

Room Renewal

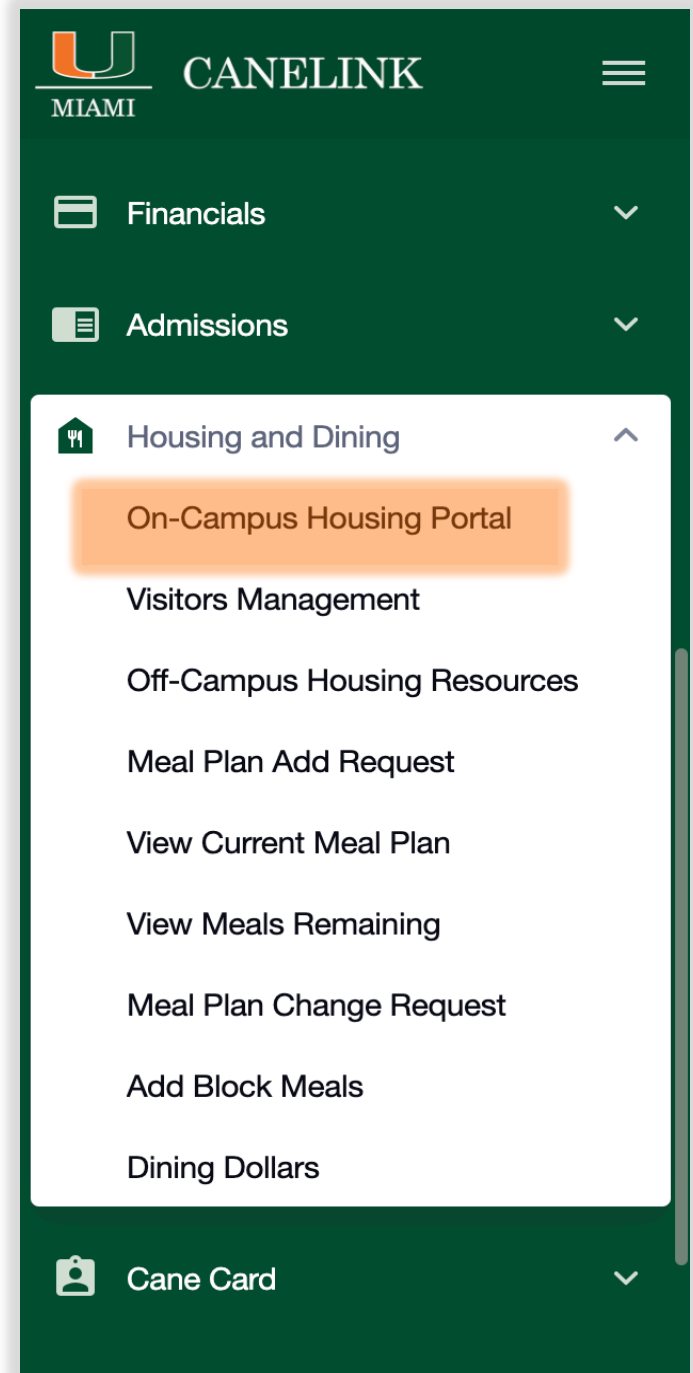
(University Village Residents Only)

