



# Incoming First-Year Housing Portal Set Up & Application Step-by-Step

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## Step One

Go to the Santa Clara University Housing Portal. Once you see this page click “Register Here” to make your housing portal account.

The screenshot shows the Santa Clara University Housing Portal login page. At the top is the university's name and logo. Below is a 'Login' section with the heading 'Welcome to the SCU Housing Portal!'. It contains two main options: 'First time here? If you are a new Santa Clara University student and do not yet have a Housing Portal account please [Register Here](#).' and 'Already Registered? If you have already registered your account details for the Housing Portal and do not have an @scu.edu mail, please [Login here](#).' There is also a section for 'Login with your @scu.edu email:' with a 'SCU - Student SSO Login' button. On the right side of the page is a cartoon mascot character wearing glasses and a 'SANTA CLARA' shirt.

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## Step Two

You will then see this Housing Portal Registration page, where you will input your campus active email (if you are a newly admitted student use the email with which you applied) and your campus ID number and click “Submit”.

The screenshot shows the 'Housing Portal Registration' page. It has two sections: 'Are you a newly admitted students (you DO NOT have scu.edu email yet)?' and 'Are you a continuing students (you have an active scu.edu email)?'. Each section has two numbered instructions. Below the instructions are input fields for 'Campus Active Email:' and 'Student ID Number:', followed by a red 'Submit' button.

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## Step Three

You will receive an email within 15 minutes to set up your password. Once this is done, you should go back to the housing portal home page and click “Login Here”

**Password Set:** The password set email link expires after one (1) hour.

The screenshot shows an email from 'Santa Clara Housing Office' with the subject 'SCU Housing Portal - Housing Registration'. The email body says: 'Dear , You are receiving this email because you have requested to register your account information in the Housing Portal. To do so, please click the link below, or copy and paste the URL into your web browser. Please note: This link is only valid for 1 hour.' It includes a long URL for registration. At the bottom, it says 'Thank you, SCU Housing'.

# Continued

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## Step Four

Once you Login to the housing portal, you will be taken to the home page. On the top left corner click on the three lines to drop down menu and click “Undergraduate Housing Application.”

SANTA CLARA UNIVERSITY  
THE JESUIT UNIVERSITY IN SILICON VALLEY

Log Out

Bobby Bronco

Undergraduate Housing Application

Check Out Agreement

Residency Exception Form

Home

Housing Forms & Requests

Meal Plan Change Form

Room Change Request Form

Hi Bobby Bronco!

Email: bobbybranco500@gmail.com

Campus ID Number: teststudent01

Term Session: (Please Select Term)

BOOKING

ROOMMATE INFORMATION

Roommate(s) Information (if applicable) You do not have an assigned roommate at this time.

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## Step Five

Once into the “Undergraduate Application” you will need to go to the drop down menu and scroll to click on “(Upcoming Academic Year) Incoming First Year Housing Application”

2026-2027 Incoming First Year Housing Application

The on-campus housing application for 2026-2027 Incoming First Year Students is completed via your housing portal.

What will I need to complete my Housing Application?

Incoming First-Years are required to live on campus, and are placed in a Residential Learning Community (RLC). Before beginning your application, you'll want a solid understanding of each of Santa Clara University's 8 [Residential Learning Communities](#) and how you will rank each in order of your most preferred RLC to your least preferred RLC. Make sure to also read about two new housing options for the 2026-2027 academic year, [Substance Free Floor](#) and [Gender Inclusive Housing](#).

A \$500 pre-payment deposit; deposits can ONLY be paid using a debit or credit card. Waivers for the pre-payment deposit are not available.

If needed, you can begin your application, save it, and come back to it at a later date. However, don't forget to submit your application by 5:00PM, May 20, 2026.

You can request a roommate on your application but all parties must have an open application to make the mutual request. Roommate requests will not be accepted after May 20, 2026.

Make sure you only submit your application once you are sure about the answers you have provided, as changes cannot be made once you submit your application.

Click "Next" below, to continue on to your incoming first-year housing application for the 2026-2027 academic year.

Next

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## Step Six

The Application will populate and you will need to click “Apply” to begin.

Application Term Selector Incoming First Year

Please select a term below to start or continue with your application. If you do not see an available application and you believe you should, email [housing@scu.edu](mailto:housing@scu.edu).

2026-2027: Undergraduate Housing	(9/18/2026 - 6/10/2027)	Apply
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## Step Seven

Your Demographic Information will pre-populate on the next page and cannot be updated. Proceed to the bottom of the page and hit “Save and Continue.”

