

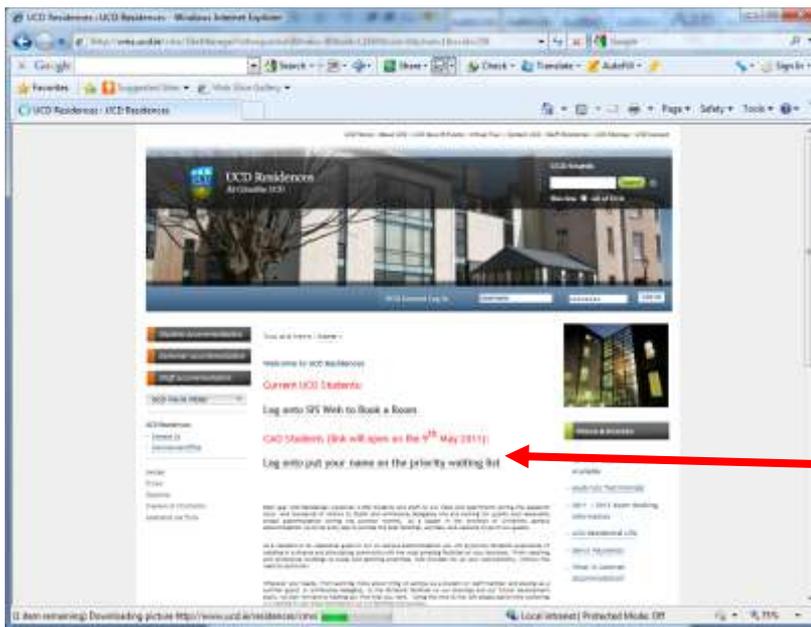
Step by Step guide for CAO students on how to place their names on the priority waiting list for a room booking in UCD Residences

Stage 1

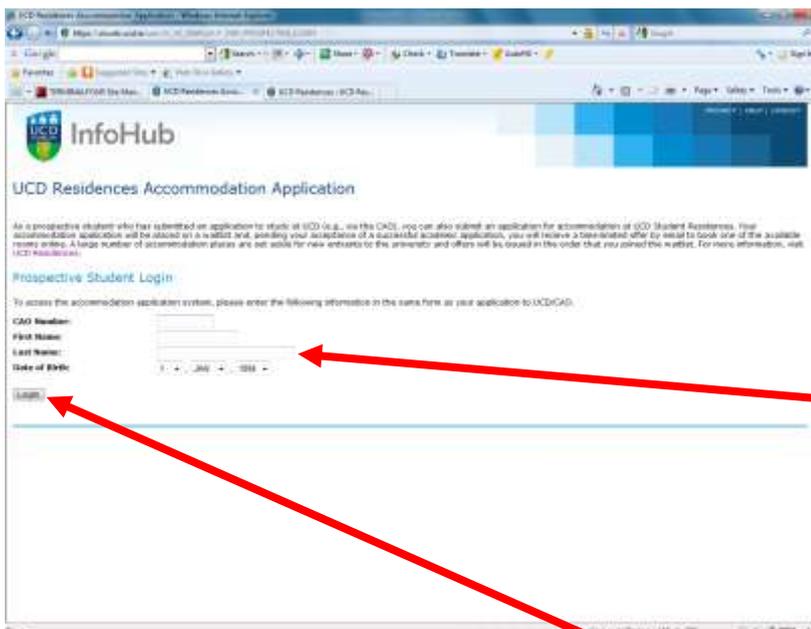
Applications will open initially on the 09th May 2011 allowing CAO students book a priority place on the waiting list (on a first come first serve basis) should they receive an offer of a place in UCD in the first round of CAO offers in August.

