

When you are at the Housing Portal page, this is what you will see. You will use your NetId as your Log-In Name as follows: **msubillings\NetID** (given to you in our email or from the University) and your Password will be your NetId password, if you don't have one you will follow the instructions to set one up. When you see this page, you will either Create NetId Password if you don't have one yet OR click the Login button in the blue bar.



If you have your NetId password and you click on the Login here is what you will see. It says sign in with your organizational account, this means use: **msubillings\Netid**.

Sign in with your organizational account

Sign in

Sign-in with msubillings\NETID or your MSUB email address and the password you use when signing into a computer or D2L.

When you have signed into the Housing Portal, you will be able to apply for housing or request an exemption to live on campus. You will see this in the blue bar:

Click on **Apply for Housing** and then you will need to pick the term you are applying for (we have academic year or spring only). Spring only will not show until mid-October.

Term Selector

Please select a term below to start or continue with your application. Be sure you are selecting the correct term you will be attending.

Click the Apply next to the term and you will then see this:



Welcome

Welcome to MSUB Housing & Residence Life!

If you have any questions please feel free to contact the Housing & Residence Life Office at 406-657-2333, stopping by our office located in the Student Union Building room 225 or by sending your question via email to housing@msubillings.edu. Please review our [Housing Guide](#) to get more information for the 2020-2021 school year.

If you have an error or problem, please take a screen shot of it and email it to us at housing@msubillings.edu.

BEGIN APPLICATION

Click the Begin Application button.

You will be taken to the *Personal Details* page, most of which was brought over from your MSUB application to the University, so if something is wrong please let us know. You will need to make sure to fill in **YOUR** cell phone number; Missing Person Information this can be different than an emergency contact; your Parent information so we can send them Parent emails to keep them up on what is going on at MSUB; and if you identify as LGBTQ+. Click Save and Continue.

You will then be brought to the *Criminal Background* page; you will need to let us know if you have ever been charged with a felony. If yes you will need to meet with the Director of Housing first before you can go any further. Click Save and Continue

Criminal Background

Have you ever been charged with a felony?

Have you been charged with a felony?

No

If your answer is yes to this question your application will be on hold until it is reviewed by the housing office. Please feel free to call us at 406-657-2333 with questions and to set up your meeting.

SAVE & CONTINUE

The *Additional Information* page asks for any Medical; dietary; special needs or anything we should be aware of.

Additional Info

Please provide some additional information that may be useful to know as a resident living in the halls. This information remains confidential and is used for internal support of our residence hall students only.

Please list any dietary or food allergies you have or any other accommodation requirements you have.

Medical

Dietary Requirements

Disability

Special Needs

Click Save and Continue

You are now at the *Profile page*, please answer the questions as true as you can. This will help match you with a possible roommate when you search for them and it is used by the system to auto-allocate a roommate with you if you don't have one and are in a double room.

Room Preferences helps with the auto-allocation part of rooming as you will get a chance to sign back in during your timeslot to pick a room and your meal plan. If you miss all your timeslots throughout the summer, then this will help place you in an open spot by our system. You must pick three options, after your first option you will click ADD PREFERENCE button in blue to add the next option you have. (Remember this is ONLY a Preference in case you don't pick a room.)

Room Preferences

I would like to be accommodated in the following hall and room(s) preference, but understand that my first or second request may not be available (remember these are only preferences as you will be picking your room except for Spring Only Applications). You will need to add three preferences and you will use the Blue Add Preference button on the right to add the next choice.

ADD PREFERENCE

Order	Location	Room Preference	
1	--Please Select--		DELETE

You can add 3 more preferences.

Please add at least 3 preferences. Please select at least 1 unique locations.

Order	Location	Room Preference	
1	Petro Hall	Petro Double	DELETE
2	Petro Hall	Petro Single	DELETE
3	Rimrock Hall	Rimrock Single	DELETE

You are now at the *ResNet Acceptable Use Policy*, this is for the Wifi in the halls be sure to look it over. Save and Continue

Next is the *Housing Contract*.... PLEASE read it over you can also print it off for your records. You will need your student ID number here; it is the dash 0 number (different than the NetId number you used to sign in).

The *Armory Contract* is next, firearms are not allowed on campus but they can be stored at Campus Police under the policy listed. Everyone is required to sign this as well and you again will need your student ID number.

Everyone is highly recommended to have renter's insurance as not all home policies will cover loss or damage in the halls. You should have your parents check with their agent on this and you have the option to accept or decline and you can always come back to add it later. They will not charge you without verifying you still would like the coverage and not until school starts.

Step1:

GradGuard College Renter's Insurance

As noted in your Academic Year 2020-2021 housing contract, MSU Billings assumes no responsibility and provides no insurance or financial protection for student's personal property. By not carrying protection while on campus, you understand that you are fully responsible for your personal property and any damages you cause while living on campus.

