



UCD RESIDENCES

How to book a room

2022/2023



UCD Estate Services
Seirbhísí Eastáit UCD

STEP 1

[Login to SISWeb.](#)

Username: CAO number
Password: 6-digit DOB

The screenshot shows the UCD Connect dashboard. At the top left is the UCD logo and the text "UCD Connect". To the right are icons for Mail, Calendar, Drive, Brightspace, and Password. Below this is a blue navigation bar with links for Covid 19 Info, Community, Library, Registry, Teaching & Learning, Research & Innovation, IT Services, Students' Union, and Student Help. The main area contains a grid of service icons: InfoHub, SISWeb (highlighted with a red box), AppsAnywhere, Software Download, OneSearch, Library Account, UCD Directory, UCD Zoom, People Development, Faculty & Staff Intranet, IT Support Hub, and Banner.

Welcome to SISWeb

If you have a UCD Connect Account

All users with a UCD Connect account must use Single Sign On by selecting the "Log in with UCD Connect" button.

[Log in with UCD Connect](#) [Forgot UCD Connect Password](#)

Don't have a UCD Connect Account?

Connect Username / Student ID

Password

[Log in](#) [Forgot Password](#)

STEP 2

Navigate to the room booking portal.

- > Campus
- > UCD Residences
- > My UCD Residences Applications

The image shows two screenshots of the SISWeb website. The top screenshot shows the main navigation menu with 'Campus' highlighted in a red box. The bottom screenshot shows the 'Campus' page with a list of links, where 'UCD Residences' is highlighted in a red box.

SISWeb Student Information System

Registration, Fees & Assessment | Programme Services | **Campus** | Applications

Home / Welcome to SISWeb

Document Verification

Students who accepted a place through the UCD Applications System must complete document verification procedures. However, due to the Covid 19 pandemic, Trimester 2 results in 2021 will not be withheld from students who have not done so.

