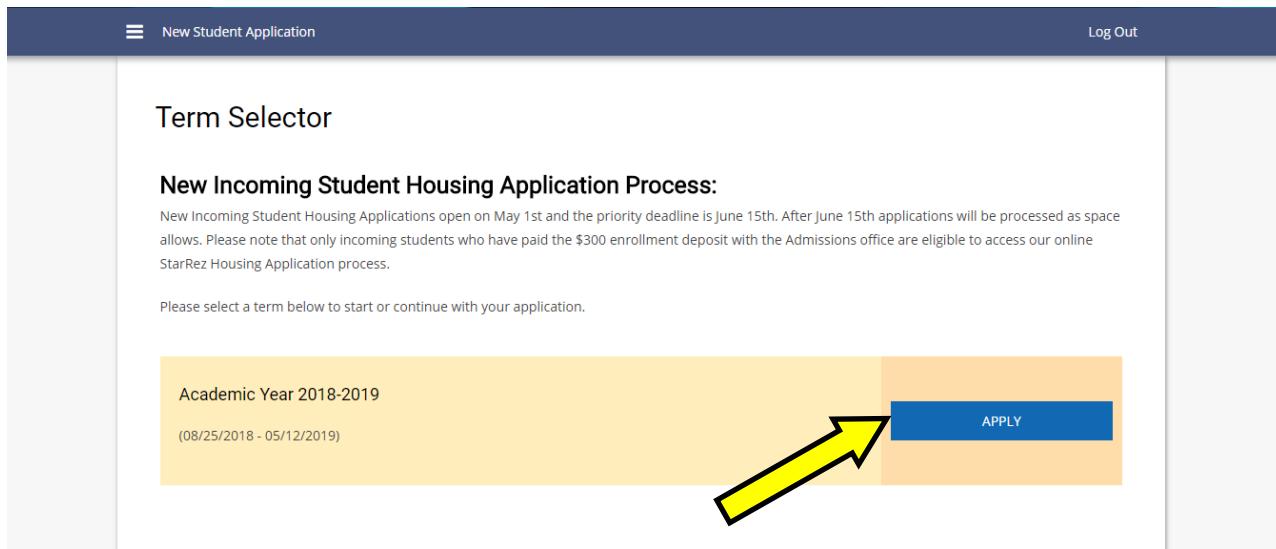
The screenshot shows the myMarymount homepage again. The "Sign On Links" menu is expanded, showing options like "Sign On Links", "Quick Links", and "MU Communications", each with a right-pointing arrow. To the right of the "Sign On Links" menu is a promotional banner for "Portfolio in Motion Perspective" with a "GET TICKETS" button. Further to the right is another promotional banner for "Premiere Night Fashion Show" on May 3rd, with dates for May 4th and 5th. Below these banners is a "News and Announcements" section with a title, a link to "View All News", and several news items. At the bottom of the page are two more buttons: "Status of Known Classroom Issues >" and "Status of WEPA Printers >". A yellow arrow points to the "Sign On Links" menu item.

Arriving at the StarRez Portal page, click on New Student Application.



The screenshot shows the Marymount University StarRez Portal homepage. At the top left is the university's logo and name. Below it is the title "StarRez Portal". A navigation bar at the top includes a menu icon, the link "New Student Application" (which has a yellow arrow pointing to it), and "Log Out". The main content area is titled "Home" and displays a message about logging in and using the portal. At the bottom, there is a "StarRez" footer section with contact information.

Scroll down, then click on Apply.



The screenshot shows the "Term Selector" page of the StarRez Portal. It features a heading "New Incoming Student Housing Application Process:" and a brief description of the application process. Below this, a message asks users to select a term. A large yellow box highlights the "Academic Year 2018-2019" period (08/25/2018 - 05/12/2019). To the right of this box is a blue "APPLY" button, which also has a yellow arrow pointing to it.

The Portal pages are very user friendly and you should be able to easily navigate through the application. Please be sure to thoroughly read and complete all of the information in each section before clicking “Save & Continue” at the bottom of each page. The progress bar at the top will show you the steps in the application and allow you to return to a previous step to make any changes, if necessary, prior to confirmation/submission.

