

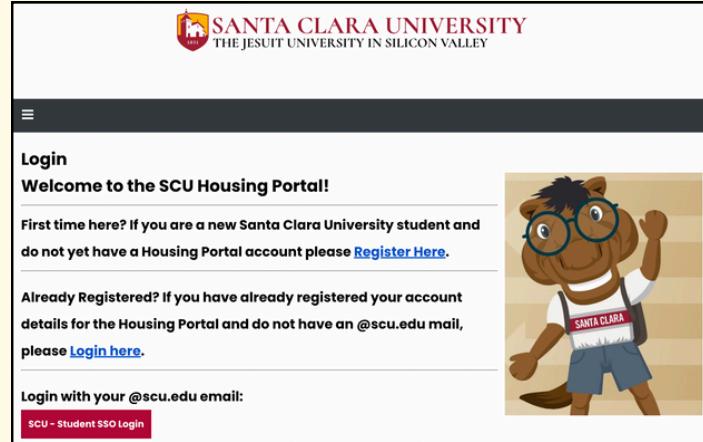


Incoming First-Year Housing Portal Set Up & Application Step-by-Step

1

Step One

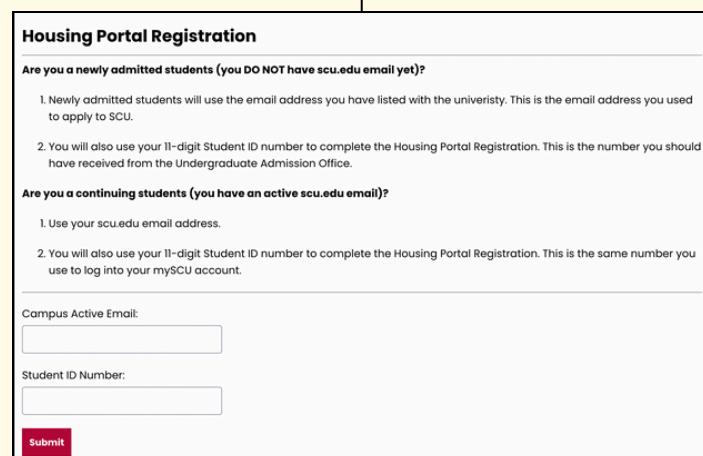
Go to the Santa Clara University Housing Portal. Once you see this page click “Register Here” to make your housing portal account.



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Step Two

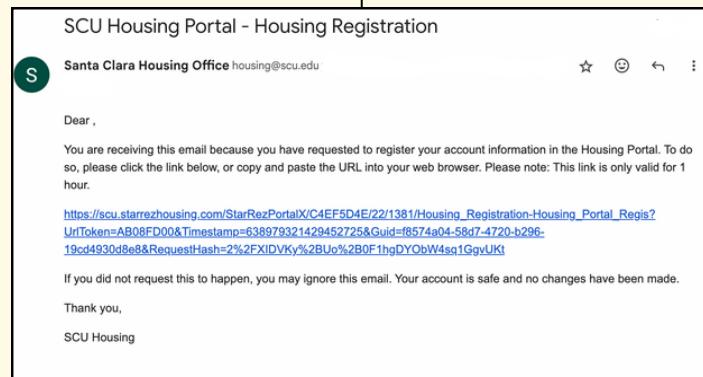
You will then see this Housing Portal Registration page, where you will input your campus active email (if you are a newly admitted student use the email with which you applied) and your campus ID number and click “Submit”.



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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”



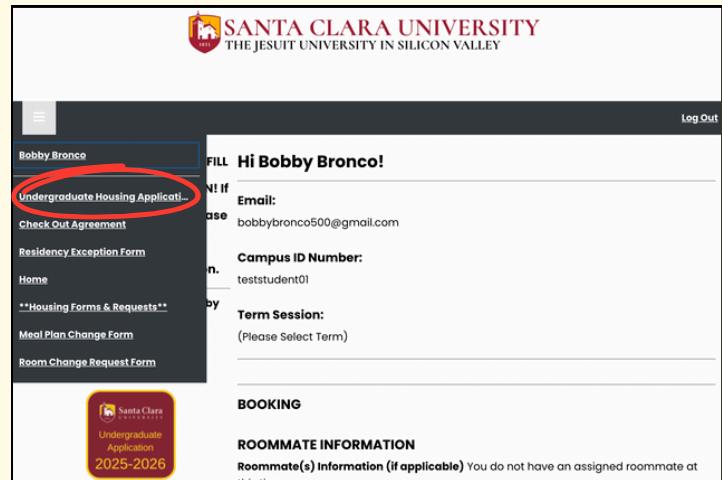
Password Set: The password set email link expires after one (1) hour.

