



UCD RESIDENCES

How to sign up to the
Continuing Waitlist

2022/2023



UCD Estate Services
Seirbhísí Eastáit UCD

STEP 1

Login to SISWeb.

- > UCD Connect
- > SISWeb

The screenshot shows the UCD Connect homepage. 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: Covid 19 Info, Community, Library, Registry, Teaching & Learning, Research & Innovation, IT Services, Students' Union, and Student Help. The main content area features a grid of service icons. The "SISWeb" icon, which depicts a person at a computer, is highlighted with a red rectangular border. Other icons include InfoHub, 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

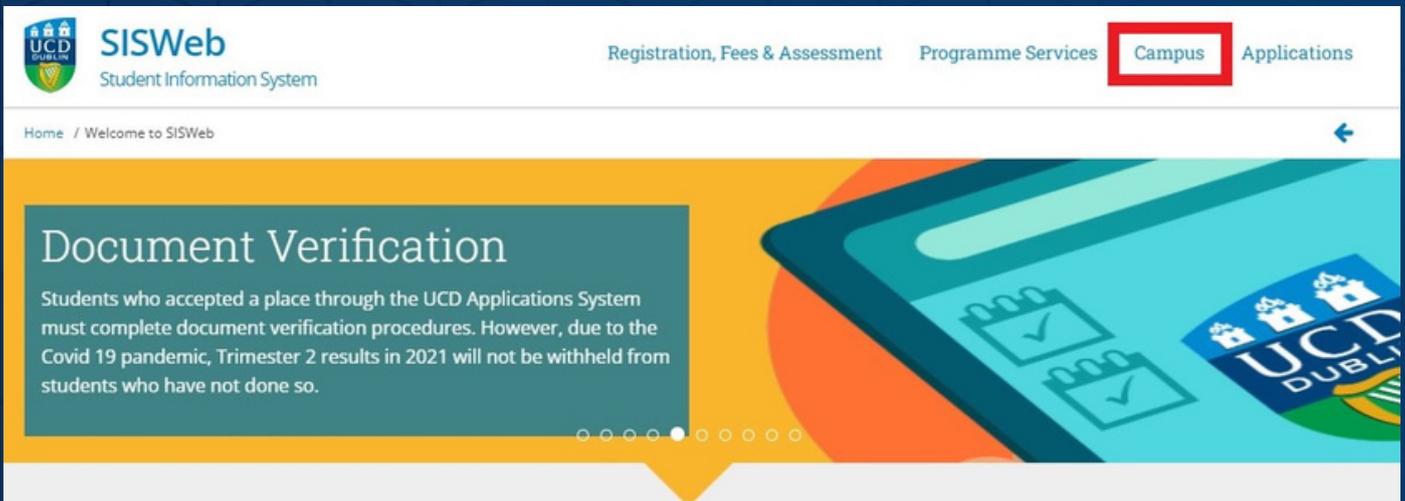
Password

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

STEP 2

Navigate to the room booking portal.

