

Room Renewal

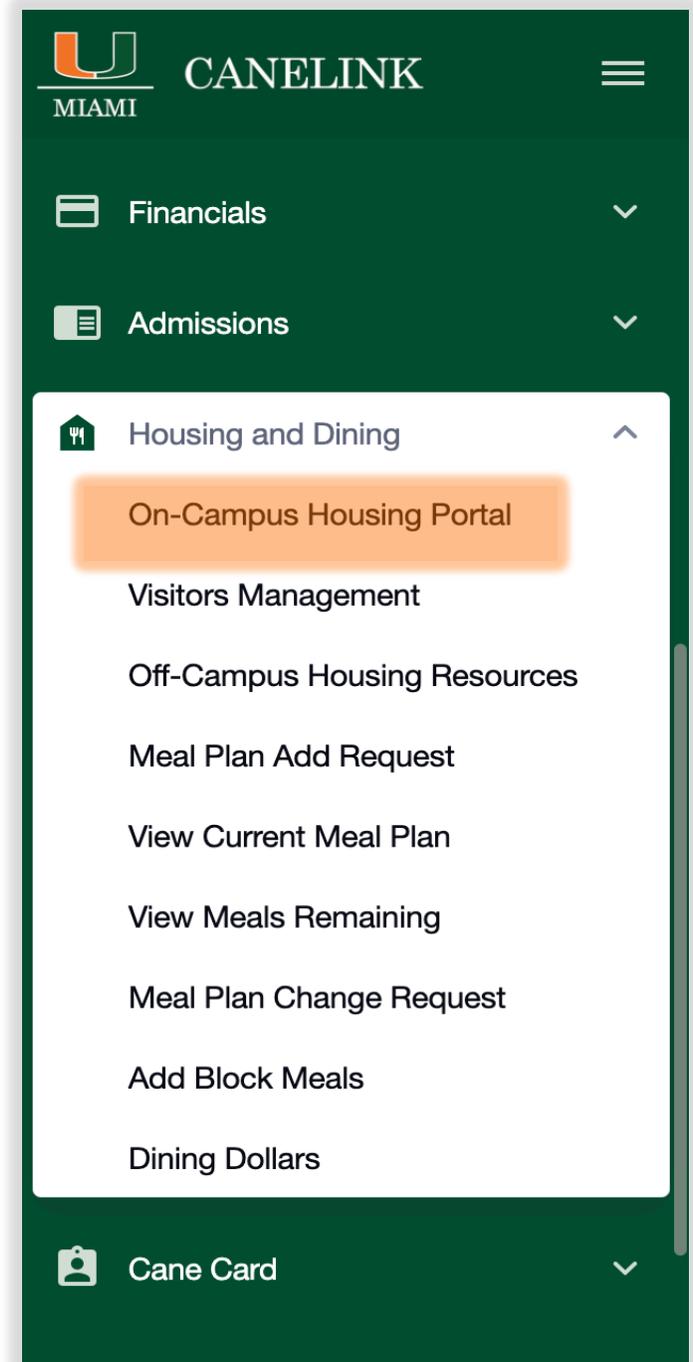
(University Village Residents Only)

Student Tutorial



Getting Started

Once you have logged into [CaneLink](#), on the “**Student Home**” page you will look for the “**Housing and Dining**” section and click on the “**On-Campus Housing Portal**” link.



Portal Homepage

The portal is where you will apply for housing, renew your current assignment (if eligible), preference roommate/suitemates, register for Personal Property Insurance Protection, select your meal plan, and eventually make housing-related requests.

