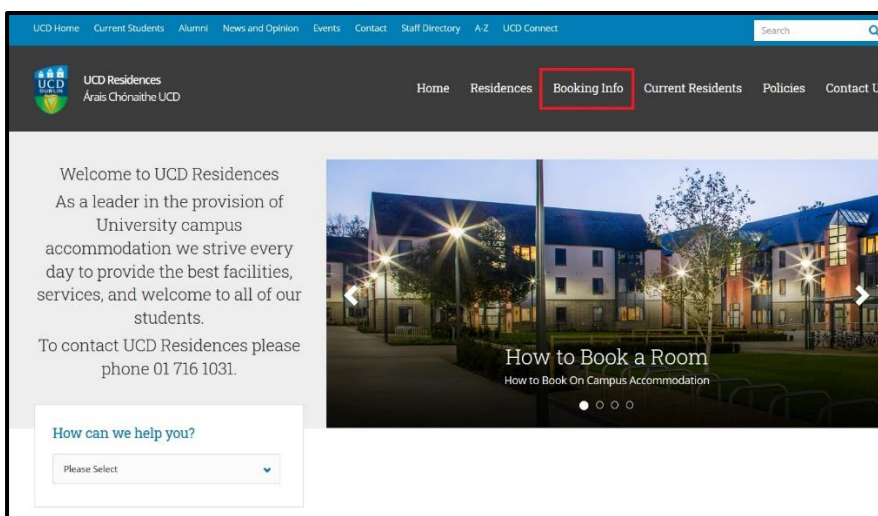


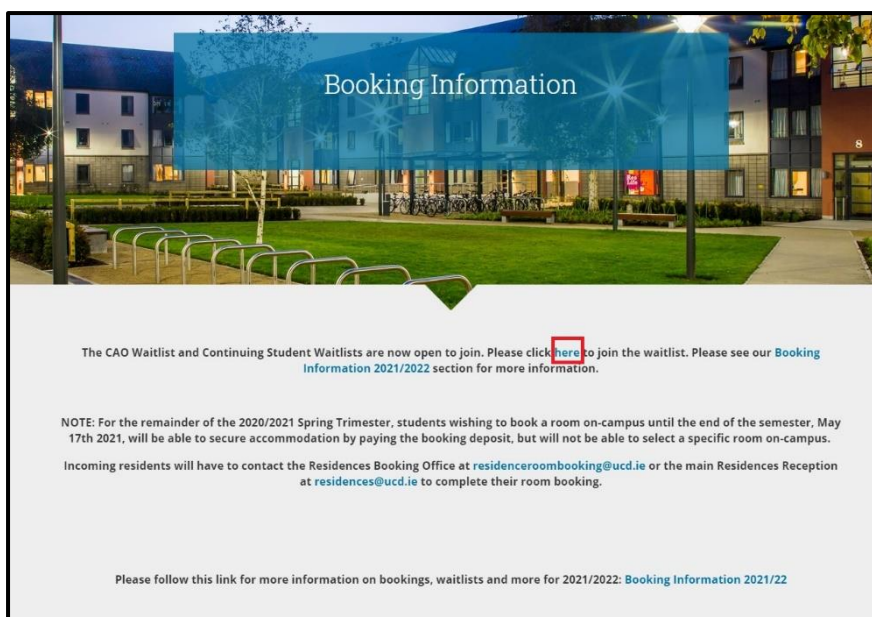
How To Sign Up For CAO Accommodation Waitlist 2021/2022

***PLEASE NOTE** – You will only be able to sign up for the UCD CAO accommodation waitlist **IF** you have indicated UCD as a CAO preference on your application.

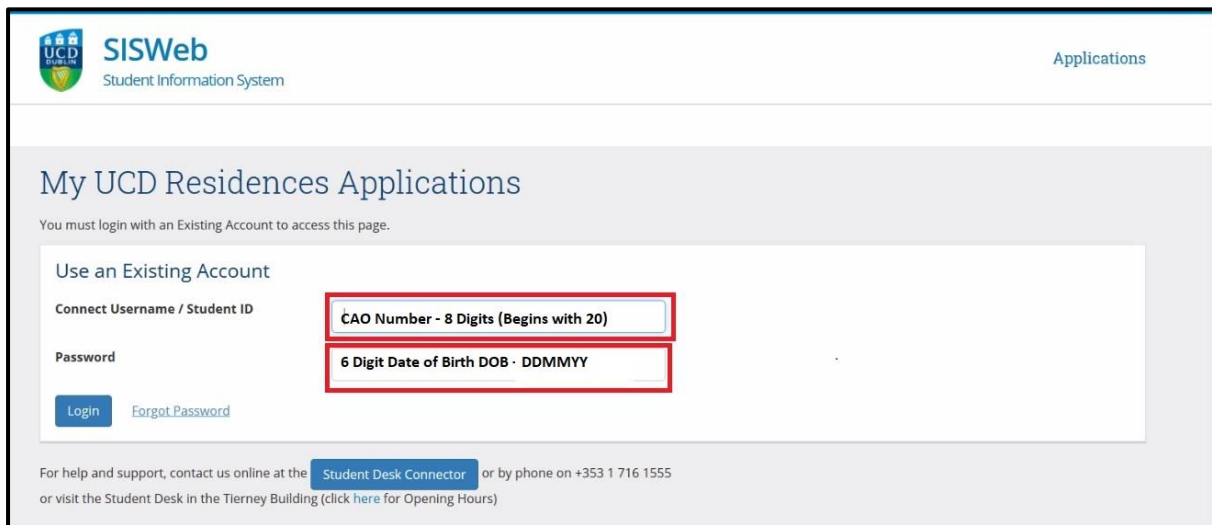
1. Got To UCD Residences Website : <https://www.ucd.ie/residences/>
2. Select/click on the 'Booking Info' tab.