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



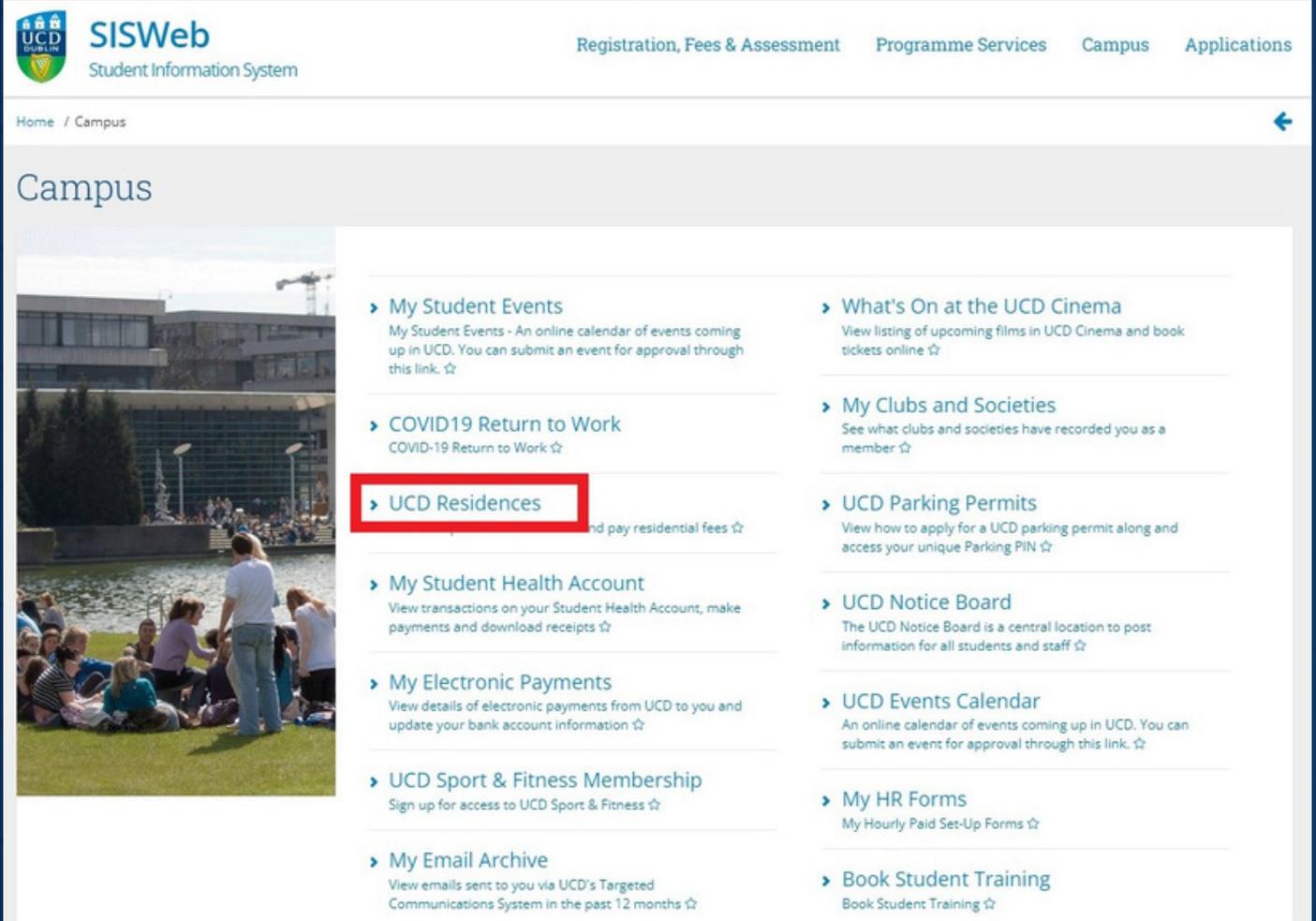
SISWeb
Student Information System

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.