To begin, click **Student Login**

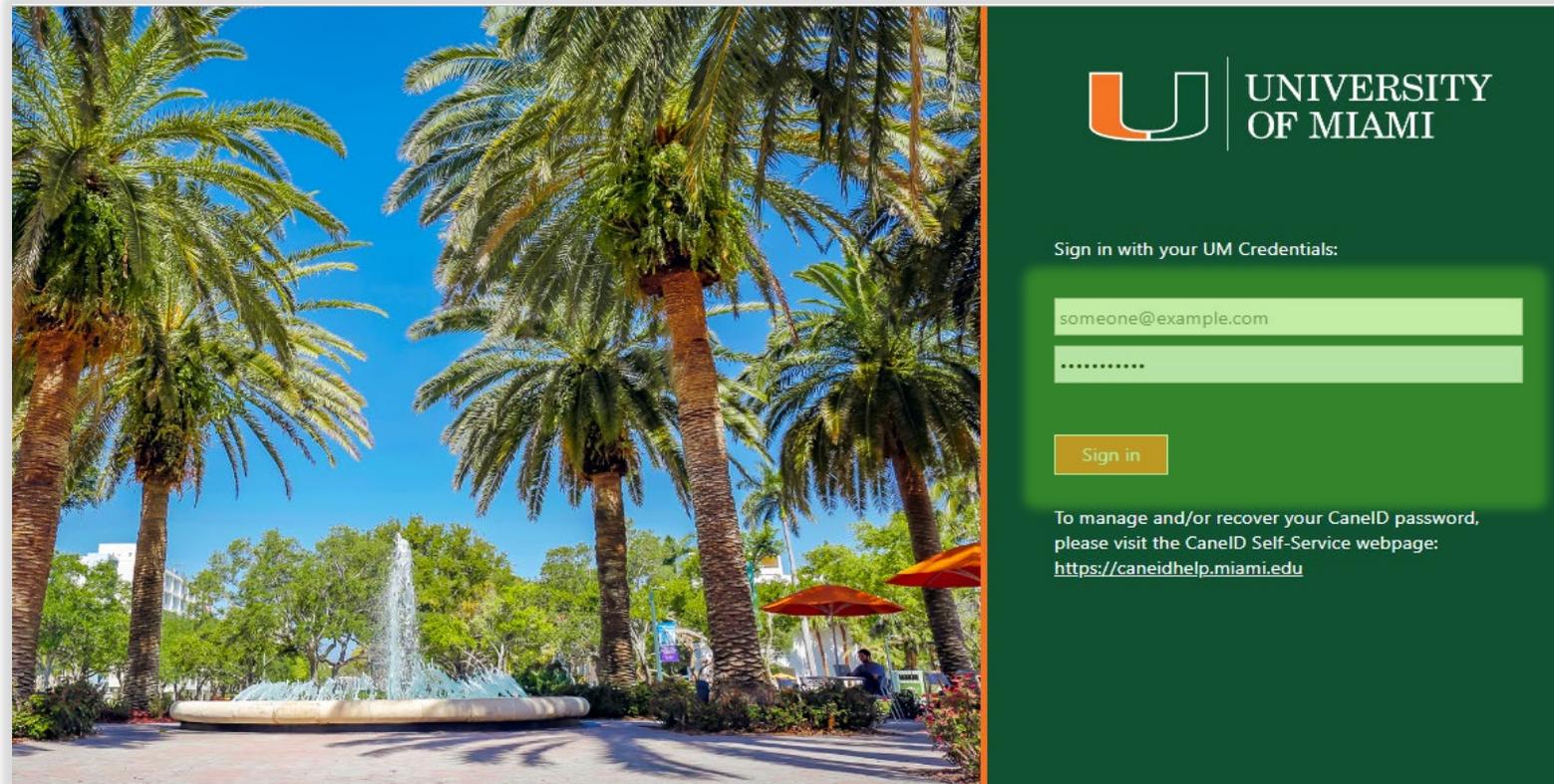


The screenshot shows the portal's homepage. At the top, there is a dark green header with the University of Miami logo (a stylized 'U' with 'MIAMI' below it) on the left and the text 'STUDENT AFFAIRS HOUSING & RESIDENTIAL LIFE' on the right. Below the header is an orange navigation bar with a green highlight under the 'Student Login' link, which is preceded by a hamburger menu icon. The main content area is white and contains a welcome message: 'Welcome to the Housing & Residential Life student portal, a web-based resource to apply for housing, sign-up for/change a meal plan with Dining Services, opt into a renter's insurance program, and complete other housing service related transactions.'