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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.”

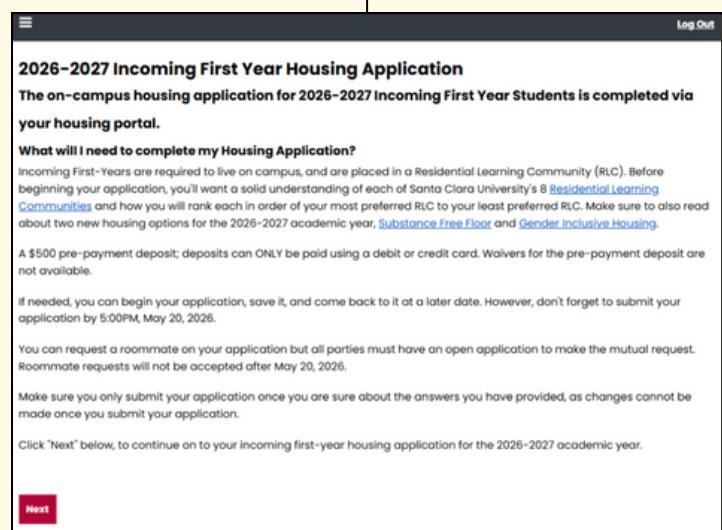


The screenshot shows the Santa Clara University housing portal. At the top, the university's logo and name are displayed, along with a 'Log Out' link. Below the logo, a greeting 'Hi Bobby Bronco!' is shown, followed by a list of links: 'Undergraduate Housing Application' (circled in red), 'Check Out Agreement', 'Residency Exception Form', 'Home', '**Housing Forms & Requests**', 'Meal Plan Change Form', and 'Room Change Request Form'. To the right, there are fields for 'Email' (bobbybronco500@gmail.com), 'Campus ID Number' (teststudent01), and 'Term Session' (with a placeholder '(Please Select Term)'). At the bottom, there is a 'BOOKING' section and a 'ROOMMATE INFORMATION' section, which states '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”

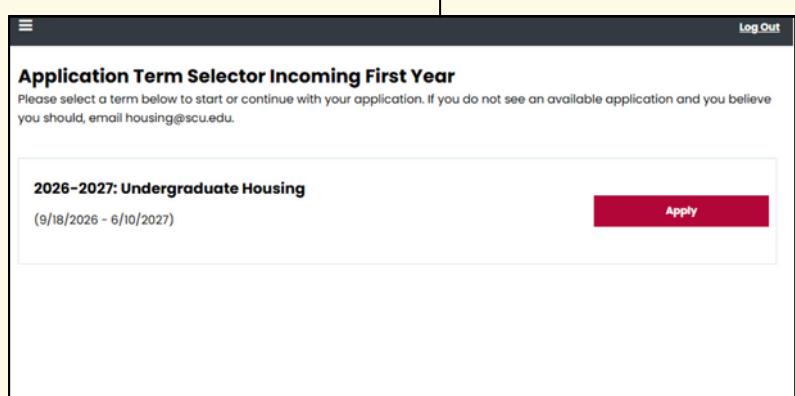


The screenshot shows the '2026-2027 Incoming First Year Housing Application' page. The title is '2026-2027 Incoming First Year Housing Application' and the sub-instruction is 'The on-campus housing application for 2026-2027 Incoming First Year Students is completed via your housing portal.' Below this, there is a section titled 'What will I need to complete my Housing Application?' with instructions about pre-payment deposits and application submission. Further down, there are sections for roommates, application submission, and a note about changes. At the bottom, a 'Next' button is visible.

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Step Six

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



The screenshot shows the 'Application Term Selector Incoming First Year' page. The title is 'Application Term Selector Incoming First Year' and the sub-instruction is '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.' Below this, there is a section titled '2026-2027: Undergraduate Housing' with the date range '(9/18/2026 - 6/10/2027)' and an 'Apply' button.