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

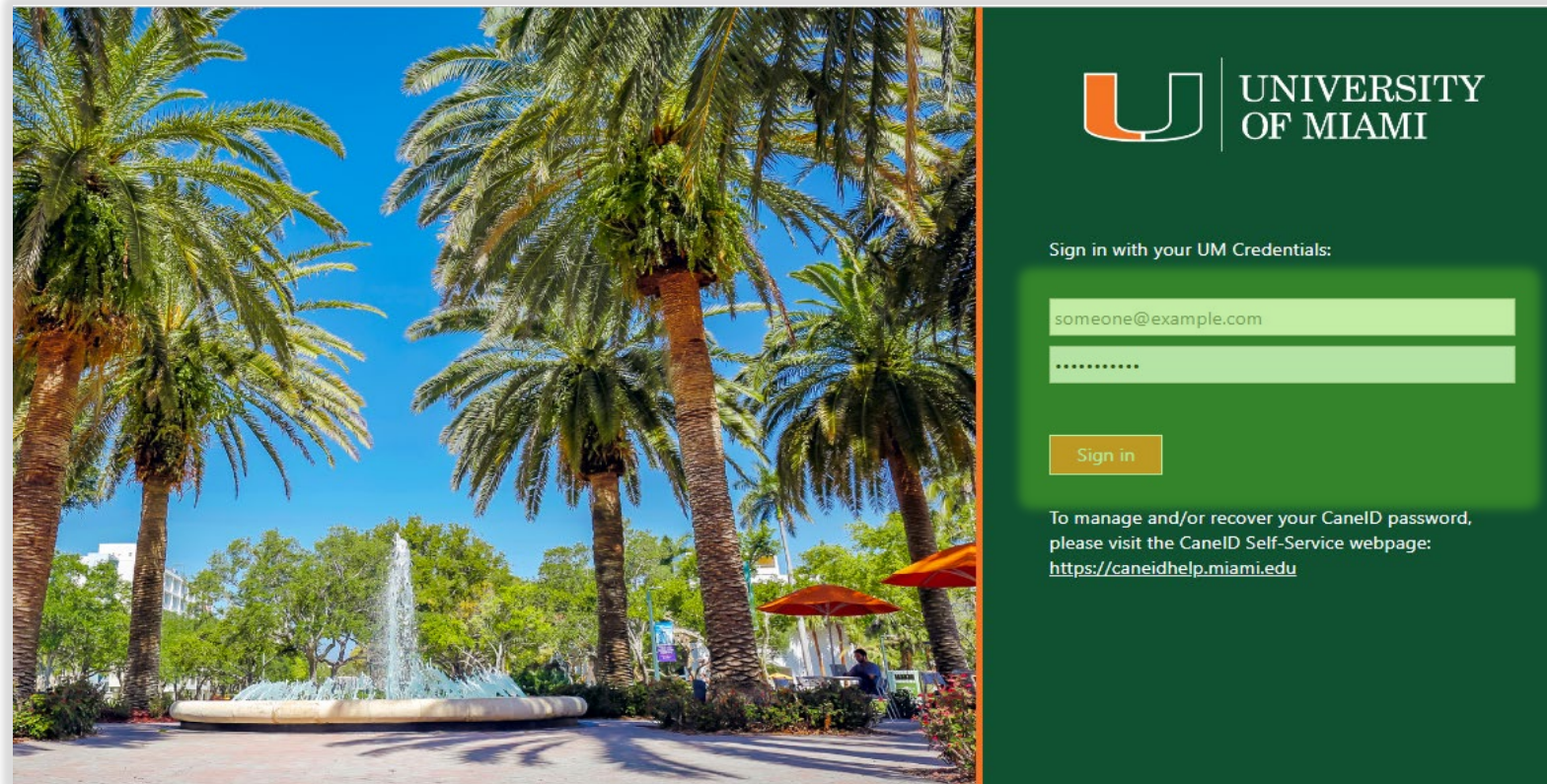
The portal is where you will apply for housing, renew your current assignment (if eligible), preference roommate/suitemates, register for Personal Property Insurance Protection, select your meal plan, and eventually make housing-related requests.


To begin, click **Student Login**



Log In

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

The image shows a login interface for the University of Miami. On the left is a photograph of a campus scene with palm trees and a fountain. On the right is a dark green login panel. The panel features the University of Miami logo at the top, followed by the text 'Sign in with your UM Credentials:'. Below this are two light green input fields: the first contains the placeholder 'someone@example.com' and the second contains a series of dots for a password. A yellow 'Sign in' button is positioned below the fields. At the bottom of the panel, there is a link to the CaneID Self-Service webpage: 'https://caneidhelp.miami.edu'.

