**Step by Step guide for CAO students on how to book a room in UCD Residences**

Stage 1

Applications will open initially on the 09th May 2012 allowing CAO students book a priority place on the waiting list (on a first come first serve basis) should they receive an offer of a place in UCD in the first round of CAO offers in August.

To place your name on the priority list follow the instructions below

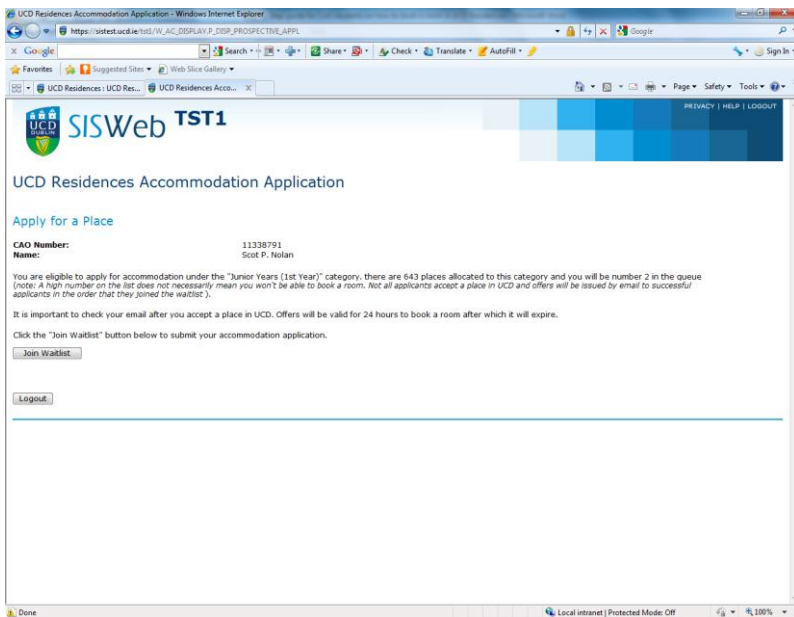- Log onto www.ucd.ie/residences
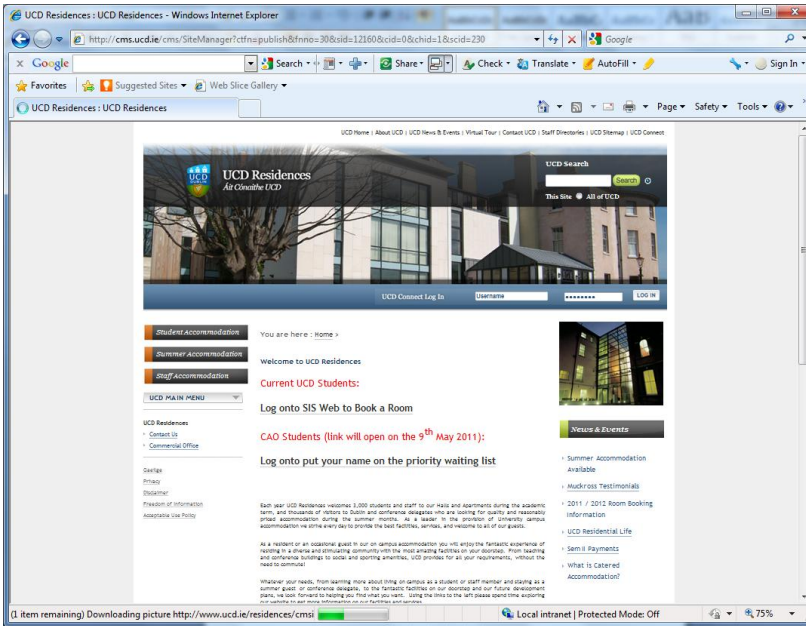
Click here to logon
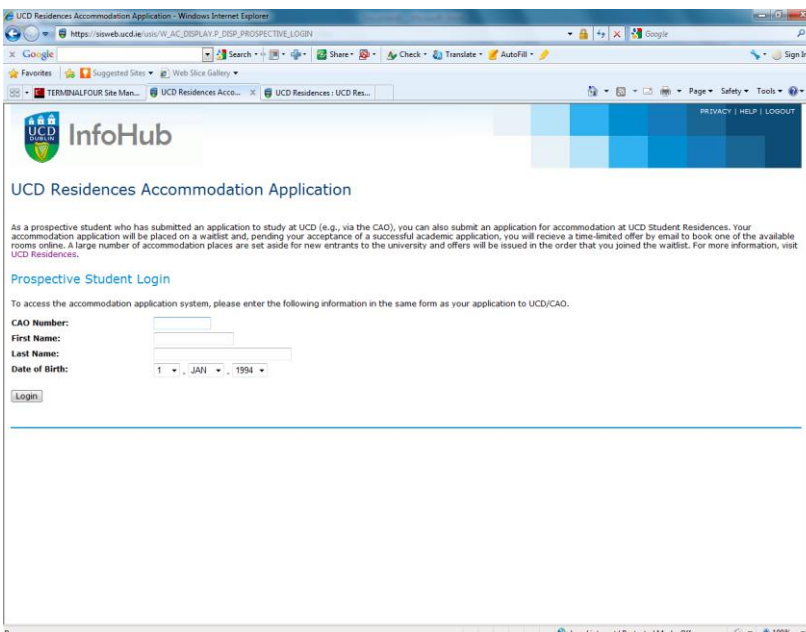
Enter your details

