



LOG-IN INSTRUCTIONS

A STEP BY STEP GUIDE FOR
LOGGING-IN TO THE HOUSING
APPLICATION PORTAL

1

FINDING THE APPLICATION

The Housing Application Portal can be found by going to <http://www.msubillings.edu/reslife/>. Click the blue box that says "Housing Portal - Apply Now."

This will take you to the sign-in page. Through this portal you can apply for housing or file for a housing exemption.

2

FINDING YOUR NETID

Your NetID is a username that will allow you to access university services. Knowing it will be very important. Don't know what your NetID is? Go to <https://www.msubillings.edu/logons/stepbystep/NetIDLookup.htm> for step-by-step instructions on how to look up your NetID.

3

SETTING UP YOUR NETID PASSWORD

If you have not yet created a password to go with your NetID, you will need to do so before logging in. You will notice on the main page of the Housing Application portal that there is a large blue box that says "Create NetID Password." Clicking on that box will take you to a step-by-step guide on how to set up your password.

4

LOGGING IN WITH YOUR NETID

If you have your NetID and password, you are ready to sign in. There is one very important step that will help you successfully log in. You must add **msubillings** before your NetID. You will type in **msubillings\NetID** and your password when prompted to sign in with your organizational account. Make sure you are using a backslash "\" rather than the forward slash "/"

5

NEXT STEPS

You can now begin your application for living on campus or filing an exemption. You will find those applications in the blue bar at the top of the page.

For detailed application instructions, please visit http://www.msubillings.edu/reslife/housing_info.htm

IF YOU HAVE QUESTIONS OR CONCERNS, PLEASE CONTACT US
AT 406.657.2333 OR HOUSING@MSUBILLINGS.EDU