 UNIVERSITY OF MIAMI

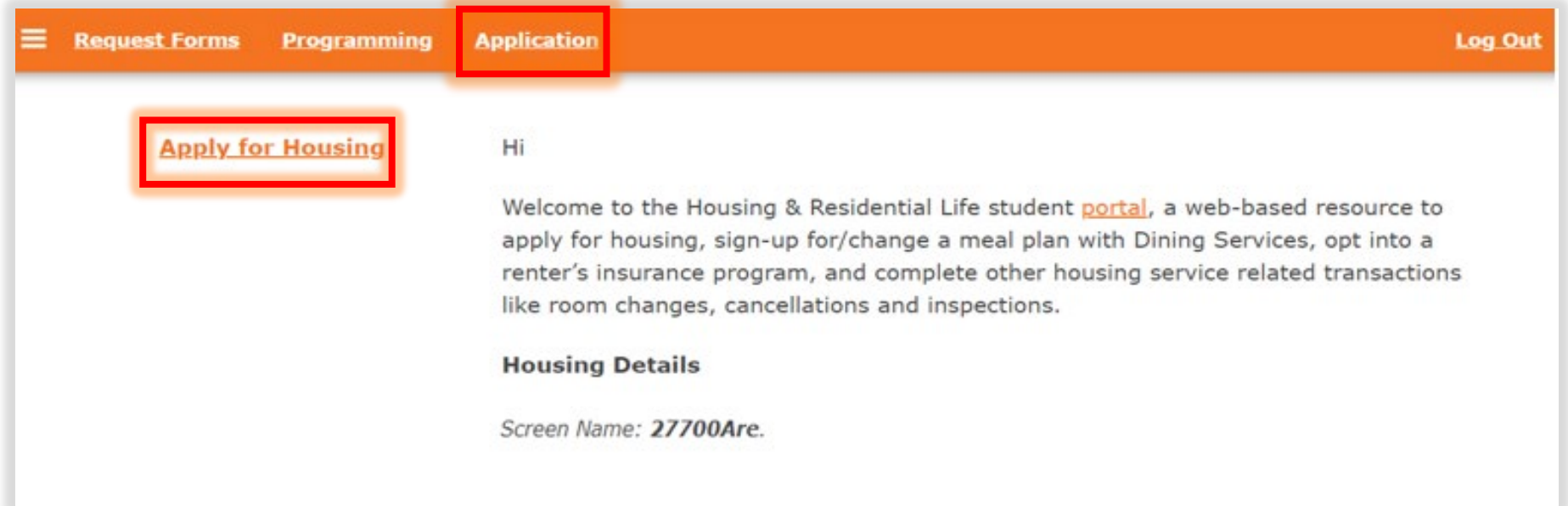
Sign in with your UM Credentials:

[Sign in](#)

To manage and/or recover your CaneID password,
please visit the CaneID Self-Service webpage:
<https://caneidhelp.miami.edu>

Welcome Page

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



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

	Gender
<input checked="" type="checkbox"/> Housing Agreement	Female
<input checked="" type="checkbox"/> GradGuard College Renter's Insurance - New	Date of Birth 12/11/1996
<input checked="" type="checkbox"/> GradGuard - New	
<input checked="" type="checkbox"/> Tide Cleaners	
<input type="checkbox"/> Update Meal Plan	Contact Details-Local
<input checked="" type="checkbox"/> <u>Application Summary</u>	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 checked="" type="checkbox"/> Room Renewal	Local Address
<input checked="" type="checkbox"/> Begin Search for Roommate/Suitemate	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"/> 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 -
Continuing Student

✓

Personal Details

✓

Emergency Contact & Missing
Persons

✓

Room Preferences

✓

Additional Housing
Considerations

✓

Roommate Profile

✓

Search for
Roommates/Suitemates

✓

Gender-Inclusive Agreement

✓

Housing Agreement

Application Summary

Thanks for applying! Your application summary information is below.