- CAO number
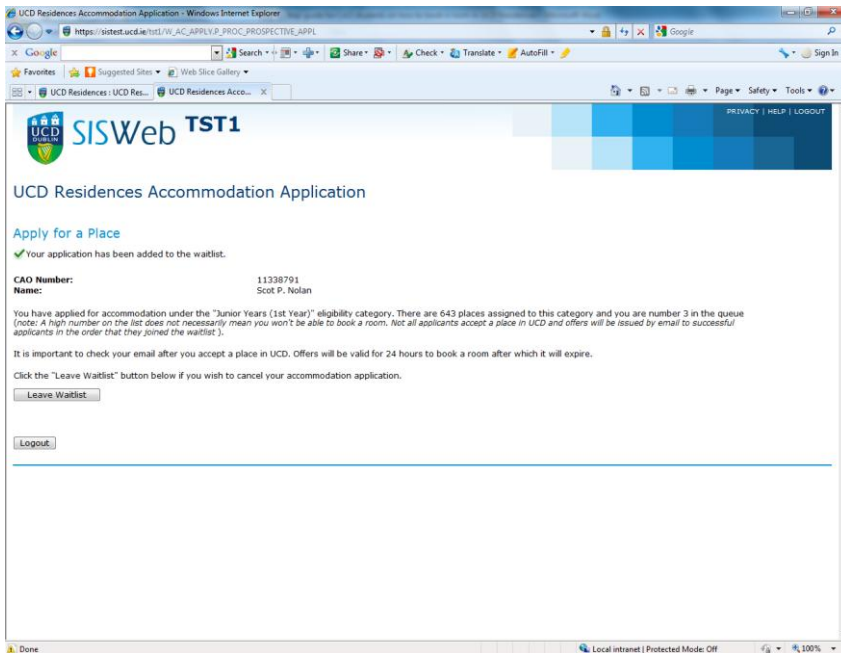- First name
- Last Name
- Date of Birth

Click Login

Verify details by Clicking Yes

This will now inform you the number you are on the waitlist.

Click to join waitlist

You can return and take your name off the waitlist any time if you wish. If you remove your name you can join again but you will join the waitlist at the end of the list.

Stage 2

Once the CAO offers are made in August students who receive an offer of a place in UCD must accept this offer before they can proceed with their accommodation booking.

Once the CAO inform UCD that they have accepted their place (2 days after the student has accepted their CAO offer) UCD residences will email the student inviting them to proceed and book a room. The offer emails will be sent at 16.00 each day during this phase of the booking process.

They will have a window of 24 hours to accept and finalise their room booking. It is the student's responsibility to ensure that they check their email regularly during this period as offers are only valid for 24hrs. Once the offer expires a student would have to rejoin the waitlist at the end.

Students who are not successful in the first allocation will be offered rooms as they become available on the waitlist. The waiting list will be automated and will immediately offer rooms that come available to the next in the list. There will be a window in which students will be able to log on (24 hours), accept their offer and choose their room. It is imperative that students check their emails regularly during this period as offers are only valid for 24hrs.

Students must complete their room booking within 24 hours and in one transaction and will receive immediate confirmation. Spaces are allocated on a first come first serve basis.

