

Residence Life and Student Accommodation Services Portal Guide

Here's how to apply for university-managed accommodation using the Plymouth University Accommodation Portal.

Logging in for the first time

You will receive an email to the address provided on your UCAS form (or application form if you are a postgraduate) to advise you when the portal is open for bookings. To login for the first time, you will need to do the following:

1. Enter your email address
2. Click 'Generate Password'



You will then receive an email containing your password. For security reasons, the link will expire after 10 minutes. If you miss it, don't worry – just click 'Generate Password' again.

Remember to keep a note of your password, as you will need it to log into the portal to accept your room offer and manage your accommodation account throughout the year.

Forgotten your password?

If you have forgotten your password, enter the email address and click 'Generate Password' as above. You will then receive an email with your login details.

Help

If you need any help with logging in, please contact the [Residence Life and Student Accommodation Services team](#).

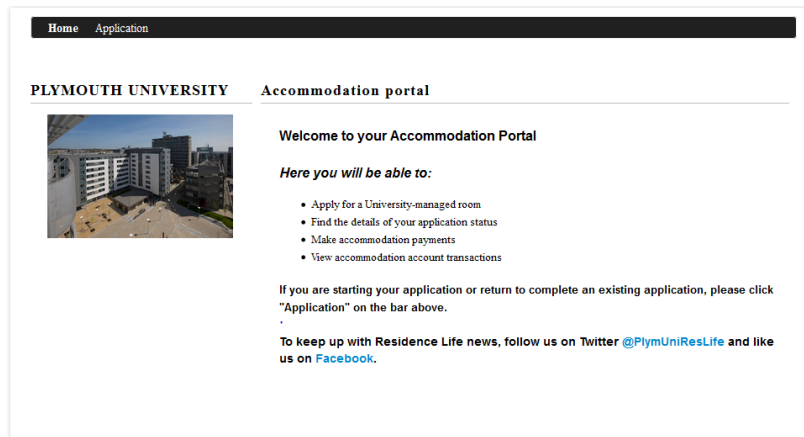
Telephone: +44 1752 588644

Email: residencelife@plymouth.ac.uk

Your homepage

When you first log into the Portal, you will be taken to your personal homepage.

Click on the 'Application' link in the black bar at the top of the page to begin or continue with your application.

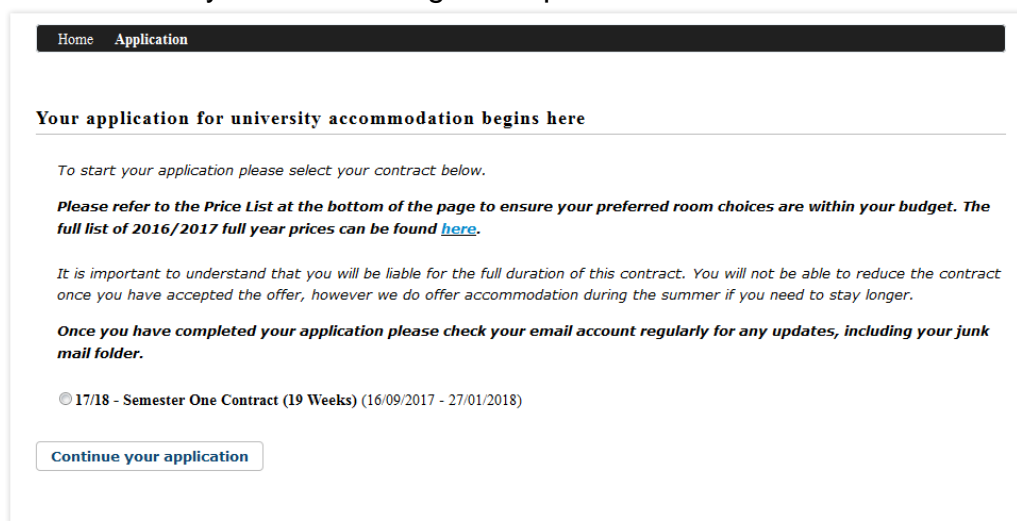


Beginning your application: Stage One

Please allow approximately 15 minutes to complete the first stage of your application. Further information about Plymouth University accommodation may be found on the [Accommodation pages of the University website](#).

Step 1: Welcome page

Please select your license length and press continue.



Returning to your application?

If you are returning to the Portal having already completed Stage One, please reselect your chosen license length and click the 'Continue your application' button to resume your application.

