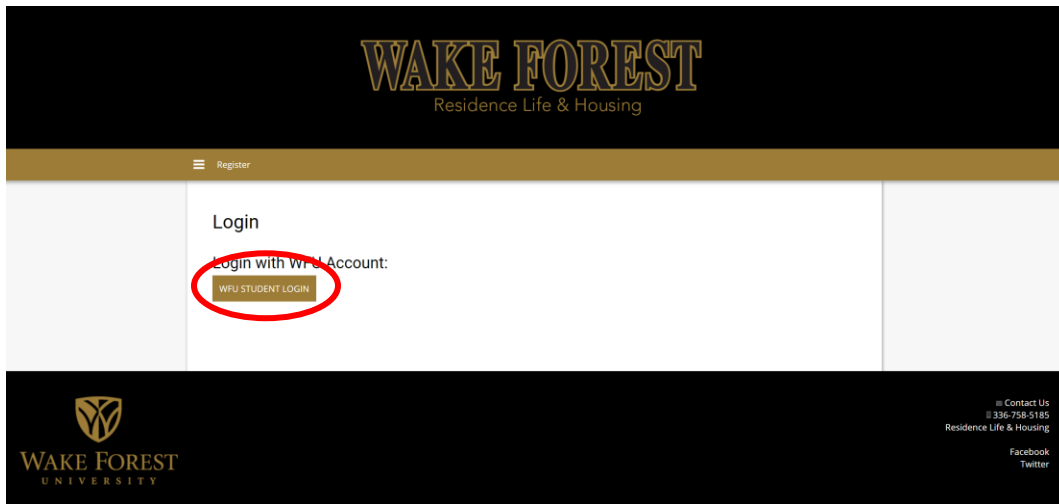


# StarRez PortalX Quick Guide

## Logging In

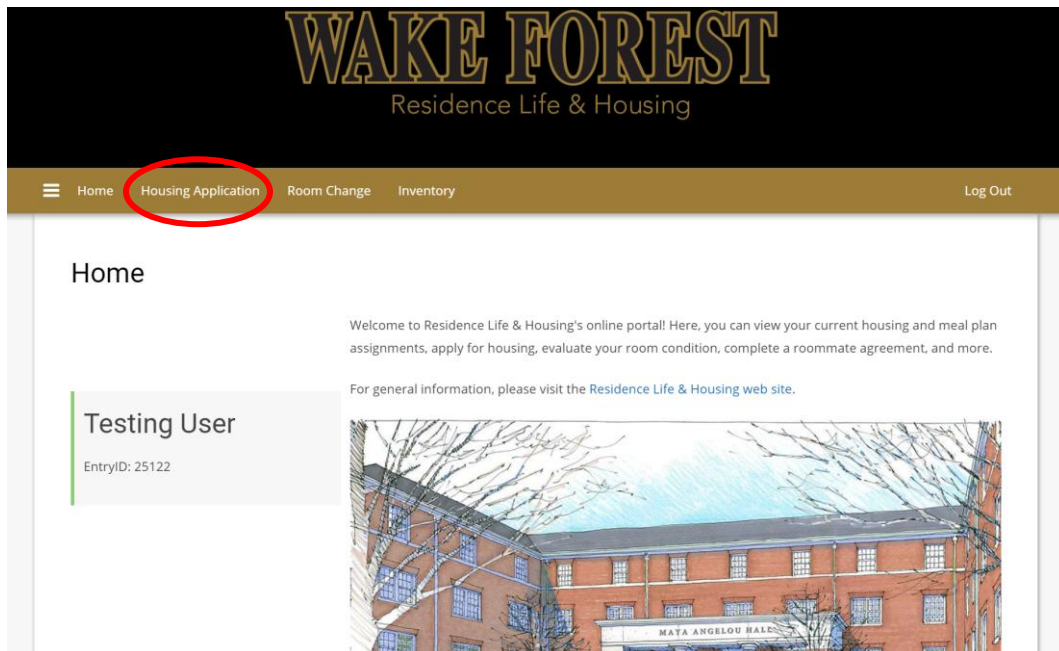
Navigate to <https://wfu.starrezhousing.com/StarRezPortalX/> in your browser.

Click on the button labeled **WFU STUDENT LOGIN**.



This brings you to the Home Page of the Portal Application process.

Select **Housing Application** from the menu bar.