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

- Log onto www.ucd.ie/residences



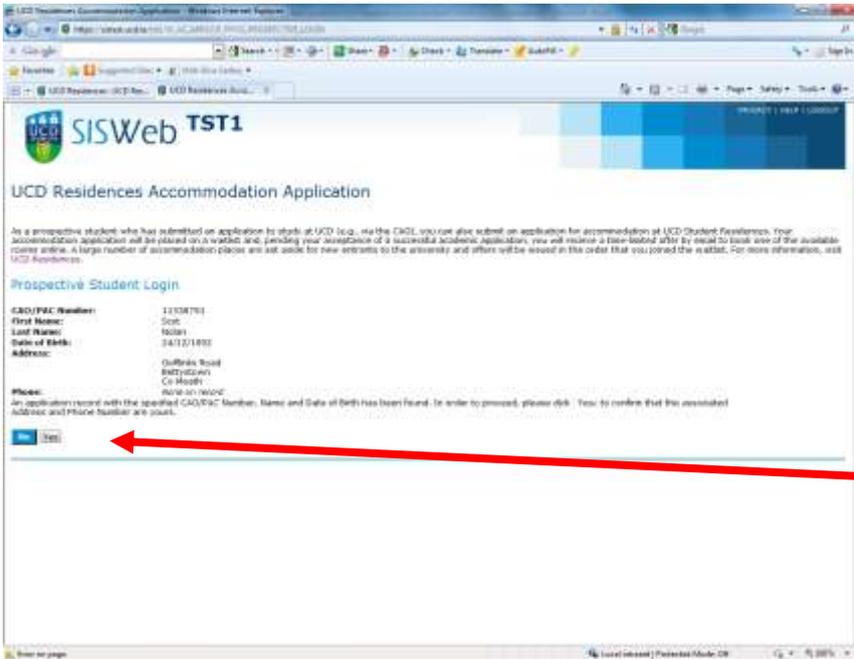
Click here to login



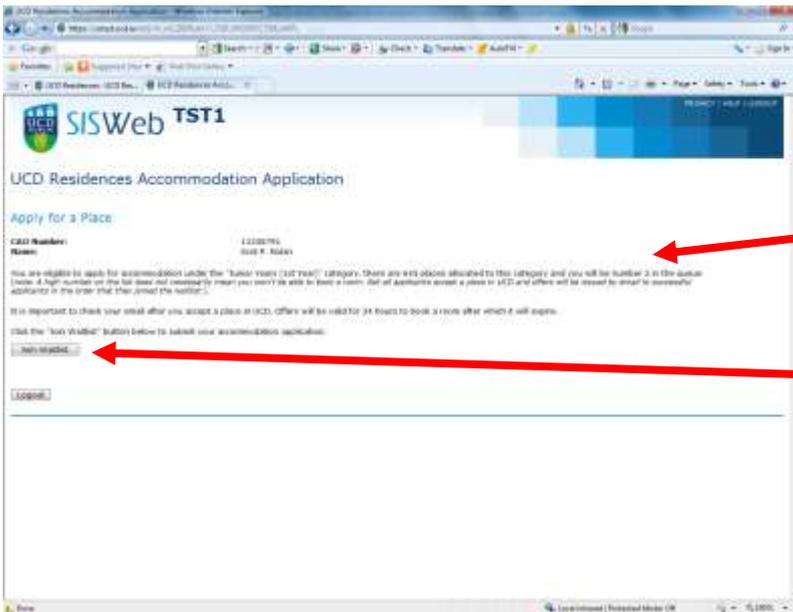
Enter your details

- 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.