Step 2: Please check the information we have for you

We will use the information you provide on this page to contact you about your accommodation application, so it is important to ensure that your details are correct.

Please review your personal details. If there are any errors in your name, date of birth or gender information, you will need to update this in [UCAS Track](#). Please note that it can take up to 48 hours for any amendments you make to be updated in our system.

This section will ask you to nominate a person(s) to become your third party permission contact. By doing so this will allow the person to discuss the application process, your booking and your account with us. You are able to withdraw this permission at any time by emailing residencelife@plymouth.ac.uk

We will also ask you to nominate a person(s) to be your emergency contact. This person(s) would only be contacted in the case of an emergency, and we will not discuss any of your accommodation account details with them. You can nominate the same person(s) to be your emergency and third party contact.

In the personal details section is a field for "do you have any medical requirements". If you have a condition that will affect your living arrangements in halls or require adaptations to the room, please tick this box and complete the medical information page that will appear as the next step.

Additional Information

This page allows you to communicate anything you think would be relevant to your room allocation. This not guaranteed that we can act upon your request. If you have a medical, requirements then please ensure that this is completed in the medical section of the application.

Step 3: Lifestyle Profile

This page gives you the opportunity to tell us some more about your living preferences using the sliders and drop-down boxes.

To use the sliders, click on the blue squares and drag them left or right along the bar to indicate your preference.

When you are happy with the information you have entered, click the 'Save & Continue' button at the bottom of the page.

Lifestyle Profile (Step 5 of 7)

Please answer these questions as honestly as possible, they are designed to try and place you into a flat where you will have a harmonious living experience.

To improve matching success we suggest against leaving all sliders at a medium, central level (default setting).

We take every effort to place you with people with similar lifestyle profiles however circumstances may arise where the match isn't as successful as we anticipated.

Tell us some more about yourself

What type of personality are you? Reserved Very outgoing

Do you prefer peace and quiet, or do you like having lots of activity around you? Peace & quiet Lots of activity

Are you tidy or messy? Tidy Messy

What time do you usually go to bed? Go to bed early (before 10 pm) Go to bed late (after 2am)

How do you like to spend your evenings? Staying in Going out

If available, I would prefer an Alcohol Free Zone or Single Sex Accomodation * Neither

* Certain rooms may only be available for your selection based on your response.

Save & Continue

Step 4: Select your room options

Here you must use the drop down menus to select, first your hall and then the room type that you would like to live in. You will need to choose five options. The drop down list is dynamic, so you will not be able to select the same room type twice. Please note these options are in no particular order of preference and they are not guaranteed.

Home Application Accounts

Application Menu | Applying for 2015/16 41 weeks - New Student

Application Status | Cancel Application

1 Welcome page 2 Personal Details 3 Room Options 4 Personal profile 5 No next steps Complete Previous Required

Room Options (Step 3 of 5)


It is important to us that you are happy with your room. To help us allocate your room please select up to 4 different options from the list of halls below.

Have you read the Halls of Residence pages to find out about the great range of halls yet? Before making your selections you might want to think carefully about the location and price and make sure that you cover a range of options.

We do aim to place you into one of your choices, but being happy is as much about the people we live with as it is about the room, in a moment we will ask you a bit more about yourself and your room allocation will be based on a combination of your choices and your profile.

Room Location 1
Francis Drake - FRD

Preference 1
Francis Drake - Standard En suite (£135 pw, 282 rooms)



Click the button to save and continue.

What happens next?

We will start to allocate rooms after the guarantee deadline. It is unlikely that we will need to contact you before we offer you a room, but please do check your email account regularly.

Once you receive your room offer, you will need to revisit the accommodation portal to accept your offer. You have 7 days in which to accept the offer and pay your £250 deposit. If you do not accept your offer within 7 days the room may be offered to another student.

When you log back in you will be asked to read the terms and conditions of your license agreement carefully and if there is anything you don't understand, please contact Residence Life. To sign your licence agreement please enter your student number (this is the equivalent of your signature). You will then be asked to pay your deposit online by following the payment options on screen. Once the payment has gone through you will be emailed confirmation.

The Residence Life Team will be in contact with you in the summer regarding arrival information.

We look forward to seeing you in September!

Useful contacts

[Residence Life and Student Accommodation Services](#)

The Residence Life and Student Accommodation Services team are available to help you with any accommodation-related enquiries.

Telephone: 01726 588 644

[UCAS Track](#)

If you are an undergraduate, you will need to contact UCAS Track if you wish to update or amend any of your personal information (e.g. name, date of birth).