SISWeb
Student Information System

Registration, Fees & Assessment Programme Services Campus Applications

Home / Campus

Campus



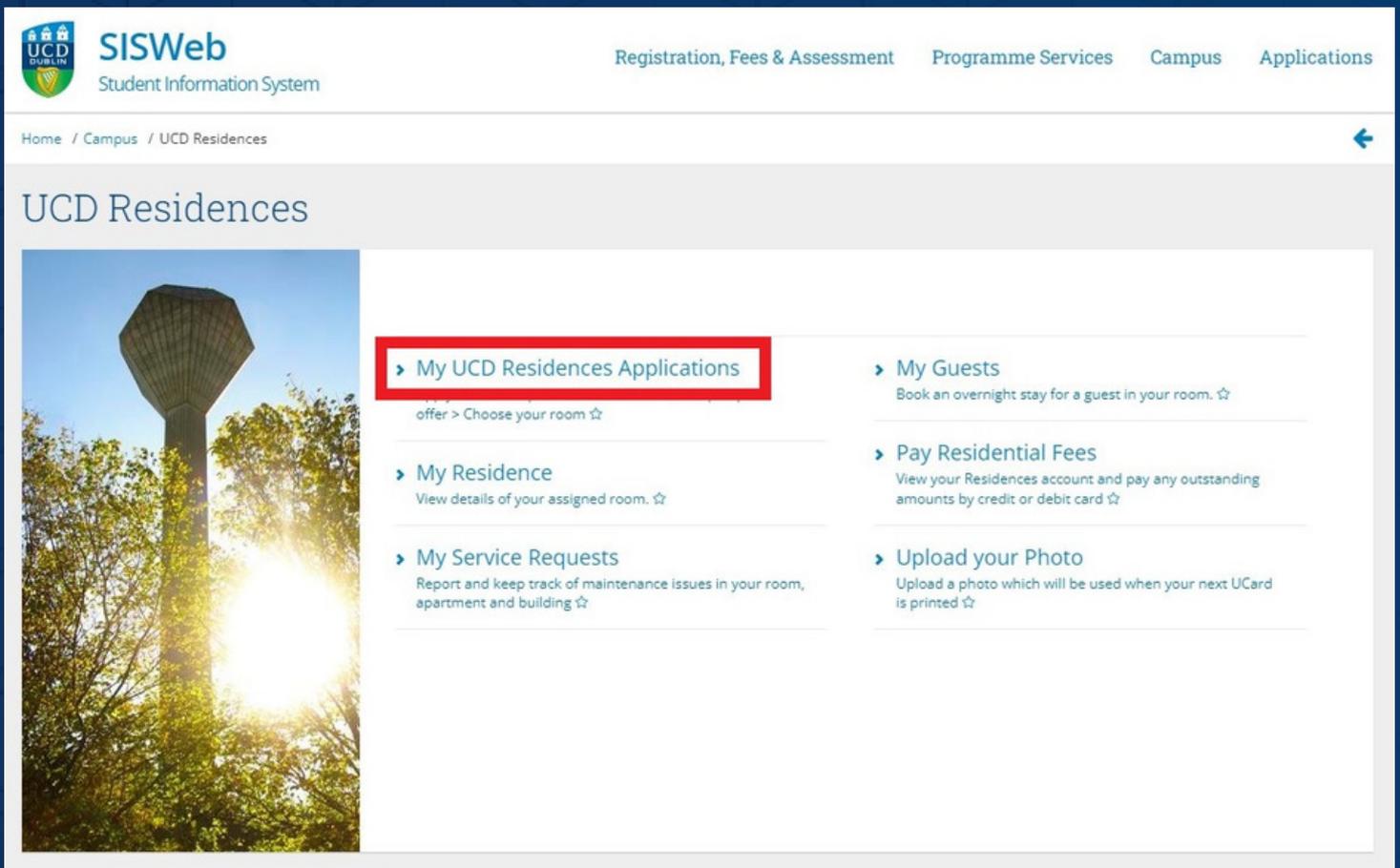
- > My Student Events
My Student Events - An online calendar of events coming up in UCD. You can submit an event for approval through this link. ☆
- > COVID19 Return to Work
COVID-19 Return to Work ☆
- > **UCD Residences**
and pay residential fees ☆
- > My Student Health Account
View transactions on 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" beside the relevant booking period.
> "Application for September 2022 to May 2023"

My UCD Residences Applications

Application for September 2022 to May 2023

Eligibility	Status	
UCD Student	Not Applied Yet	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	Apply
September 2022 to August 2023	UCD Student	Not Applied Yet	Apply

PLEASE NOTE - Construction Works In Progress

[Find out more](#)