Bookings will open in Aug 2011 after the CAO offers are made allowing students to complete their room booking in one transaction with 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

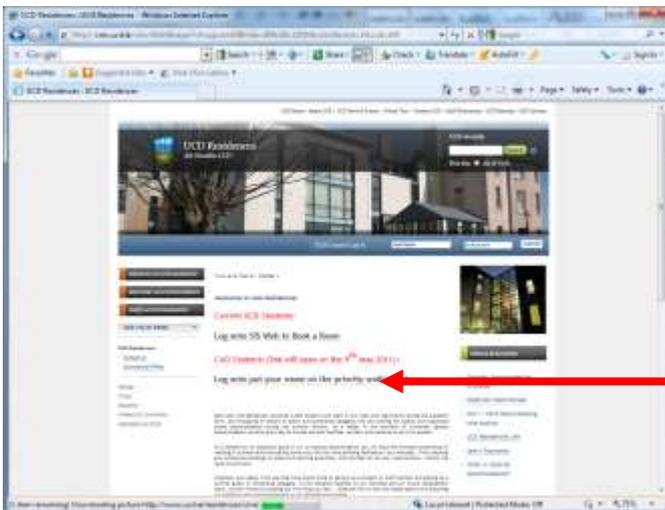
Bookings can be made through SIS Web

You can logon to the SIS either through the UCD home page www.ucd.ie



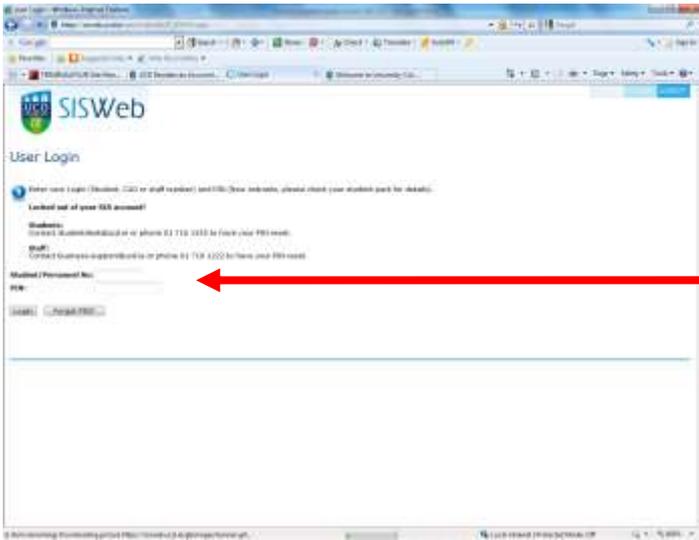