Home / Campus

Campus

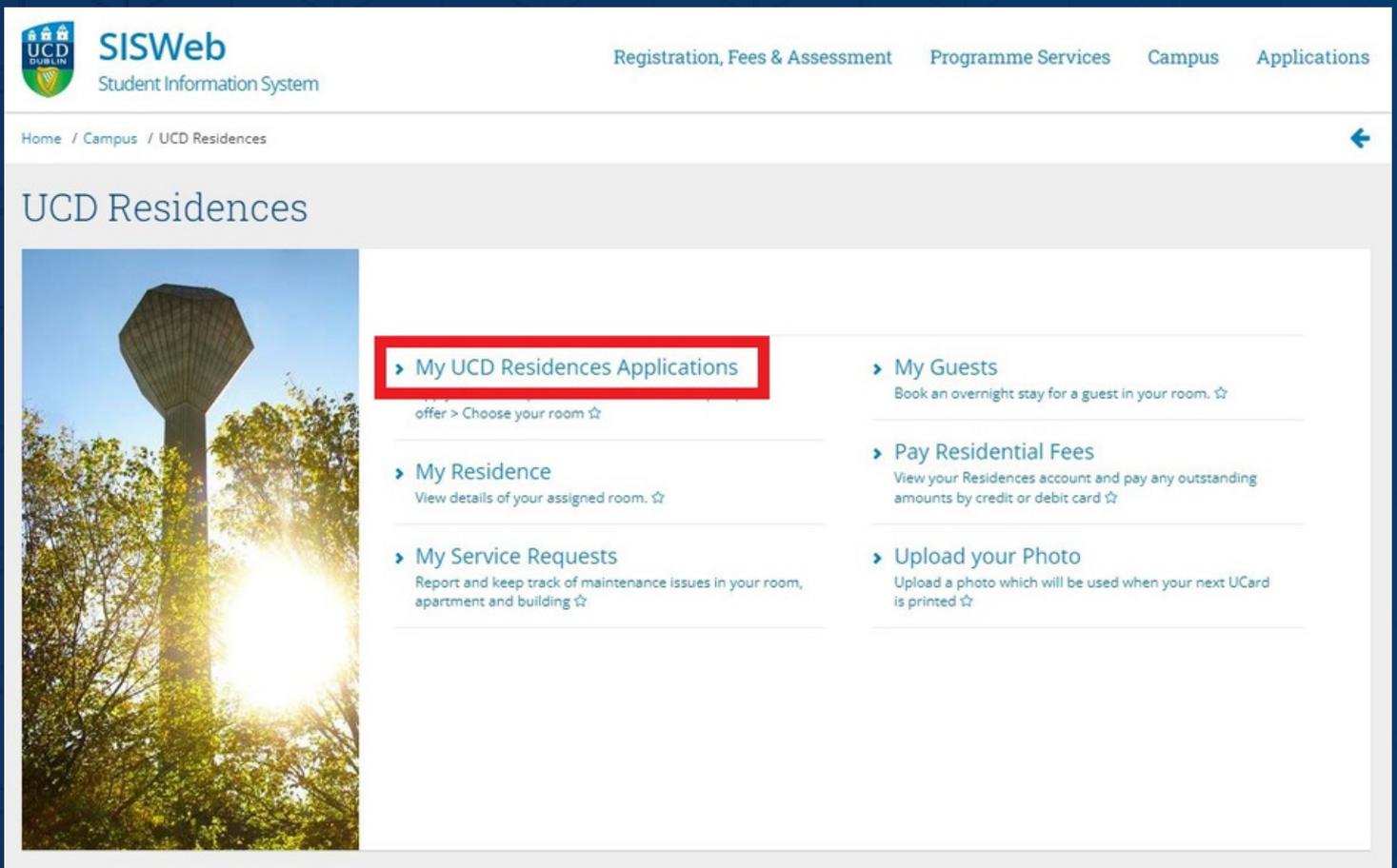
- > My Student Events
My Student Events - An online calendar of events coming up in UCD. You can submit an event for approval through this link. ☆
- > COVID19 Return to Work
COVID-19 Return to Work ☆
- > **UCD Residences**
and pay residential fees ☆
- > My Student Health Account
View transactions on your Student Health Account, make payments and download receipts ☆
- > My Electronic Payments
View details of electronic payments from UCD to you and update your bank account information ☆
- > UCD Sport & Fitness Membership
Sign up for access to UCD Sport & Fitness ☆
- > My Email Archive
View emails sent to you via UCD's Targeted Communications System in the past 12 months ☆
- > What's On at the UCD Cinema
View listing of upcoming films in UCD Cinema and book tickets online ☆
- > My Clubs and Societies
See what clubs and societies have recorded you as a member ☆
- > UCD Parking Permits
View how to apply for a UCD parking permit along and access your unique Parking PIN ☆
- > UCD Notice Board
The UCD Notice Board is a central location to post information for all students and staff ☆
- > UCD Events Calendar
An online calendar of events coming up in UCD. You can submit an event for approval through this link. ☆
- > My HR Forms
My Hourly Paid Set-Up Forms ☆
- > Book Student Training
Book Student Training ☆

STEP 2

(continued)

[Navigate to the room booking portal.](#)

> My UCD Residences Applications



The screenshot displays the SISWeb Student Information System interface. The top navigation bar includes the SISWeb logo and the text 'Student Information System', along with menu items for 'Registration, Fees & Assessment', 'Programme Services', 'Campus', and 'Applications'. The breadcrumb trail shows 'Home / Campus / UCD Residences'. The main content area is titled 'UCD Residences' and features a large image of a water tower. Below the image, a list of menu items is displayed, with 'My UCD Residences Applications' highlighted by a red rectangular box. Other menu items include 'My Guests', 'Pay Residential Fees', and 'Upload your Photo'. Each menu item includes a brief description and a star icon.

SISWeb
Student Information System

Registration, Fees & Assessment Programme Services Campus Applications

Home / Campus / UCD Residences

UCD Residences

- ▶ **My UCD Residences Applications**
offer > Choose your room ☆
- ▶ My Guests
Book an overnight stay for a guest in your room. ☆
- ▶ My Residence
View details of your assigned room. ☆
- ▶ Pay Residential Fees
View your Residences account and pay any outstanding amounts by credit or debit card ☆
- ▶ My Service Requests
Report and keep track of maintenance issues in your room, apartment and building ☆
- ▶ Upload your Photo
Upload a photo which will be used when your next UCard is printed ☆

STEP 3

Click "Apply" or "Accept"
under the relevant
booking period.

> September 2022 - May
2023

My UCD Residences Applications

Application for September 2022 to May 2023

Eligibility	Status	
UCD Student	Not Applied Yet	<input type="button" value="Apply"/>



Applications for Other Periods

Period	Eligibility	Status	
Now to May 2022	1st Year Undergraduate (via CAO)	Checked In	
January 2023 to May 2023	UCD Student	Not Applied Yet	<input type="button" value="Apply"/>
September 2022 to August 2023	UCD Student	Not Applied Yet	<input type="button" value="Apply"/>

PLEASE NOTE - Construction Works In Progress

[Find out more](#)

Eligibility and booking Information

Your student status will determine your eligibility to book accommodation. For more information on **booking dates and allocation policy** please check the relevant information on [UCD Residences](#) website.