The room booking system allows students choose which room they want and will provide basic information on the profile of students already booked into an apartment (e.g. first year, second year, postgraduate, male, female). Before you proceed to the booking page you should visit our website and look at the different types of accommodation, facilities and prices available at www.ucd.ie/residences
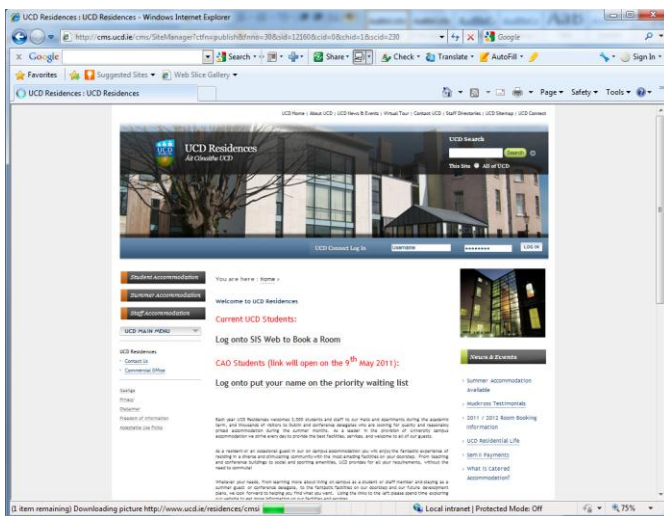
Bookings can be made through SIS Web
You can logon to the SIS either through the UCD home page www.ucd.ie
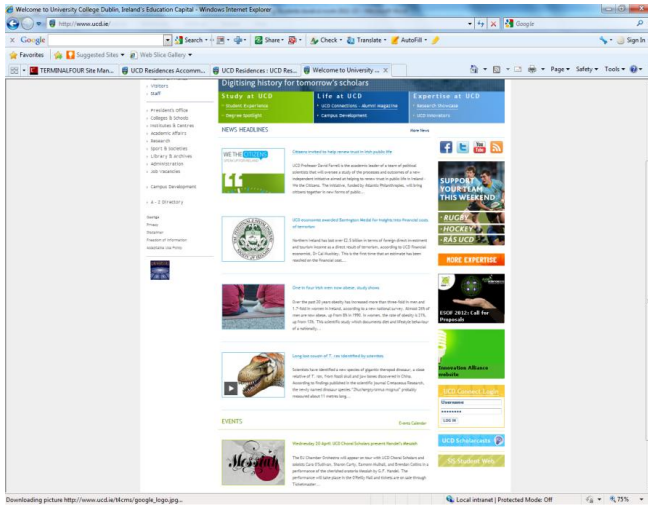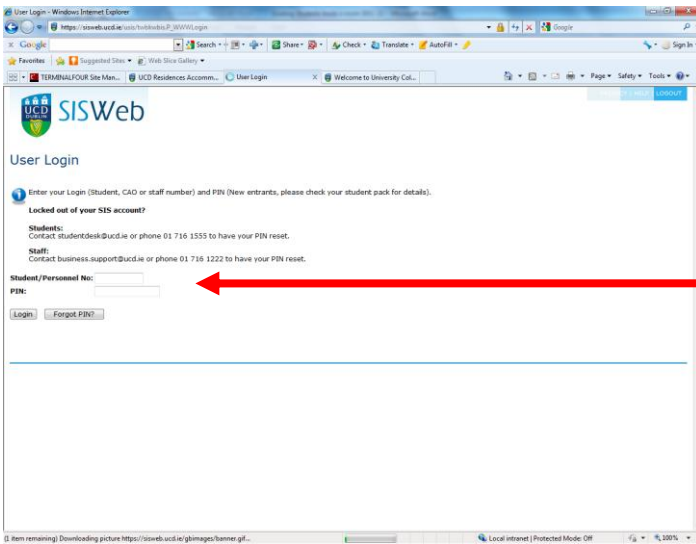