Click to go to the SIS Web

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

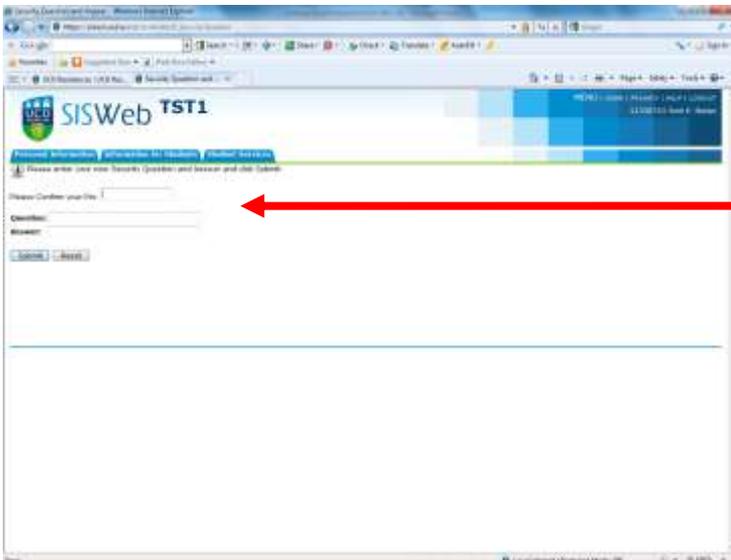


Click to go to the SIS Web

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



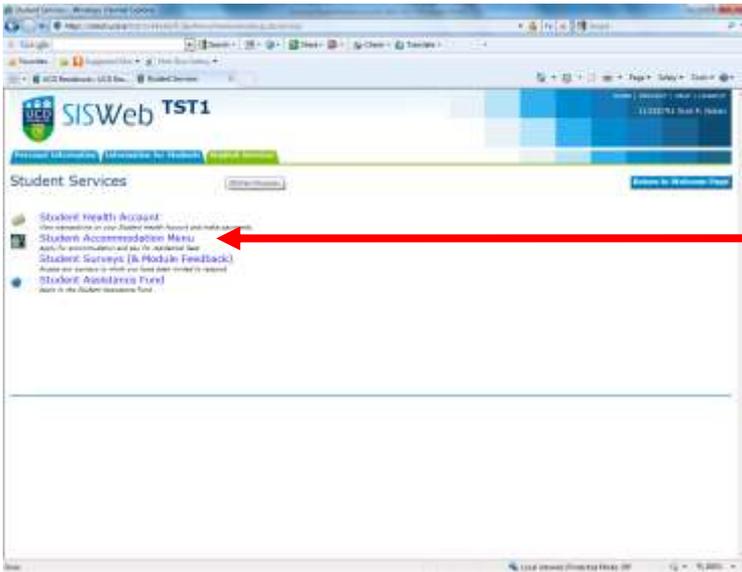
Enter your login details



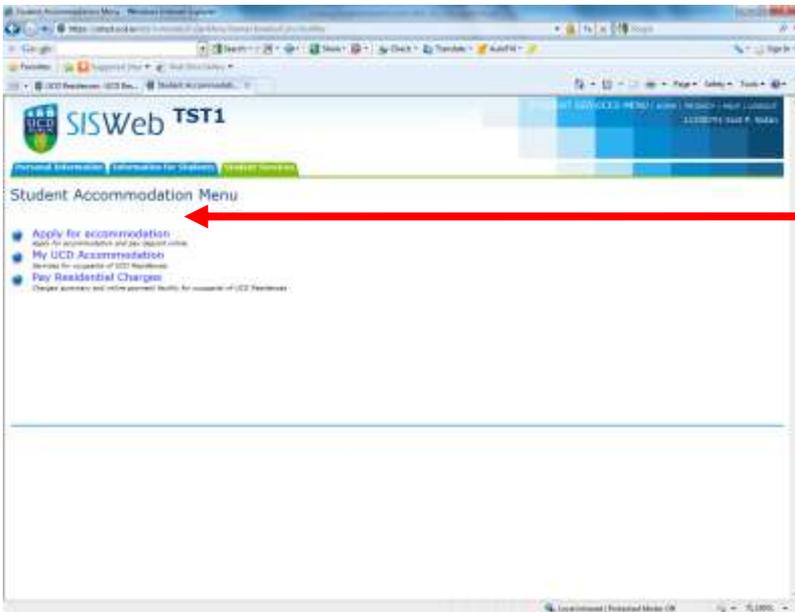
You may be asked to confirm your pin and provide a security question and answer