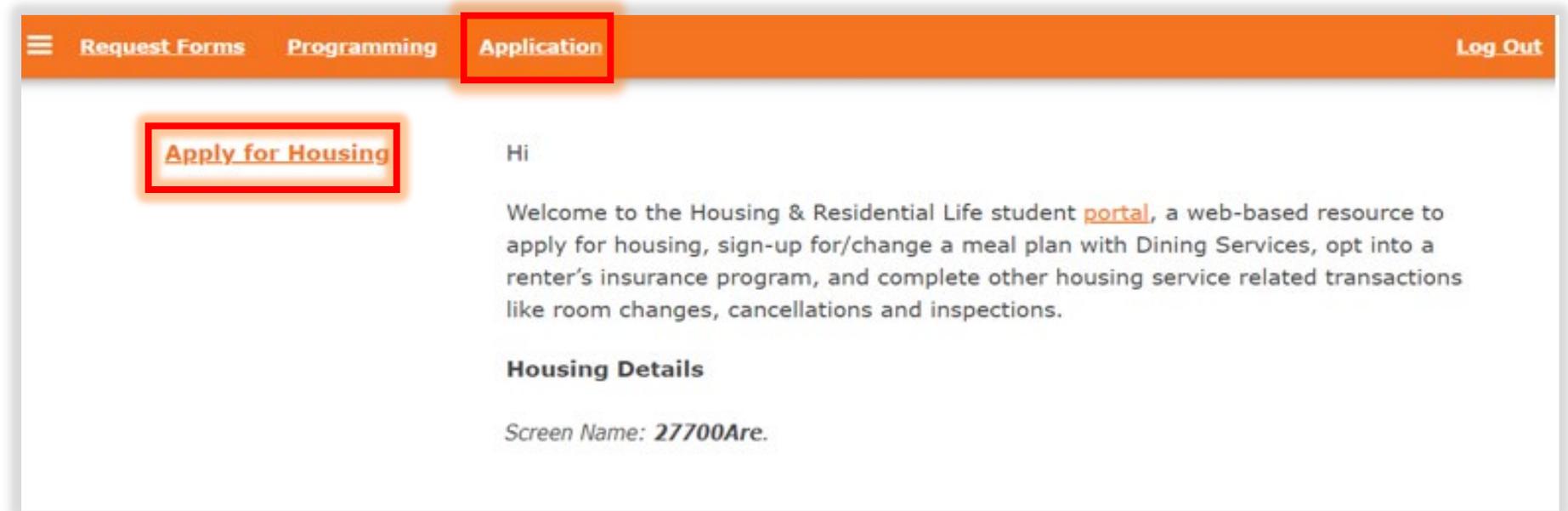
Log In

Please enter your UM credentials and click **Sign in** to be authenticated



Welcome Page

Once you have been authenticated, your screen name will be visible. Click **Apply for Housing** or **Application** to access your application.



The screenshot shows a web application interface with an orange header bar. The header contains a hamburger menu icon, the text "Request Forms", "Programming", "Application" (highlighted with a red box), and "Log Out". Below the header, on the left side, is a button labeled "Apply for Housing" (also highlighted with a red box). The main content area on the right contains the following text:

Hi

Welcome to the Housing & Residential Life student [portal](#), a web-based resource to apply for housing, sign-up for/change a meal plan with Dining Services, opt into a renter's insurance program, and complete other housing service related transactions like room changes, cancellations and inspections.

Housing Details

Screen Name: **27700Are.**



Application Term

Click **CONTINUE** on the current term

Academic Year 2023-2024

(08/14/2023 - 05/11/2024)

You started your application for **Academic Year 2023-2024** on **02/01/2023**.

You have **signed the housing agreement** as of **02/01/2023**.

Your prepayment is waived.

Your application is complete as of **02/01/2023**.

For Fall 2023 you have selected DD Component For Fall 2023 you have selected 100 Block \$500 DD Fall 2023

CONTINUE



Application Summary Page

Click **Application Summary** on the Process Menu

<input checked="" type="checkbox"/>	Housing Agreement	Gender	Female
<input checked="" type="checkbox"/>	GradGuard College Renter's Insurance - New	Date of Birth	12/11/1996
<input checked="" type="checkbox"/>	GradGuard - New	Contact Details-Local	
<input checked="" type="checkbox"/>	Tide Cleaners	The information below is generated from the information you have provided the University in CaneLink . If the information is blank or inaccurate, please update your student information via CaneLink . Please allow 1-2 business days for the updated information to appear in the fields below.	
<input type="checkbox"/>	Update Meal Plan		
<input checked="" type="checkbox"/>	<u>Application Summary</u>	Local Address	
<input checked="" type="checkbox"/>	Room Renewal	Under the address information in CaneLink , there are various address types you can create/edit—beyond the permanent address type, your local address information can be revised/added via CaneLink . It is important to keep all address information up-to-date on CaneLink any update you make will take 1-2 business days to be reflected on the screen in your housing application.	
<input checked="" type="checkbox"/>	Begin Search for Roommate/Suitemate		
<input checked="" type="checkbox"/>	Room Selection - Next Steps		
<input type="checkbox"/>	Room Selection	Street	1211 Theo Dickinson Dr



Application Summary Page Cont'd

Click on **SAVE AND CONTINUE**

Note the date and time you must renew your current space by.

