

## Booking an Overnight Guest

UCD has an [overnight guest policy](#) which allows residents to book a guest stay overnight in their room. Please see below for a step by step guide on how to book an overnight guest through your SIS web account-

There are a number of terms and conditions which can be found at the link above notably

- Requests must be made via SIS web by 20.00 on the day of arrival
- The occupier is responsible for their actions at all times.
- The Occupier must accompany the guest at all times after 00.00 (midnight)
- Guests are not allowed to reside in any apartment other than their hosts from midnight onwards.
- Guests must sleep in their host's bedroom.
- In order to ensure that the service is available to all residents there is a maximum of 2 consecutive nights at any one time for any guest and guests cannot be booked in over a prolonged period of weeks in advance.
- Each resident is allowed to have guests for a total of 20 nights per semester.
- One guest is allowed per apartment on any given night(exceptions in dorm style accommodation)
- Residents in breach of these terms and conditions will be levied with an automatic fine of €100 and will be subject to the Breaches of Residential Rules process.
- The overnight guest policy will be suspended during orientation week, first week of term, study and exam periods and for operational requirements as required (e.g. emergencies, nights of big events, health and safety reasons).
- The guest must produce photo identification (UCD Student Card, drivers license, passport, Garda ID card) when requested to do so by any of the UCD Residences Team.

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## TO BOOK A GUEST

### STEP 1:



Welcome to SISWeb

Please login to access this page

Use an existing Account

Email, UCD ID or Connect Username

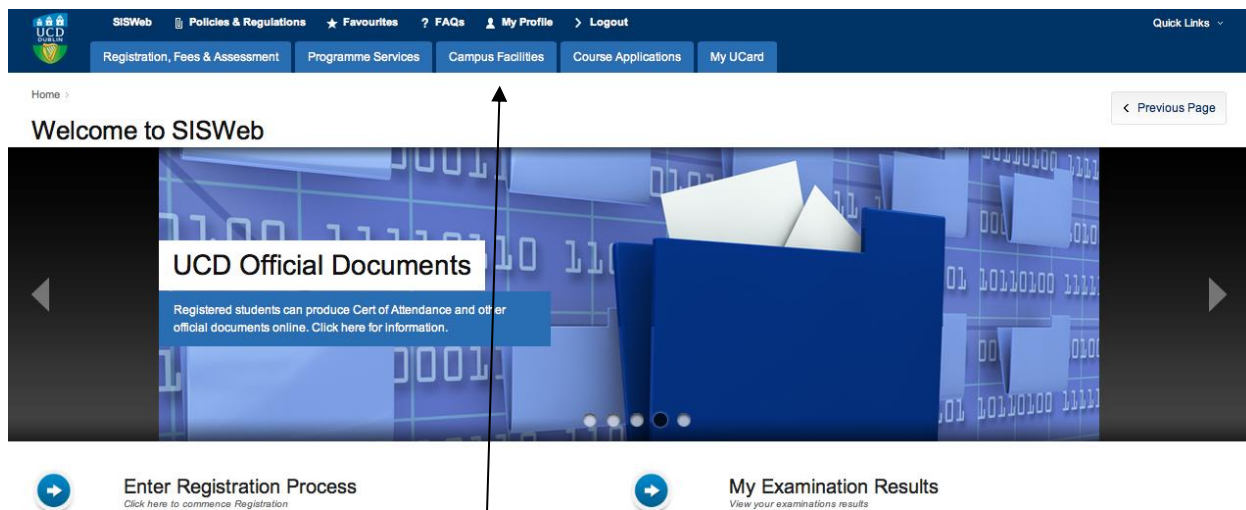
Password  [Forgot Password](#)

[Login](#)

If you have a problem logging into InfoHub, please contact [infohub@ucd.ie](mailto:infohub@ucd.ie)

- Log into your SISweb Portal account using your UCD ID (Student Number) and your Password/PIN which is by default your Date of Birth in the form DDMMYY.
- Click “Login”.

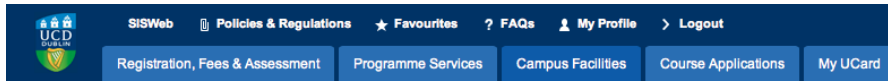
### STEP 2:



- Click on the tab “Campus Facilities”





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## STEP 3:



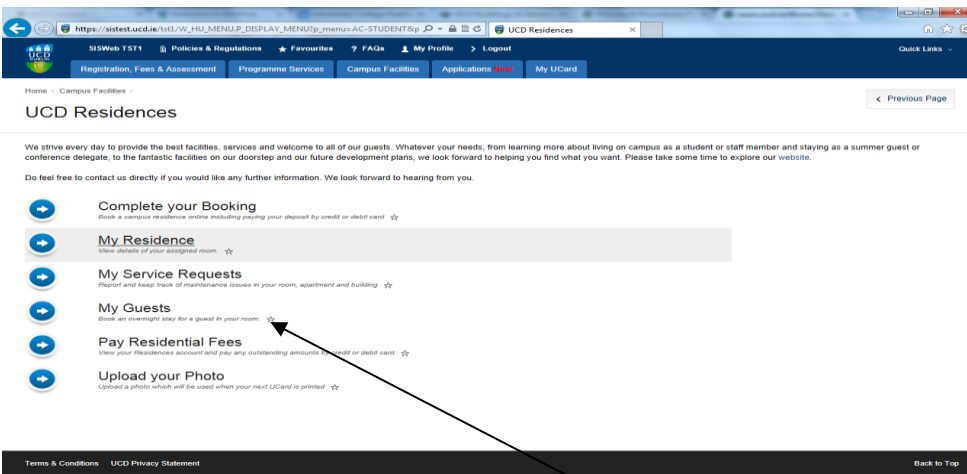
Home >

## Campus Facilities

-  **UCD Residences**  
*Book campus accommodation 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*
-  **My Volunteering Diary**  
*Your Volunteer Diary allows you to keep a record of all your volunteer activities while you are student.*

- From this screen please click on “UCD RESIDENCES”.

## Step 4:



- In the UCD RESIDENCES page, click on “MY GUESTS”

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## Step 5:

The screenshot shows the 'My Guests' page. The 'My Guest Bookings' section is empty, displaying the message 'You do not have any guest bookings'. The 'Book a Guest' section contains instructions and a table for selecting a date to book a guest. An arrow points to the 'Book Now' button for Saturday, 16th November.

Date	Book Day of Arrival	Guest	Reason if unavailable
Tonight, 12th November	<a href="#">Book Now</a>		
Wednesday, 13th November	<a href="#">Book Now</a>		
Thursday, 14th November	<a href="#">Book Now</a>		
Friday, 15th November	<a href="#">Book Now</a>		
Saturday, 16th November	<a href="#">Book Now</a>		
Sunday, 17th November	<a href="#">Book Now</a>		
Monday, 18th November	<a href="#">Book Now</a>		

- From here you can either book a guest for a night in the next 7 days or choose later dates from the bottom tab.

## Step 6:

The screenshot shows the 'Book a Guest' page. The 'Select a Previous Guest' section contains a table with columns for 'Previous Guest', 'Guest Date of Birth', and 'Reason if not allowed'. An arrow points to the 'Book a New Guest' button.

Previous Guest™	Guest Date of Birth™	Reason if not allowed
Kate Flynn	14-May-1982	Already booked as a guest on this date

- If you have previously booked a guest you can choose this guest again rather than re type the information or if it's a different guest you should click 'BOOK A NEW GUEST'

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## STEP 7:

Step 2 - Booking Details and Terms & Conditions

**Booking**

Date of Arrival\* 15-NOV-2013

Length of Stay (Nights)\*  1 Night  2 Nights

Status of Booking\* Provisional

**Guest Details**

IMPORTANT - Please ensure the information you enter is correct. While on campus, guests are required to have proof of identification that matches the Name and Date of Birth entered here. The date of birth must be entered in the format "DD-MON-YYYY", i.e. the day of the month followed by the first three letters of the month name and the four-digit year, separated by hyphens.

Guest First Name\* Kate

Guest Last Name\* Flynn

Guest Date of Birth\* 14-MAY-1992 e.g. 12-NOV-2013

Is a UCD Student  Indicate if the Guest is a current UCD student

Email\* kate.person@ucd.ie

Mobile Phone No.\* 087 698 3262

Address\* 84 The Green, Ballynashan, Co. Donegal Contact postal address for the Guest

**Terms & Conditions**

Both the resident and the guest must abide by the Terms & Conditions regarding the hosting of guests in UCD Residences. The host must agree to these terms and conditions at time of booking. Tick the "Terms & Conditions Agree" to indicate this agreement.

Terms & Conditions Agree

[Submit](#)

- Enter the guests details, click on the terms and condition to ensure you are familiar with the conditions, click the agree to term and conditions and click submit

## STEP 8:

Book a Guest

**Booking Details**

Date of Arrival:	15-Nov-2013
Date of Departure:	16-Nov-2013
Length of Stay (Nights):	1
Guest Name:	Kate Flynn
Date of Birth:	14-May-1992
Email:	kate.person@ucd.ie
Mobile No.:	087 698 3262
Booking Status:	Booked

[Cancel](#)

This guest booking has been confirmed.

For more information on the limits, terms and conditions on hosting guests, please read the UCD Residences Guest Policy.

If your booking has been declined and you believe there are extenuating circumstances that may be taken into consideration, please go to your UCD Residence office where the declined booking may be reviewed.

Return to [My Guest Bookings](#)

- You will see a confirmation message- Please ensure you can see this as a booking may be declined if it breaches the terms and conditions- You will see DECLINED as the message if the booking is not valid