The screenshot shows a horizontal progress bar with ten blue circles, each representing a step in the application process. The steps are labeled as follows:

- Welcome Page
- Housing License Agreement
- Cancellation Information
- Personal Details
- Emergency Contact and Missing Person Information
- Special Needs
- LifeStyle Questions
- Roommate Profile
- Roommates Only
- Special Interest Requests

Below the progress bar, the text "Welcome Page" is displayed. Further down, the text "Housing & Meal Plan Application" and "Academic Year 2018-2019" are shown. A note about residency requirements follows:

Residency Requirement Students 21 and under and in their first four semesters of college are required to live on campus. Room assignment priority is given to full-time, degree-seeking students 23 years of age or younger at the time that they first become residents. Other students should consult with the Campus and Residential Services staff concerning the application process and an appeal to the age requirements.

Additional information regarding Portal pages:

Housing License Agreement:

Please read the information carefully, and make sure you click the “Signature” box before you click “Save & Continue”.

Cancellation Information:

Please read the information carefully, and make sure you click the “Signature” box before you click “Save & Continue”.

Personal Details:

This information is imported from the information in the University’s system provided during the application process. You will not be able to edit your information from the Portal. Information on changing this information through Marynet is provided on the page.

Additional information regarding Portal pages:

Emergency Contact and Missing Person Information:

This information is imported from the information in the University's system. You will not be able to edit your information from the Portal. Information on changing this information through Marynet is provided on the page.

Special Needs:

The Office of Campus and Residential Services recommends that anyone with a disability register with Student Access Services, including those who are in need of medical accommodation under the Americans with Disabilities Act (ADA). Residence Hall accommodations are made based on the recommendation of Student Access Services. Information on requesting accommodations through Student Access Services is provided on the Portal page.

Dietary notes can be included on the Portal page. Marymount cares about the dietary needs of our students. The following information will be shared to Sodexo, our dining vendor, in order for the chef to determine if special meal accommodations need to be arranged.

Lifestyle Questions

Lifestyle questions are used to assist students in matching with a roommate. Please answer all questions being as open and honest as possible to ensure that the best match can be obtained.

Roommate Profile

You can include a little bit of information about yourself that you'd like to share when you are looking for roommates. Others will be able to see this information and you'll be able to read any information other potential roommates have shared. You must click the check box to be included in the roommate matching process to see other potential roommates and for other students to be able to see you.

Additional information regarding Portal pages:

Roommates Only

- You will be able to search for a specific roommate using their name and/or email.
- You may browse students based on the details collected through their application lifestyle questions.
- You can have StarRez suggest roommates based upon how your lifestyle question responses match.
- You can message other students through the portal and send a roommate request to another student. Since our rooms are double capacity, you can only send one roommate request to one other student.
- Once you request another student as a roommate, the requested student must log in and accept the request. Once they accept the request, they will be shown as part of a roommate group, or pair.
- Students may decline a roommate request or request to leave a roommate group. If a request is declined or a student leaves a roommate group, another request can be sent to a different student.
- Students can come back to the portal at any time to continue to search for roommates if they are not currently in a roommate group.

Special Interest Requests

Marymount offers Special Interest communities to incoming students. Information about these communities is provided on the Portal page.

If you are interested in one of the communities, check the box and proceed to the community preference page, then follow the link to apply for the particular community. The link to the community application will take you to a page outside of the Portal. Please make sure you return to the portal to complete the remainder of the housing application. Spaces in these communities are limited and applying to a community is not a guarantee of availability to be placed therein.

If you are not interested in the communities, please leave the page blank and click “Save & Continue” at the bottom of the page.

Additional information regarding Portal pages:

Assignment Process:

Information about the assignment process and housing facilities is provided. Check out additional information about our housing facilities and rooms on our webpage.

Room Preference:

Students can indicate three preferred room locations and types. Please understand that these are preferences and does not guarantee that you will be placed in your top preference.

Meal Plan:

You will be able to choose your meal plan. New students are able to choose from the Unlimited plan or the 19 meals/week plan.

Confirmation:

You will be able to see your information from your application. When you click the button at the bottom of the page, you are complete.