All campus residents are eligible to protect their belongings through GradGuard's exclusive student endorsed renter's insurance program. For about \$12 per month, you will receive protection in the case your property is stolen or damaged.

 Theft & Fire Protection For your laptop, bicycle, cell phone, etc.	 Homeowners Insurance Alternative No credit checks and a lower deductible.	 Liability Protection Coverage if you accidentally damage your place of residence.
 Worldwide Protection Whether you're in the library or on spring break.	 Convenient monthly payment plan Made even more affordable in automatic monthly payments.	 Low Deductible Choose a deductible as low as \$100.

Step 2:

Deductible:

\$11.76
/month

START MY GRADGUARD ENROLLMENT

Annual pricing options available

[I would like to decline all coverage](#)

If you decline, then you will get this:

You have declined renter's insurance from GradGuard.

Thank you for indicating your renters insurance preference. If you change your mind in the future and would like to opt-in for GradGuard's College Renters Insurance, you can always re-access the GradGuard page at a later date or go directly to GradGuard.com.

Click on the button below and continue to the next step of your process.

SAVE & CONTINUE

You will now be at the application fee and final part of your application. This must be paid by credit card to complete your application so you will be assigned a timeslot to pick a room and meal plan when the time comes.

Application Fee

Please have your credit card ready to pay your \$125 application fee, which will be a pre-payment to your account. The application fee is needed to complete your application so you can move on to the next steps.

SAVE & CONTINUE

After paying your application fee you can start *searching for roommates*. You will sign back into the housing portal, click on apply now, pick the term again and then if it does not take you right to the Roommate Section you can click on it at the top:



Roommate Requests

You will then see three options in the bottom right corner:

- [Search for Roommates by Details](#)
- [Search for Roommates by Profiles](#)
- [Suggest Roommates](#)

You can search for a roommate by name if you already know of someone; you can search using the profile questions and picking what is the most important to you; or you can use what the system suggests based on your profile questions you answered. Once you find a student or two you can email them through the system to start your communication and they will not have your direct email until you would like to share that. You would both need to agree to be roommates and then whoever has the earliest timeslot will be able to assign both into a room and bed space, but the other person will still need to pick a meal plan or one will be assigned. (It will say you are in a Roommate Group, but we don't have groups, it will just be you and your roommate.)

BY DETAILS – search by screen name; name; age or gender:


Screen Name:

Name First:

Name Last:

Age:

Gender:

Exclude results that cannot be added or joined

BY PROFILE:

Again, you can pick what is important by the rating:

Roommate Search By Profiles

Lifestyle

How accepting of alcohol are you?:

Are you accepting of living with an international student?:

How accepting of sharing your belongings are you?:

Do you smoke?:

BY SUGGESTED:

Here you will see some information about the person, the percentage you match with each, and where you can look at their profile and communicate with them. If someone did not put a name in the Web Name for roommate search's you will not see the name in the information below.

Suggested Roommates

MANAGE GROUP

Search for Roommates by Details
Search for Roommates by Profile

Age: 18
Classification: New
Gender: Female
Description:

84%
Match

ADD TO GROUP

SEND MESSAGE

VIEW PROFILE

Age: 19
Classification: New
Gender: Female
Description:

82%
Match

ADD TO GROUP

SEND MESSAGE

VIEW PROFILE

You will see the Application Status in a few areas, the main one is after you have completed your application and fee. **Be sure to click Save & Continue just to complete the process:**

Application Status

You started your application for Academic Year 2020-2021 on 4/7/2020, and have signed the contract as of 4/7/2020. You have not paid the deposit. The status of your application is **not complete**.

Room Selection Timeslot

Your timeslot has **not yet been confirmed**. You will need to wait until you receive your timeslot before you can pick a room and meal plan. You will receive an email with the information so please be checking regularly. Make sure you are regularly checking for a roommate if you don't have one already.

SAVE & CONTINUE

Timeslots are a day and time that you will be able to sign back into the Housing Portal to pick a room and meal plan. The slots are usually 30 minutes long and are assigned based on when you have completed your application...the earlier it is completed the better your slot. We will do timeslots about 5 times during the summer with the first starting the end of May. In mid-August the system will auto-allocate those without rooms and/or roommates, so you might have to move rooms. Be sure to check

your status by logging back into the portal and you will see it on the first page. We have the right to have students moved before the halls open to adjust for cancellations and room moves/requests.

When the times comes for you to pick your room you will sign back in, apply for housing, pick the term and be taken to the *Room Search*. You will pick a Hall and then a room type (rooms are the same size for the singles and the doubles):

Initial Selection

Staying between 9/6/2020 and 5/8/2021 for Term: Academic Year 2020-2021. Pick the Hall and Floor you are looking for then t room.

This text widget is empty and will be hidden when not in edit mode. To add text click the cog icon.