3. Below the 'Booking Information' caption you will see the text "The CAO Waitlist and Continuing Student Waitlists are now open to join. Please click **here** to the join the waitlist." Click on the 'here' link.

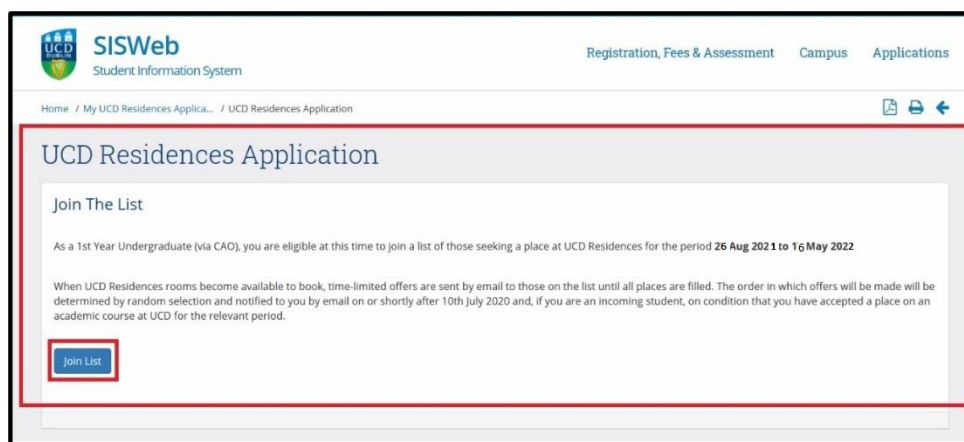


4. On the 'UCD Residences Application' page see the below >
- 4.1 In the 'Connect Username/Student ID' field enter 8 digit CAO number.
- 4.2 In the 'Password' field enter your 6 digit Date of Birth (DOB), in the format of ddmmyy, for example if your DOB is 23rd May 2003 the password would be 230503*
**The 6 digit DOB is the default password. If you change it and forget it you must contact the UCD student desk to reset it.*
- 4.3 Select/click on the 'Login' button.



The screenshot shows the SISWeb Student Information System interface. The page title is 'My UCD Residences Applications'. Below the title, there is a message: 'You must login with an Existing Account to access this page.' The login form is titled 'Use an Existing Account' and contains two input fields: 'Connect Username / Student ID' and 'Password'. The first field is pre-filled with the text 'CAO Number - 8 Digits (Begins with 20)' and the second field is pre-filled with '6 Digit Date of Birth DOB - DDMYY'. Below the fields are 'Login' and 'Forgot Password' buttons. At the bottom of the page, there is contact information for the Student Desk Connector and a link to the Student Desk in the Tierney Building.

5. If successful you will be brought through to the 'UCD Residences Application/Join the List' page.
Select/click on the 'Join the List' button to join the CAO waitlist.



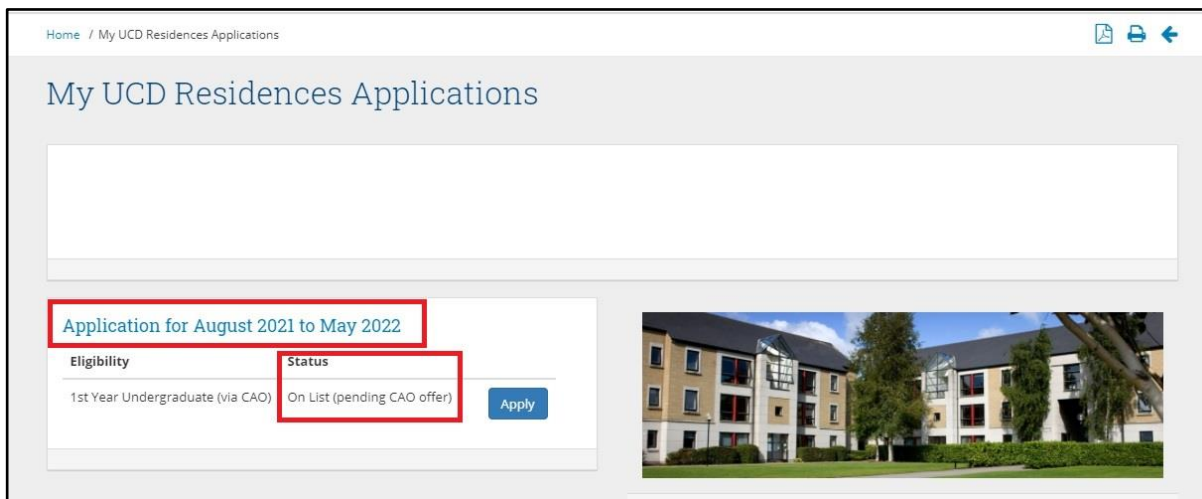
The screenshot shows the 'UCD Residences Application' page. The page title is 'UCD Residences Application' and the sub-section is 'Join The List'. The page contains the following text: 'As a 1st Year Undergraduate (via CAO), you are eligible at this time to join a list of those seeking a place at UCD Residences for the period 26 Aug 2021 to 16 May 2022'. Below this text, there is a 'Join List' button. The page also includes a navigation menu at the top with 'Registration, Fees & Assessment', 'Campus', and 'Applications'.



- You will see the confirmation on your 'UCD Residences Application' page. Select/click on the 'OK' button to prompt the next screen.



- You will see further confirmation with your 'Status' as 'On List'.



- You are now on the CAO waitlist.
- For all other residence related queries please contact residenceroombooking@ucd.ie or residences@ucd.ie