UCD Residences booking support can be contacted at residences@ucd.ie or 00 353 1 716 5772 or 00 353 1 716 5773.

STEP 4

Choose your residence.

> Select which residence you would like to book a room in.

Choose a Residence

Period: 01 Sep 2022 to 20 May 2023

Available Residences

Residence	Availability		
- Belfield Campus			
Ashfield	199	♿ 7	Choose
Belgrove	424	♿ 3	Choose
Roebuck Castle	57	♿ 1	Choose
UCD Village Block D - Gold	77	♿ 5	Choose
UCD Village Block D - Halls	111	♿ 0	Choose
UCD Village Centre Studios	33	♿ 1	Choose
UCD Village Block D - Penthouse	12	♿ 0	Choose
UCD Village Block D - Platinum	72	♿ 2	Choose

STEP 5

Choose your room.

> Select an available room within the chosen residence.

Choose Your Room

Period: 01 Sep 2022 to 20 May 2023

Residence: Ashfield

Available Rooms

Only Apartments/Halls with an available room are listed.

Rooms with facilities suitable for wheelchair users are marked .



Private Room		Status	
Ashfield House 1 - Apartment 11			
 3rd Floor. Includes Hallway, Kitchen, Living/Dining Room			
Bedroom 1	SITE ADJACENT 	Reserved	
Bedroom 2	SITE ADJACENT 	Reserved	
Bedroom 3	SITE ADJACENT 	Reserved	
Bedroom 4	SITE ADJACENT 	Available	
Bedroom 5	SITE ADJACENT 	Available	
Bedroom 6	SITE ADJACENT 	Reserved	

STEP 6

Review T&Cs.

- > Licence to Reside
- > Policies & Procedures
- > Fee instalment schedule

Review Charges & Terms

Your Chosen Room

Period: 1 September 2022 to 20 May 2023
Residence: Ashfield House 1
Room: Apartment 11 Bedroom 4

SITE ADJACENT ?

Cancel This Choice & Start Again

Your booking is not yet confirmed!

Your chosen room will be held for you temporarily (up to 30 minutes) while you review and agree to the Charges and Terms & Conditions and, if applicable, pay the Booking Deposit.

Total Charges for this Room

Charge	Amount (€)	Note
Licence Charge	8,858.61	Payable in monthly instalments in advance of each month of stay
Utility Charge	493.03	Payable in monthly instalments in advance of each month of stay
Insurance Charge	35.00	Payable before check-in
Booking Deposit	720.00	Payable now (next screen). The full deposit amount is equivalent to a single month instalment of the Licence Charge and is refundable at end of stay less deductible items per the terms of the Licence to Reside
Total	10,106.64	

Agree Terms & Conditions

By clicking the button below, you acknowledge that you agree to the following statement. You will then proceed to pay the Booking Deposit amount by debit/credit card which will complete your room booking.

I have read and agree to the terms and conditions of the [Licence to Reside](#), and [all policies and procedures relating to UCD Residences](#) and I agree to pay the charges due as per the instalment schedule displayed in my account in SISweb including any instalments due before the first occupancy date applicable to this room booking.

I Agree, Confirm My Room Booking

STEP 7

Confirm booking.
> Pay booking deposit

Secure Payment

UCD Residences Payment

Pay deposit for Ashfield House 1 Apartment 11 Bedroom 4

Amount € 720.00

 Pay by Credit/Debit Card

You can proceed immediately with this payment by entering your Credit/Debit Card details.

If you encounter a problem or wish to change your payment account details, [click here](#) to reset the payment process and try again.

UCD's secure online payment service is provided by [globalpayments](#).

Payment Details

Card Number 

Card Number

Expiry

MM/YY

Security Code 

Security Code

Cardholder Name

Cardholder Name

PAY NOW

 256-bit SSL encrypted

Security processed by  Global Payments

Room Assignment Outcome

Room Booking Complete

Ashfield Ashfield House 1 Apartment 11 Bedroom 4 has been assigned to [REDACTED] from 1 Sep 2022 to 20 May 2023.
[This booking is confirmed.](#)

A confirmation email has been sent to [REDACTED]

[Return](#)