Single

Double

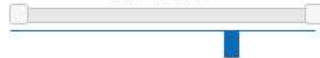
You will see a room list and it should only show open rooms at the time. Just a reminder single rooms are on Petro 3rd and 4th floor and Rimrock is ALL single rooms. Petro 5th, 6th, 7th, and 8th are all double rooms along with the two end rooms on Petro 3rd and 4th.

ROOM LIST

Room Rate

Staying between 9/6/2020 and 5/8/2021 for Term: Academic Year 2020-2021. Pick the Hall and Floor you are looking for then the room.

\$0 - \$3000



Room Types

- Double
- Single

Areas

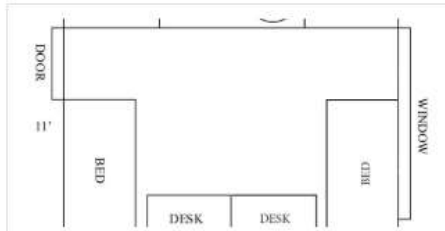
- Petro Hall
- Rimrock Hall

Locations

- Petro Hall
- Rimrock Hall

Floors

- Floor 3



Petro 306

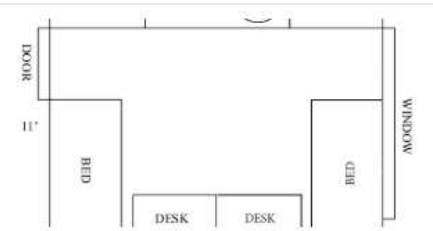
1

[Calculate Total](#)

From \$2172.00 per session

- Floor 3
- Petro Hall
- Petro Hall

[Show Room Info](#)



Petro 310

1

[Calculate Total](#)

From \$2172.00 per session

- Floor 3
- Petro Hall
- Petro Hall

[Show Room Info](#)

You can play around with picking different floors and locations.

Locations

Petro Hall

Rimrock Hall

Floors

Petro - Floor 5

Petro - Floor 6

Petro - Floor 7

Petro - Floor 8

Rimrock - Floor 3

Rimrock - Floor 4

Rimrock - Floor 5

You will click on [Add to Cart](#) and you will see this if you are in a single and a single room is available:

Assign Beds

My Room



Kelli

Age: 24

Gender: Female

Select Bed

ASSIGN BEDS

You will then select your bed and then click on Assign Beds

If you are looking for a double the room selection looks the same except it says 2 beds:

Room Types

Double

Single

Locations

Petro Hall

Rimrock Hall

Locations

Petro Hall

Rimrock Hall

Floors

Floor 3

Petro - Floor 4

Petro - Floor 5

Petro 601

2 [Calculate Total](#)

From \$1780.00 per session

Petro - Floor 6

Petro Hall

Petro Hall

[Show Room Info](#)

ADD TO CART

Petro 602

2 [Calculate Total](#)

From \$1780.00 per session

Petro - Floor 6

Petro Hall

Petro Hall

[Show Room Info](#)

ADD TO CART

You will need to Add to Cart and then you will see if someone else has already reserved a bed in that room. They will all say 2 beds (if the room is not full) but that does NOT mean that 2 are still available.... PLEASE pay attention to this.

You will then get a confirmation page that shows your bed for the academic year:

Confirmation

Petro 315, Floor 3, Petro Hall

Rate: Academic Year 2020-2021: \$4701.16

1. PTH 315A: Kelli, Rate: Academic Year 2020-2021: \$4701.16

SAVE & CONTINUE

You will then save and continue and pick a *meal plan* of our four choices. If you don't pick one, then you will be assigned one and will have a limited time to make a change.

Meal Plan

Please pick one of the approved meal plans for the halls. You will have the opportunity to change it for Spring Semester.

Academic Year 2020-2021:

(Please Select Meal Plan) ⓘ

SAVE & CONTINUE

You will then see another confirmation page:

Confirm Application

Thank you for completing your Housing Application. Please watch your emails for more information about move in.

Cancel my Application

I would like to [cancel my application](#)

SUBMIT APPLICATION

Click submit application to finalize

You will see your *Application Status*:

Application Status

You started your application for Academic Year 2020-2021 on 4/7/2020, have a room reservation for **PTH 315A**, and have signed the contract as of 4/7/2020. You have not paid the deposit, and The status of your application is **Confirmed**.

Booking Summary

Room: PTH 315A

Room Type: Single

Location: Petro Hall

Floor: Floor 3

Available Terms:

- Academic Year
- Summer

Available To:

- New
- Returning

Bed	Occupant	Check In Date	Check Out Date
PTH 315A	Kelli	9/6/2020	5/8/2021

If a bed was not available in the location or building you preferred you can add yourself to a wait list to see if anything opens. These are filled on a first listed basis.

Apply For Waitlist?



If you were looking for a specific kind of room or location, you can add yourself to a wait list at this point.

You have completed your room and meal plan selection and you will receive more information about moving in mid-Aug, please be watching your email.