**Preferred Name:** Students can update their preferred name in the MySCU portal by typing “Change my preferred name” into the search bar.

The screenshot shows the 'Demographic Information' page. On the left is a sidebar menu with options: General Information (selected), Gender Inclusive Housing Community, Substance Free Floor, Disability-Related Accommodations, Incoming First Year RLC Room Preferences, Compatibility Questions, Incoming First Year Meal Plan Selection, Incoming First-Year Roommate Group (optional), Contract E-Sign, GradGuard College Renter's Insurance, GradGuard, and Confirm Application Information. The main content area has a header 'Demographic Information' and a note: 'The information presented here is based on your current university student data and is displayed only for informative purposes and can be accessed only one time upon initial login. You do NOT need to enter any information on this page, just verify the information is correct. If you need to update your information, please do so through Workday Student. You will be able to view the updates in future application processes.' Below this is an 'Entry' section with input fields for Last Name, First Name, and Middle Name.

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## Step Eight

On the next page, the Student General Information section will populate. Under Occupancy to Begin, select Fall unless you will be studying abroad in the Fall; otherwise, select Winter and hit “Save and Continue.”

The screenshot shows the 'General Information' page. The sidebar menu is the same as in Step Seven. The main content area has a header 'General Information' and a section 'Years at SCU' with a text input field and a label 'Including this current academic year, how many years have you studied at SCU?'. Below this is a section '2026-2027 Occupancy to Begin' with a text input field and a label 'Let us know which quarter you would like to begin your occupancy for the 2026-2027 academic year.'.

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## Step Nine

Next students will have an option to live in the Gender Inclusive Housing Community. Please select your preferences and continue to the next page.

The screenshot shows the 'Gender Inclusive Housing Community' page. The sidebar menu is the same as in Step Seven. The main content area has a header 'Gender Inclusive Housing Community' and a paragraph: 'We are happy to offer gender inclusive housing for the 2026-2027 academic year, offering housing in the Unity Residential Learning Community, housed in McLaughlin-Walsh and Nobil.' Below this is another paragraph: 'The Gender inclusive Housing Community (GIHC) is designed with an intentional focus on gender and sexuality supported by Residence Life, Housing Services, and the Office of Multicultural Learning (OML). SCU's GIHC is an affinity space for first through senior year LGBTQ+ students and their allies. In addition to creating a safe space for students of all identities, this community embraces honest dialogue about gender, sexuality, and intersectionality as a means towards self-awareness. Rooms in this community will be mixed gender rooms.' Below this is a section 'Are you interested in being part of the GIHC?' with a dropdown menu. Below that is a section 'Pronouns' with a text input field. At the bottom right is a red button labeled 'Save & Continue'.

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## Step Ten

The Substance Free Floor page will populate next. Students may choose to live in Substance Free designated floors. Please choose your preference and click "Save & Continue."

The screenshot shows the 'Substance Free Floor' page. On the left is a sidebar menu with options: Substance Free Floor (selected), Disability-Related Accommodations, Incoming First Year RLC Room Preferences, Compatibility Questions, Incoming First Year Meal Plan Selection, Incoming First-Year Roommate Group (optional), Contract E-Sign, GradGuard College Renter's Insurance, GradGuard, Confirm Application Information, Submit Application, and Application Status. The main content area has a heading 'Substance Free Floor' and text explaining the offer for the 2025-2026 academic year. It includes a paragraph about the Magis Residential Learning Community and a section asking if the student is interested in being part of Substance Free Housing, with a dropdown menu and a 'Save & Continue' button.

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## Step Eleven

If you plan to, or are working with the Office of Accessible Education for a Residential Living Accommodation, please fill in the appropriate information. If not, you may simply continue to the next step.

The screenshot shows the 'Disability-Related Accommodations' page. The sidebar menu is the same as in Step 10. The main content area has a heading 'Disability-Related Accommodations' and text explaining that the following two boxes are ONLY for students requesting disability-related housing accommodation(s). It includes a paragraph about the deadline for requests (March 6, 2026) and a 'PLEASE NOTE' section about limited space and the importance of selecting housing preferences that match the nature of the approved accommodation. There is a text area for 'Do you have any disability-related accommodation needs we should know about?' and a 'Save & Continue' button.