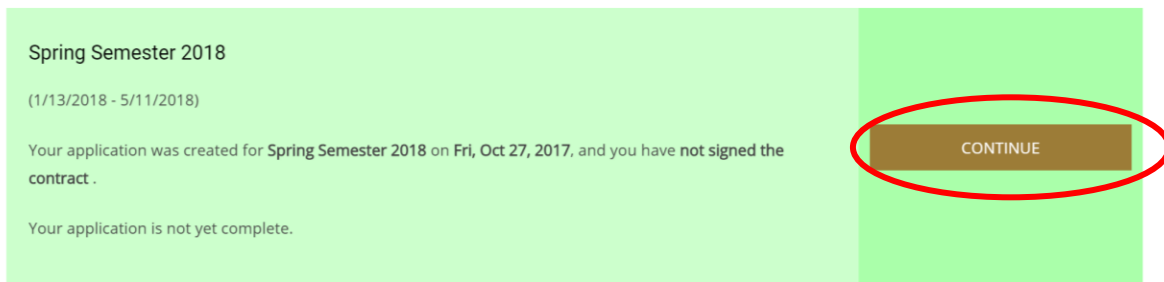
## Starting a Housing Application

This will direct you to the first page of the Application process where you need to select which term you are applying for, as seen in the example below. Please click **Continue** in the box for that matches whichever term you are applying for.



### Term Selector

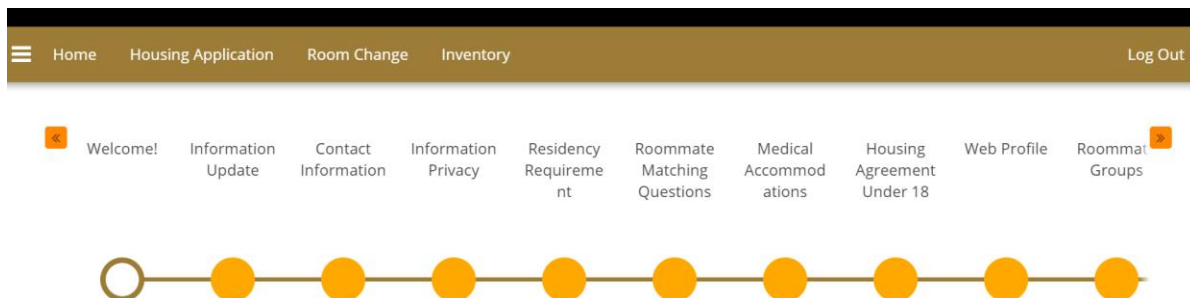
Please select a term below to start or continue with your application.



## The Application Process

The Portal is very user-friendly and students are able to move throughout the application process steps (indicated by the progress bar shown below) by completing each page and clicking **Save & Continue**.

You will be able to return to previous sections and make changes if necessary prior to submitting the application.



### Information Update

- You will be shown the information we have on file in WIN.
- You will need to update that information in WIN if changes need to be made.

### Contact Information

- You should enter information for your Emergency Contact, Missing Person Contact and Parent/Guardian Contact. Often these contacts may be the same person but not always.
- You will not be able to continue with the rest of the application without this information.

## Information Privacy

- This is your FERPA release form.
- You can enter the names of individuals who we at ResLife can talk to about your educational records.

## Residency Requirement

- You will be shown the number of semesters that you have been in housing towards the university residency requirements.
- If you'd like to be released from the on-campus residency requirement, check the box at the bottom of the page to proceed to the *Petition to be Released from Residency Requirement*.

## Roommate Matching Questions

- These are used to help with roommate matching if you do not have a roommate in mind.

## Medical Accommodations & Special Needs

- If you have any ADA accommodations on file, they will display here.
- This page also contains instructions on how to request additional accommodations if they are needed.

## Housing Agreement

- Students under the age of 18 will have to add a parent/guardian to sign this agreement.
  - The parent will get an email requesting them to sign the contract.
- Students over 18 will be able to sign on their own by entering their WFU Student ID.

## Web Profile

- You will need to make sure to “tick” the check box if you wish for your matching profile to display and you to be searchable for other students. This allows other students to request you as a roommate.

### Web Profile

Enter your name, as you wish potential roommates to see it:

Check this box if you wish to be included in the roommate searching process:



Enter a description of yourself to show to potential roommates:

SAVE & CONTINUE

## Roommate Request

- You will be able to search for a specific roommate using their screen name. You may browse students based on the details collected through their roommate matching questions.
- Each person you request as a roommate must log in and accept the request. Once they accept the request, they will be shown as part of the group.

## Room Selection Process

When your room selection time slot becomes available, you will be able to proceed with the room selection process below.

### Room Search

- You may select a building/floor/room based on what is available to them at the time they are going through selection.
- They must click on the building/floor/room they wish to search in.
- Once the room is selected, You will need to place yourself and any roommates, into a bed space.

### Room Selection

- Once you click “Reserve Beds” you will not be able to go back to search for more spaces

### Meal Plan Selection

- You will then select your meal plan for yourself. Your roommates will be prompted to log back in and select their meal plan.
- During General Housing Selection a student will only be able to see the meal plan options that are available to them based on the building you have selected.

### Confirmation

- You will receive a confirmation page that shows exactly what you selected and who is in their suite thus far. Then you are done.