Click to go to the SIS Web

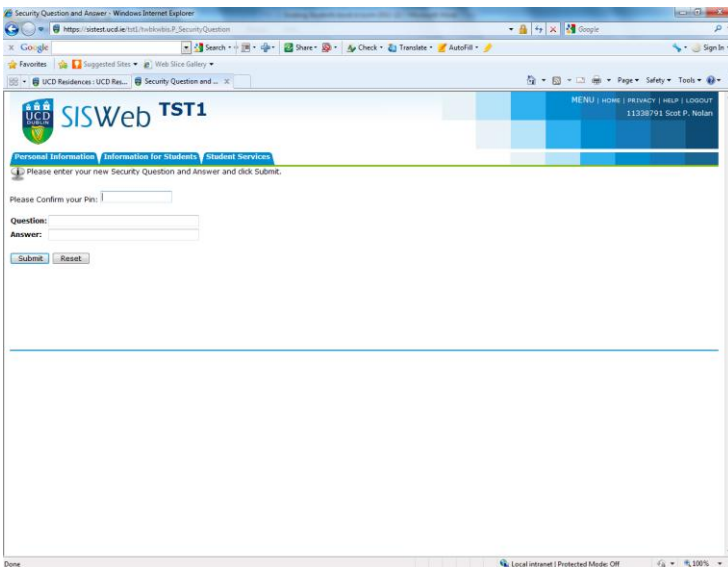Or on the residences website www.ucd.ie/residences
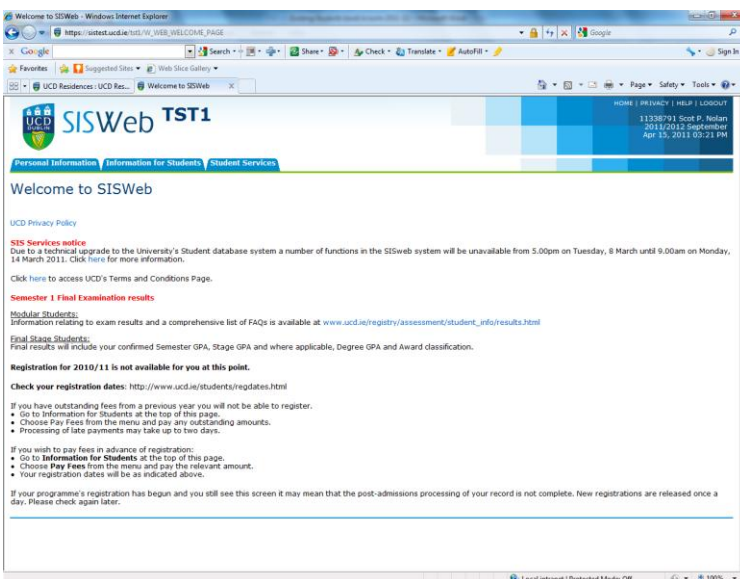

Click to go to the SIS Web

Your Login ID is your UCD Student Number and your default PIN is your date of birth 6 digits (DDMMYY).

Enter your login details

You may be asked to confirm your pin and provide a security question and answer

Click on tab –
Student Services

From Menu Click on
UCD Residences

Click on **Complete
Your Booking**
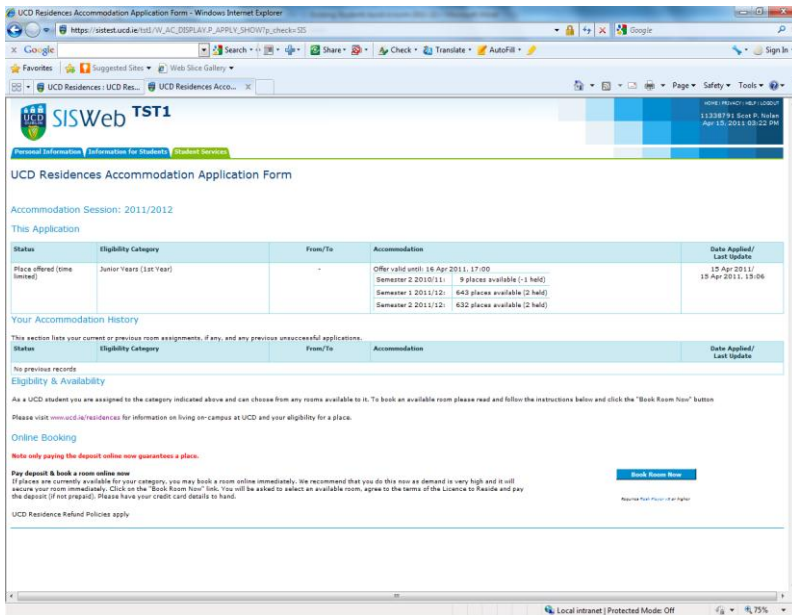
Scroll down the page and Click on the symbol **Book Room Now**.
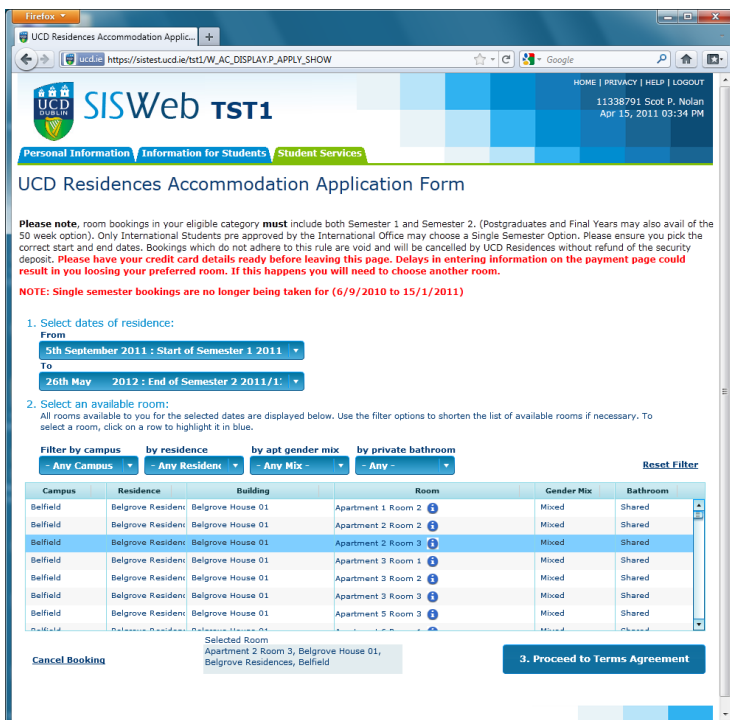
Select dates of residence