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## Step Twelve

Next, be sure you have looked at the 8 different RLC's that SCU has to offer and their room types. You will be asked to rank your RLC and Room Preferences from 1-8. 1 being your top preference and 8 being your last. *\*If requesting a specific roommate, we recommend that RLC rank order match exactly.\**

The screenshot shows the 'Incoming First Year RLC Room Preferences' page. The sidebar menu is the same as in Step 10. The main content area has a heading 'Incoming First Year RLC Room Preferences' and text explaining that students need to select 8 unique RLC preferences. It includes a paragraph about the deadline for applications (Wednesday, May 7, 2025) and a section for adding preferences. There is a table with columns: Order, Location, Room Preference, and Delete. The first row shows '1' in the Order column, a dropdown for Location, a dropdown for Room Preference, and a 'Delete' button. There is an 'Add Preference' button and a note 'You can add 7 more preferences.'



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## Step Thirteen

Next, please complete the Compatibility Questions. Be honest with all responses as the system utilizes these to create roommate matches. While you have the option to select a roommate, if something occurs and you two do not end up rooming together, we will defer to these questions to match you with a roommate.

The screenshot shows a web form titled "Compatibility Questions" with a "Log Out" link in the top right. On the left is a sidebar menu with items: "Compatibility Questions" (highlighted), "Incoming First Year Meal Plan Selection", "Incoming First-Year Roommate Group (optional)", "Contract E-Sign", "GradGuard College Renter's Insurance", "GradGuard", "Confirm Application Information", "Submit Application", and "Application Status". The main content area has a heading "Compatibility Questions" and a subheading "This is your Standard Profile. Answer the following questions by selecting the statement which is closest to your preference. If applicable, this information will be used for matching with a potential roommate." Below this is a paragraph: "Santa Clara University is a smoke-free, tobacco-free campus. Smoking and other tobacco products are prohibited from use at all time in University Facilities. This includes ALL residential facilities owned and operated by Santa Clara University." The form includes sections for "Smoking Preferences" with a question "Are you a smoker or are you willing to live with a smoker?" and a dropdown menu, and "Sleeping Habits" with a question "How do you sleep best?" and a dropdown menu, followed by "Do you consider yourself an early bird or night owl?" with another dropdown menu.

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## Step Fourteen

Now it's time to select your meal plan for the year. The Basic Plan is recommended and is designed to cover approximately 2 meals per day plus a breakfast snack, and 1 meal on weekends. The Preferred Plan is a higher tier, designed to cover approximately 3 meals per day, with 2 meals on weekends. Choose the plan that best fits your needs, then click "Save and Continue."

The screenshot shows a web form titled "Incoming First Year Meal Plan Selection" with a "Log Out" link in the top right. The sidebar menu is the same as in Step 13, with "Incoming First Year Meal Plan Selection" highlighted. The main content area has a heading "Incoming First Year Meal Plan Selection" and a subheading "Please select your 2026-2027 meal plan below. You have the option between the Basic plan and the Preferred plan. We suggest incoming first-year students select the Basic plan, as you can always add more points if you run out but you will not be refunded for unused meal points. You may add Dining Plus points if you do run out." Below this is a note: "Note: \$100 meal points roll over from quarter to quarter but not year to year." There is a large text box for comments with a placeholder message: "If expected term sessions do not appear here, please verify the Term Session Criteria widget setting. Please note that the widget requires TermID, or BookingID if in a booking process, which can come from a preceding page in the process. This message is only visible in edit mode." At the bottom is a red "Save & Continue" button.

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## Step Fifteen

Next, you are able to create a roommate group. If you do not plan to select a specific roommate, you may click "Save & Continue" and one will be assigned to you automatically. If you are planning to select your roommate, please be sure to delegate one person as a group leader to create a group and login for all other group members. All students MUST join the group in order to live together.

The screenshot shows a web form titled "Incoming First-Year Roommate Group (optional)" with a "Log Out" link in the top right. The sidebar menu is the same as in Step 13, with "Incoming First-Year Roommate Group (optional)" highlighted. The main content area has a heading "Incoming First-Year Roommate Group (optional)" and a subheading "This page is optional. The majority of our incoming first-year and transfer students do not have a pre-determined roommate. We will use the answers to the compatibility questions to pair you with your future roommate." Below this is a section "If you do have a requested roommate(s):" with three numbered steps: 1. Click "Roommate Search by Student ID#" below in the bottom right corner. 2. Use your requested roommate's 11-digit Student ID# to search for them. If your requested roommate or roommates do not show up in the results, make sure they have started their application. Only students with an active application will display in roommate search results. 3. Make sure to verify the group that is created once you are complete. You will see a button that says "Verify Group" after the group is created. If you do not verify the group this could impact your room selection. At the bottom is a note: "Note: Groups may consist of two people with the same class standing and gender."