Housing Application Overview - **Application Summary**

- Continuing Student
Thanks for applying! Your application summary information is below.
- Personal Details
You started your application for Academic Year 2023-2024 on 2/1/2023, and have signed the Housing Agreement as of 2/1/2023.
- Emergency Contact & Missing Persons
Your application is complete as of 2/1/2023
- Room Preferences
For Fall 2023 you have selected *DD Component* For Fall 2023 you have selected *100 Block \$500 DD Fall 2023*
- Additional Housing Considerations
Click **'SAVE AND CONTINUE'** to renew your current space. Renewing your current space will guarantee your assignment for 2023-2024 and will prevent you from participating in the room selection process. You have until **11:59 pm on February 9th** to renew your current space.
- Roommate Profile
- Search for Roommates/Suitemates
- Gender-Inclusive Agreement
- Housing Agreement

SAVE AND CONTINUE



Room Renewal Term

Click **CONTINUE** on the current term

Room Renewal - Term Selector

Please select a term below to continue with your room renewal

Academic Year 2023-2024

(08/14/2023 - 05/11/2024)

You started your application for **Academic Year 2023-2024** on **02/01/2023**.

You have **signed the housing agreement** as of **02/01/2023**.

Your prepayment is waived.

Your application is complete as of **02/01/2023**.

*For Fall 2023 you have selected DD Component For Fall 2023 you have selected 100
Block \$500 DD Fall 2023*

CONTINUE



Room Renewal Term Cont'd

Click on **SELECT** on your current space to renew it for the next term session.

Click **SKIP RENEWAL** to proceed without renewing your current space.

Note the date and time you can return to access the room renewal process after skipping and keep in mind that completing the room renewal process will make you ineligible to participate in the room selection process.

Housing Application Overview - **Room Renewal**

- Continuing Student
- Personal Details
- Emergency Contact & Missing Persons
- Room Preferences
- Additional Housing Considerations
- Roommate Profile
- Search for Roommates/Suitemates
- Gender-Inclusive Agreement
- Housing Agreement
- GradGuard College Renter's

Please click 'Select' to renew current booking, or click 'Skip Renewal' below to proceed without renewal.
Once you renew, you will be unable to participate in any other portion of the room selection process.
If you skip, you are able to return and access the renewal process through **February 9 at 11:59 PM (EST)**

University Village 1-301A-A1
UV1-301A
University Village 1-301
University Village 1
Coral Gables Campus

SELECT

SKIP RENEWAL



Complete Room Renewal

Click on **Complete Renewal** to finalize your room renewal process.

 Housing Application Overview - **Complete Room Renewal**

 Continuing Student

 Personal Details

 Emergency Contact & Missing Persons

 Room Preferences

 Additional Housing Considerations

 Roommate Profile

 Search for Roommates/Suitemates

Please click '**Complete Renewal**' to finalize your room renewal process. Your assignment is not confirmed until you receive email confirmation for your Fall and Spring assignments.]

Housing Reservation

UV1-301A, University Village 1-301, University Village 1

COMPLETE RENEWAL



Room Renewal Complete

Your room renewal process is now complete!

Please check your UM email for confirmations. If you are missing confirmation on your new room assignments, contact housing.

Take note of requests to switch if you would like to make changes to your new booking.

Housing Application Overview - **Know Your Roommate(s) - KYR**

- Continuing Student
- Personal Details
- Emergency Contact & Missing Persons
- Room Preferences
- Additional Housing Considerations
- Roommate Profile
- Search for

Thanks for Renewing!

Your housing reservation for Academic Year 2023-2024 has now been confirmed and you may view your assignment/roommate information below. You **will not** be eligible to participate in the room selection process. Information regarding requests to switch rooms/room types will be made available towards the end of February.

Suitemate(s)
You do not have any suitemates for this semester!



Room Renewal Email Confirmation

You will receive an email confirming the completion of your room renewal like the one shown below.



Room Assignment Email Confirmations

You will receive two emails confirming your room assignments for the new term sessions like the one shown below.



Dear Mo,

You have been assigned to **UV1-301A-A1** (*UV Ibis 1br/1bt*) for **Spring 2024**

If you have questions about your on-campus Residential Life [website](#).

UNIVERSITY
OF MIAMI
HOUSING &
RESIDENTIAL LIFE



Dear Mo,

You have been assigned to **UV1-301A-A1** (*UV Ibis 1br/1bt*) for **Fall 2023**

If you have questions about your on-campus housing, please contact us via the Department of Housing and Residential Life [website](#).

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RESIDENTIAL LIFE



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Coral Gables, Florida 33124-5410

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RESIDENTIAL LIFE