You started your application for Academic Year 2023-2024 on 2/1/2023, and have signed the Housing Agreement as of 2/1/2023.

Your application is complete as of 2/1/2023

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

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.

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.

The screenshot shows the 'Room Renewal' section of the University of Miami Housing Application Overview. On the left is a vertical sidebar with a list of application steps, each preceded by a circular icon with a checkmark. The steps are: Continuing Student, Personal Details, Emergency Contact & Missing Persons, Room Preferences, Additional Housing Considerations, Roommate Profile, Search for Roommates/Suitemates, Gender-Inclusive Agreement, Housing Agreement, and GradGuard College Renter's. The 'Room Preferences' step is currently selected. The main content area has a title 'Room Renewal' and a green informational box that reads: '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)'. Below this box is a green card for 'University Village 1-301A-A1' with details: 'UV1-301A', 'University Village 1-301', 'University Village 1', and 'Coral Gables Campus'. To the right of this card is an orange 'SELECT' button, which is highlighted with a red rectangle. At the bottom of the main content area is an orange 'SKIP RENEWAL' button, also highlighted with a red rectangle.

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 -
Continuing Student

✓

Personal Details

✓

Emergency Contact & Missing
Persons

✓

Room Preferences

✓

Additional Housing
Considerations

✓

Roommate Profile

✓

Search for
Roommates/Suitemates

Complete Room Renewal

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 -
Continuing Student

✓

Personal Details

✓

Emergency Contact & Missing
Persons

✓

Room Preferences

✓

Additional Housing
Considerations

✓

Roommate Profile

✓

Search for

Know Your Roommate(s) - KYR

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.

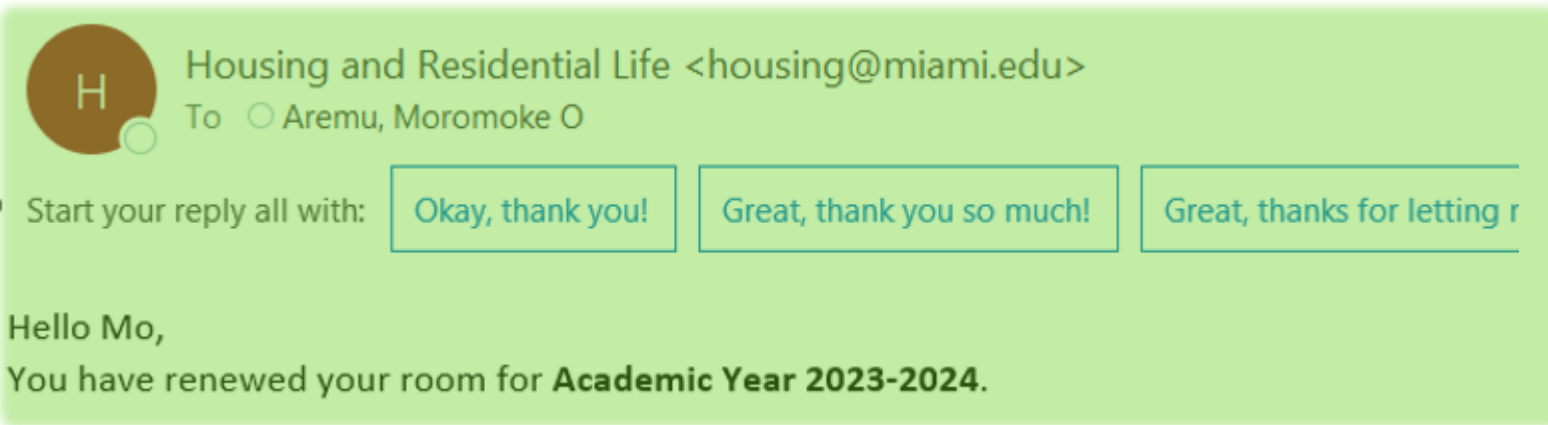
Suitemate(s)

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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