Eligibility and booking Information

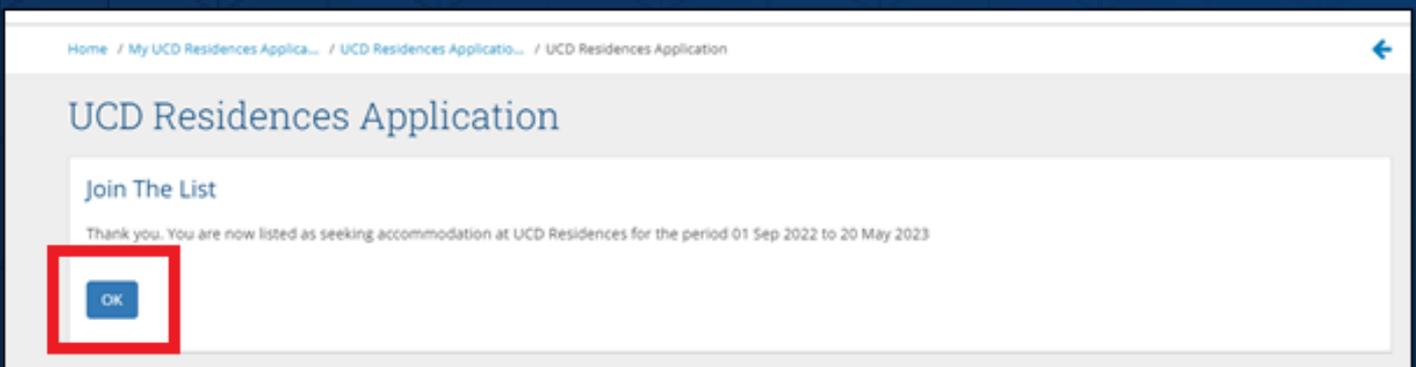
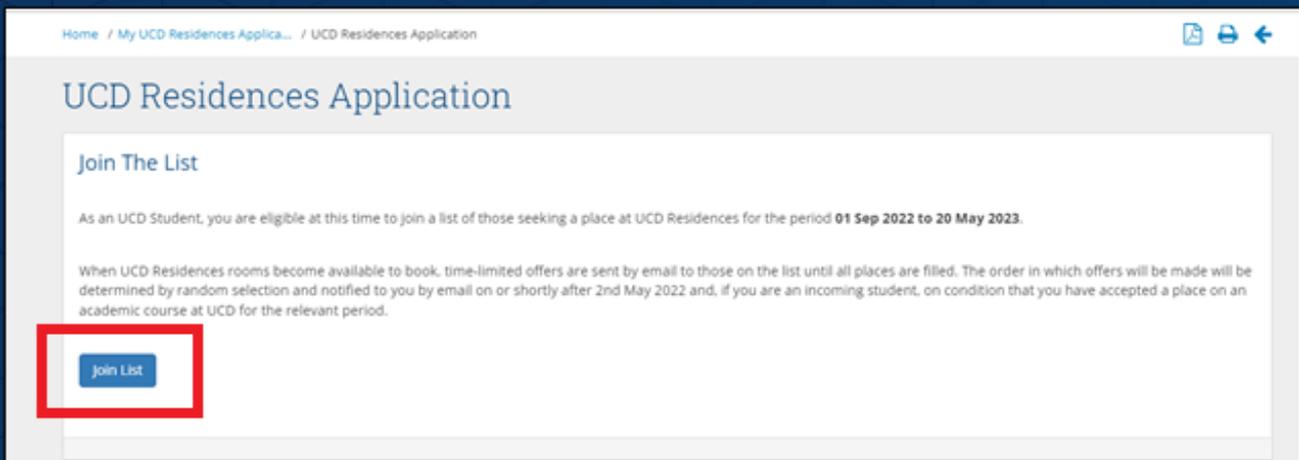
Your student status will determine your eligibility to book accommodation. For more information on **booking dates and allocation policy** please check the relevant information on [UCD Residences](#) website.

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

Join the Waitlist.

- > Click the "Join List" button.
- > Click "Ok".



STEP 5

Congratulations.

> You are now on the Continuing Waitlist.

Application for September 2022 to May 2023

Eligibility

Status

UCD Student

On List