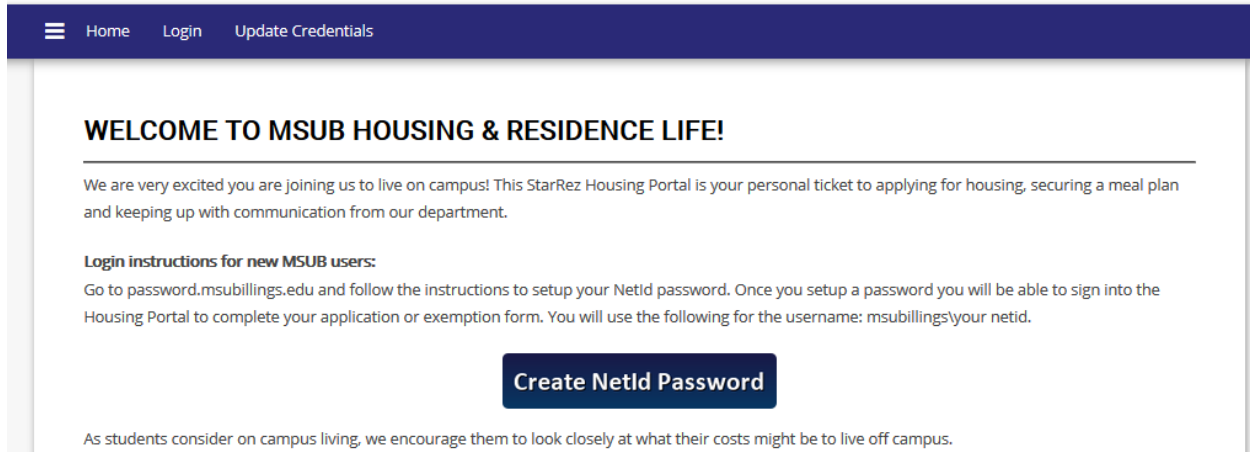When you are on the Housing Portal page, this is what you will see. You will use your msubillings email as your Log-In Name and your Password will be your NetId password, if you don't have one you will follow the instructions to set one up. When you see this page, you will either Create NetId Password if you don't have one yet OR click the Login button in the blue bar.

≡ Home   Login   Update Credentials

WELCOME TO MSUB HOUSING & RESIDENCE LIFE!

We are very excited you are joining us to live on campus! This StarRez Housing Portal is your personal ticket to applying for housing, securing a meal plan and keeping up with communication from our department.

Login instructions for new MSUB users:
Go to password.msubillings.edu and follow the instructions to setup your NetId password. Once you setup a password you will be able to sign into the Housing Portal to complete your application or exemption form. You will use the following for the username: msubillings\your netid.

Create NetId Password

As students consider on campus living, we encourage them to look closely at what their costs might be to live off campus.

If you have your NetId password and you click on the Login here is what you will see. You will use your msubillings email address

MONTANA STATE UNIVERSITY
BOZEMAN | BILLINGS | NORTHERN | GREAT FALLS COLLEGE

Sign in

Username, See Login Instructions Below

Manage Passwords

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:
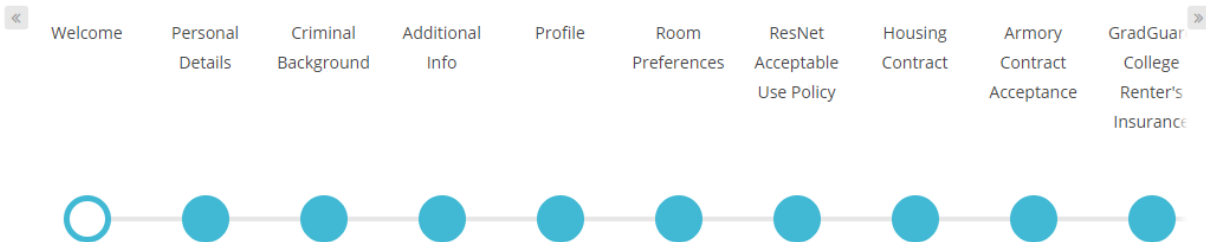
12
≡   Home   Apply for Housing   Exemption Request

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 | Personal Details | Criminal Background | Additional Info | Profile | Room Preferences | ResNet Acceptable Use Policy | Housing Contract | Armory Contract Acceptance | GradGuar College Renter's Insuranc | » |

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 by 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 that 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

> <empty>

Dietary Requirements

> <empty>

Disability

> <empty>

Special Needs

> <empty>

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 help with the auto-allocation part of the 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 if off for your records. You will need your student ID number here; it is the dash 0 number.

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 accidently 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: ⓘ $100

Contact Number

$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:

Additional Info	Profile	Room Preferences	ResNet Acceptable Use Policy	Housing Contract	Armory Contract Acceptance	GradGuard College Renter's Insurance	GradGuard	Roommate Requests
✔	✔	✔	✔	✔	✔	✔	✔	✔

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 (that person must have entered a Screen Name); 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:

<empty>

Name First:

<empty>

Name Last:

<empty>

Age:

<empty>

Gender:

Any

☑ Exclude results that cannot be added or joined

BY PROFILE:

Again, you can pick what is important by rating:

Roommate Search By Profiles

Lifestyle

How accepting of alcohol are you?:

Any	⌄

Are you accepting of living with an international student?:

Any	⌄

How accepting of sharing your belongings are you?:

Any	⌄

Do you smoke?:

Any	⌄

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 recieve 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 move before the halls open to adjust for cancellations and room moves/requests.

When the time 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 the room.

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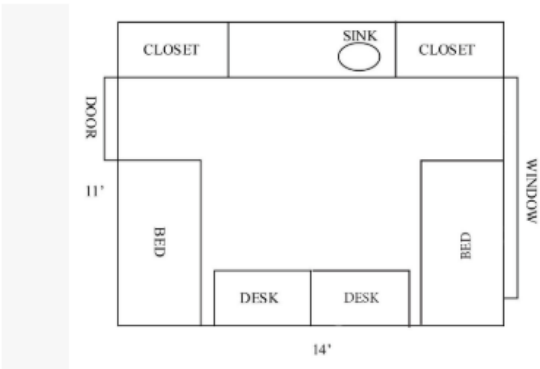
Single

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 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
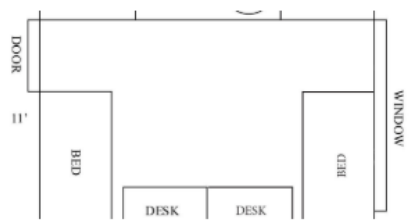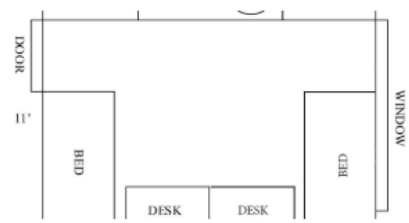
Locations
- ☐ Petro Hall
- ☐ Rimrock Hall

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 room 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:

oom Types
☑ Double
☐ Single
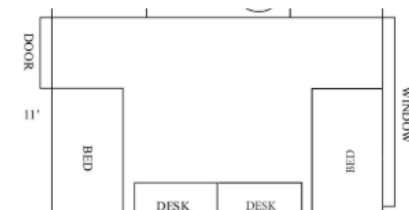
reas
☐ Petro Hall
☐ Rimrock Hall

ocations
☑ Petro Hall
☐ Rimrock Hall

oors
☐ 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 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 prefered 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 are 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.