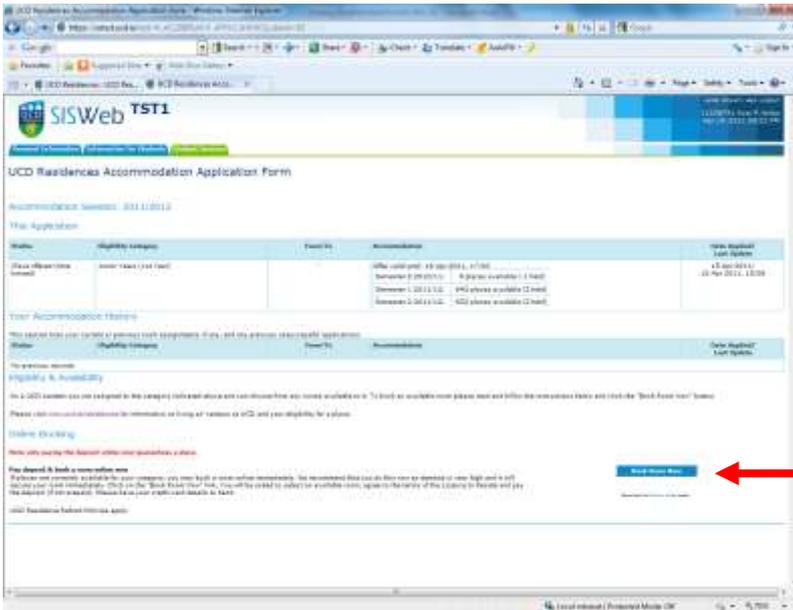
Click on tab – Student Services



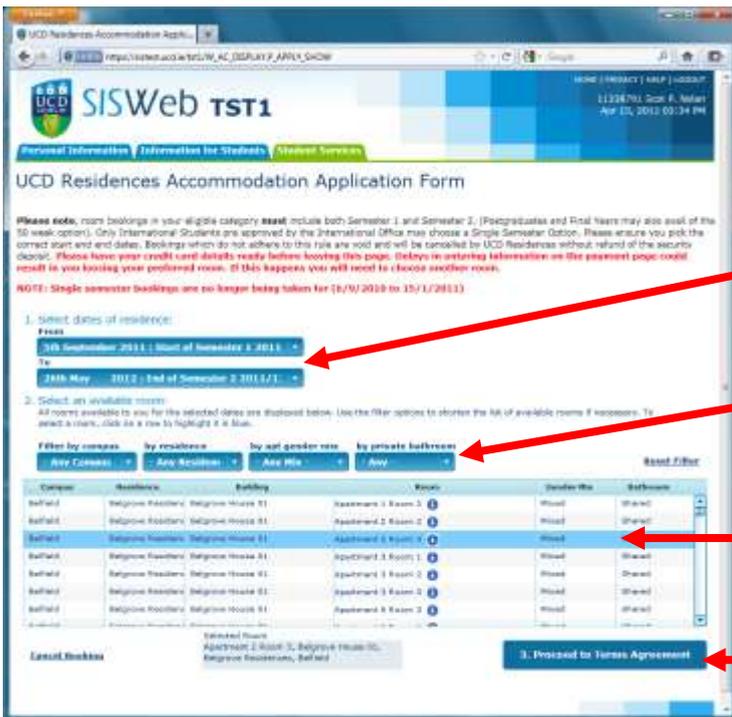
From Menu Click on **Student Accommodation Menu**



Click on **Apply for Accommodation**



Scroll down the page and Click on the symbol **Book Room Now**.



Select dates of residence

Filter by campus/residence/bathroom etc

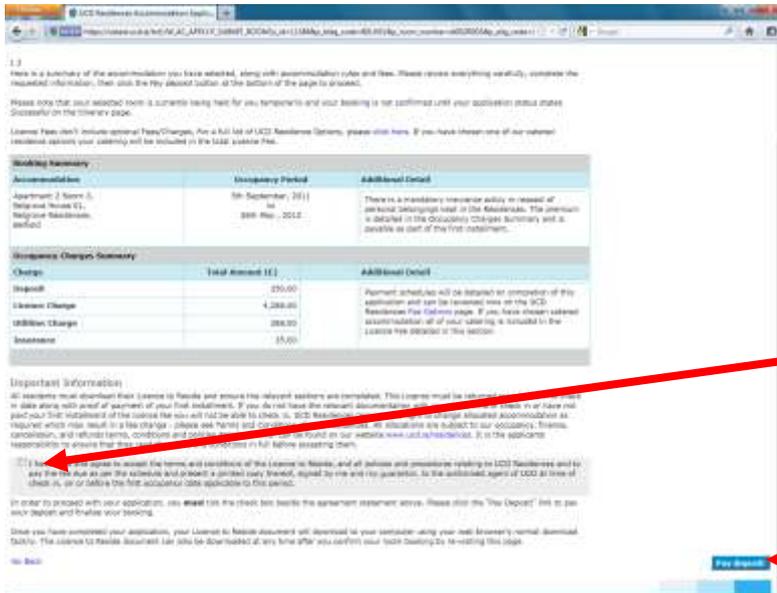
Select an available room

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.