Filter by campus/residence/ bathroom etc

Select an available room

Click on button **Proceed to terms Agreement**

Only preapproved International students are allowed to book rooms for a single semester. Single semester bookings by any other students will be void. All rooms available to you for the selected dates are displayed. Use the filter options to shorten the list of available rooms if necessary. To select a room, click on a row to highlight it in blue. To find out who already is in the apartment click on the icon button.

Have your Credit/ Laser card ready as you will need to pay your deposit of €350 to secure the room.

You are now presented with your booking summary

In order to proceed with your application you must tick the check box beside the agreement statement

Click **Pay Deposit** to proceed to payment screen

Click **Pay Deposit Now** to finalise your booking
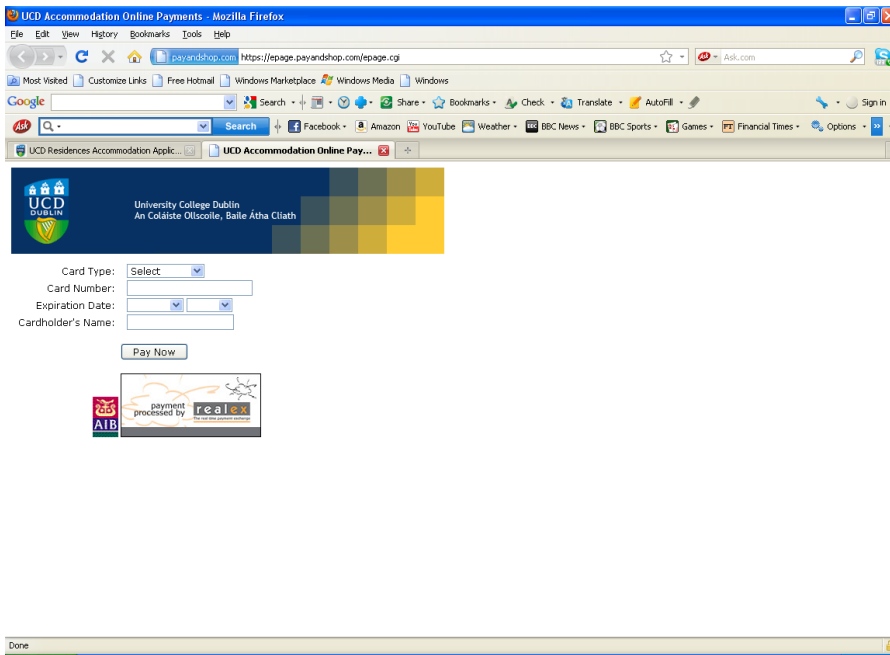
Enter your Credit Card details and click on **Pay Now**

You will then be informed your transaction was successful.

An e-mail will be sent to your selected e-mail address for confirmation.

In some cases you may see an error message which may be an issue with your credit limit or often banks put a limit on transactions they will allow to be processed on line. This can be a limit per transaction, per day per week or even per month. A Referral B message implies this is the problem. The banks do this in order to minimise the damage caused by identity theft.
Please contact your bank and request their assistance in making the payment, unfortunately UCD cannot change help with this problem as it is due to banking restrictions.

Click 'Close' to return to the UCD Residences Service.

Your payment has been processed successfully. Thank you.

Amount Paid (€): 350

Payment ID: 08263663090731144442

We have sent an e-mail to TST2_k.kavanagh-ryan@ugrad.unimelb.edu.au for confirmation.

[Close]

Click link to close this browser window/tab and return to the UCD Residences service.