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## Step Sixteen

The Undergraduate Housing Contract for the upcoming academic year will populate on the next page. Please read through the contract, check off “I agree” and then hit “Save and Continue.”

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## Step Seventeen

Next, the Housing Prepayment Deposit page will populate. Please follow the directions and complete the payment in the window it directs you to. Before moving on, make sure to click “Save & Continue” to return to your housing portal. DO NOT exit after paying, you must continue and SUBMIT the application.

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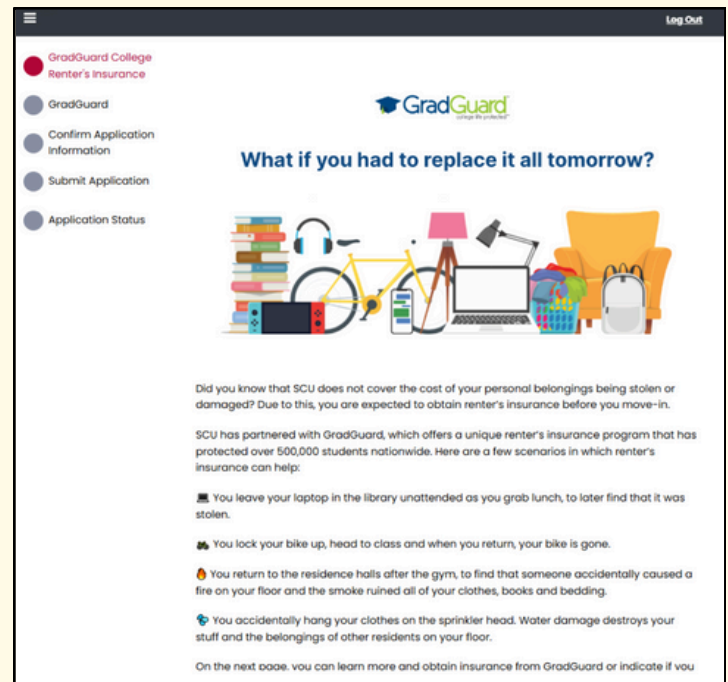
## Step Eighteen

Your Shopping Cart Receipt will follow the Pre-Payment. Here you can see both outcomes, if your payment was successful, you may click “Save & Continue” to move on to the next page.

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## Step Nineteen

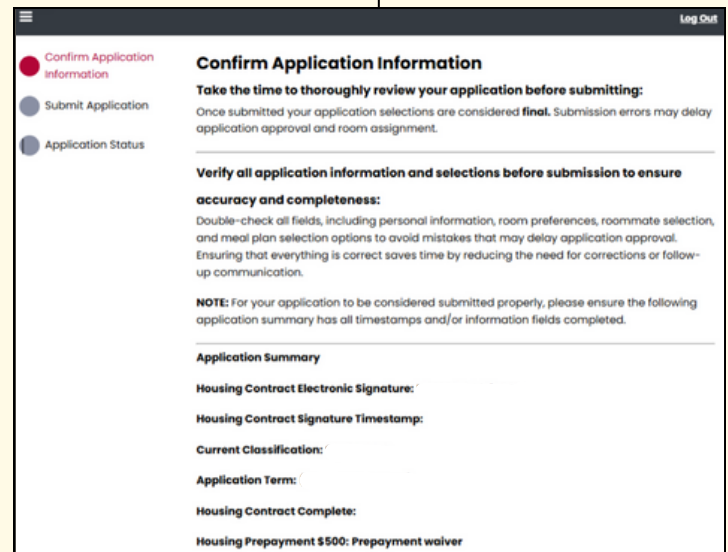
GradGuard offers affordable renters insurance for students. While renters insurance is not required, it is highly encouraged. When you click continue, it will take you to another site to complete your renter's insurance selection. It will then bring you back into the housing portal. Be sure to click "Save and Continue" once you make your selection.



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## Step Twenty

Next, you will confirm your application information. Carefully read through your inputted information and confirm that it is all correct. When you are sure everything is accurate click "Save & Continue."



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## Step Twenty-one

You have now reached the final step, all other sections are complete! Your application data will be saved in the system. Once you submit and click "I want to Submit my Application," you will no longer be able to edit your application. If you plan to go back and edit info, do not click "submit".