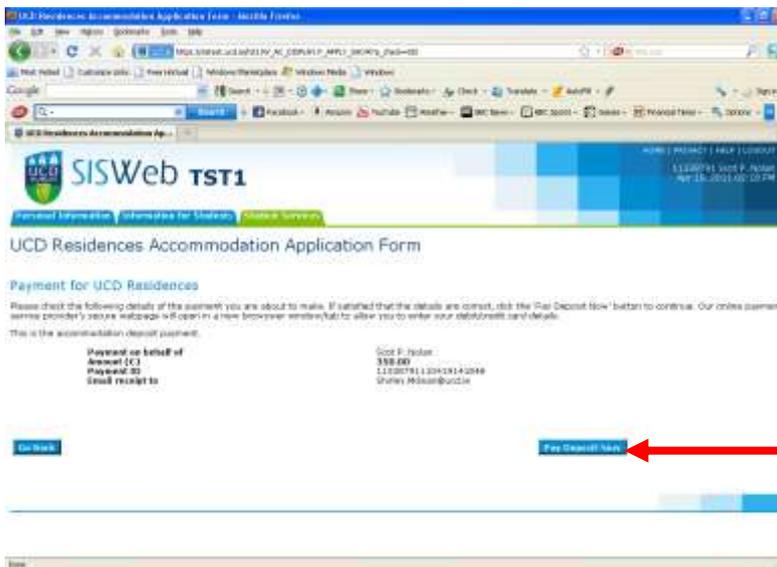
Have your Credit/ Laser card ready as you will need to pay your deposit of €350 to secure the room.

You are now presented with your booking summary

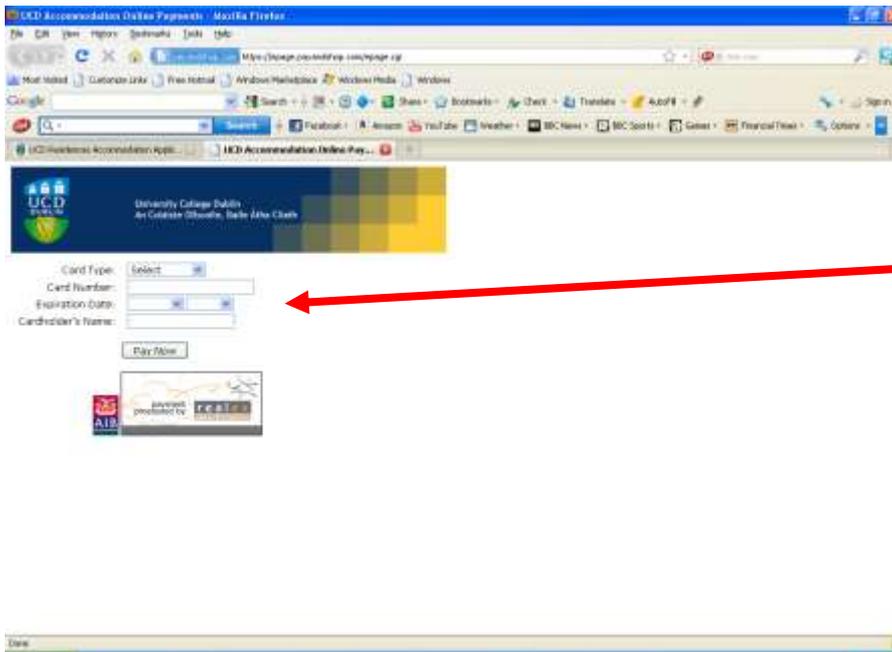


In order to proceed with your application you must tick the check box beside the agreement statement

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.kernagh-cyan@ugad.uim.ie for confirmation.

[\[Close \]](#)

Click [here](#) to close this browser window/tab and return to the UCD Residences service.