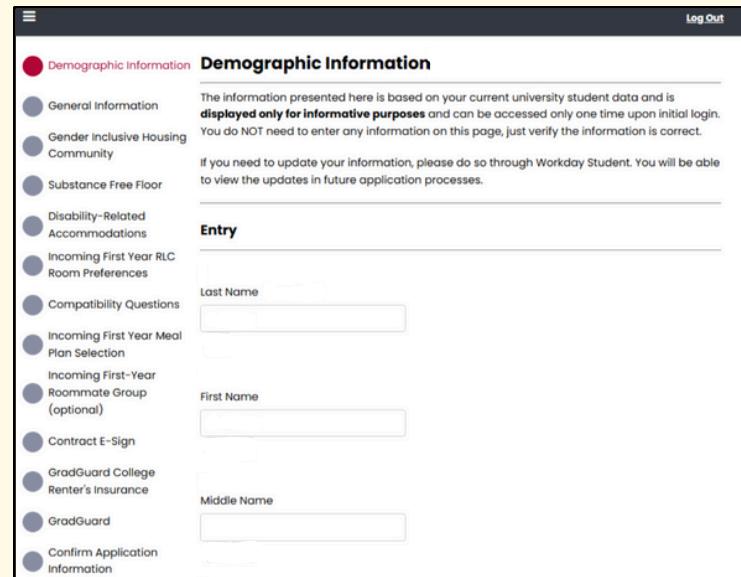
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Step Seven

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.

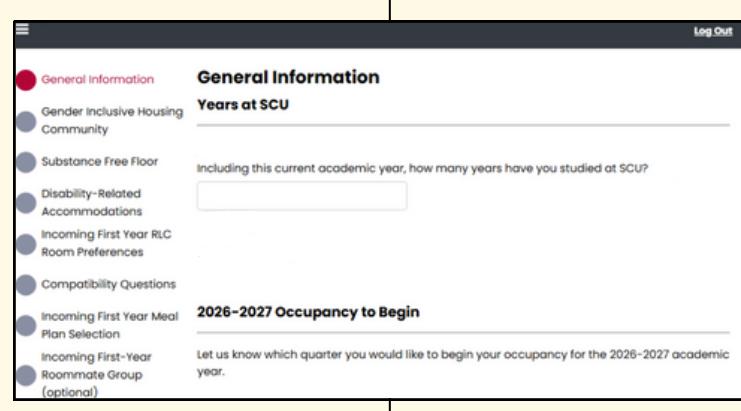


The screenshot shows a 'Demographic Information' page. On the left, a sidebar lists various sections: Demographic Information, General Information, Gender Inclusive Housing Community, Substance Free Floor, Disability-Related Accommodations, Incoming First Year RLC Room Preferences, Compatibility Questions, Incoming First Year Meal Plan Selection, Incoming First-Year Roommate Group (optional), Contract E-Sign, GradGuard College Renter's Insurance, GradGuard, Confirm Application Information, and Application Status. The main area is titled 'Entry' and contains fields for Last Name, First Name, and Middle Name, each with a corresponding input box.

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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.”

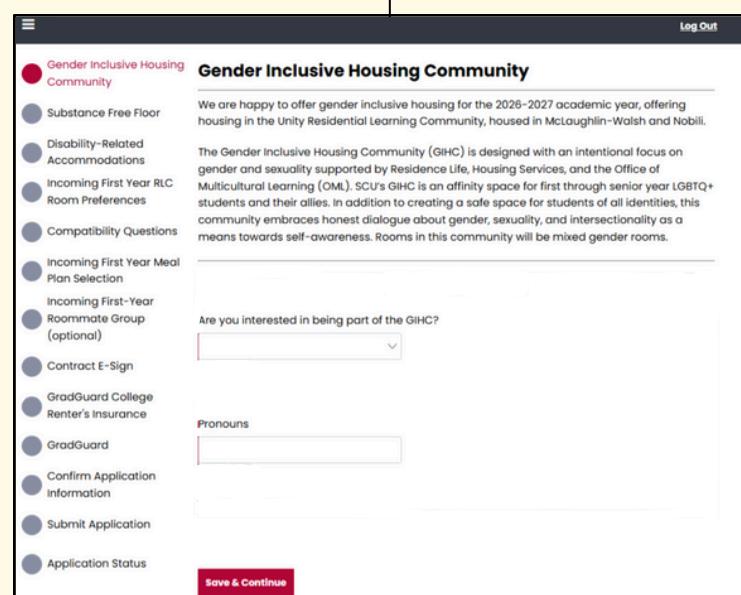


The screenshot shows a 'General Information' page. On the left, a sidebar lists: General Information, Gender Inclusive Housing Community, Substance Free Floor, Disability-Related Accommodations, Incoming First Year RLC Room Preferences, Compatibility Questions, Incoming First Year Meal Plan Selection, Incoming First-Year Roommate Group (optional), and Application Status. The main area is titled 'Years at SCU' with a question 'Including this current academic year, how many years have you studied at SCU?' and an input box. Below it is the '2026-2027 Occupancy to Begin' section with the question 'Let us know which quarter you would like to begin your occupancy for the 2026-2027 academic year.' and an input box.

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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 a 'Gender Inclusive Housing Community' page. On the left, a sidebar lists: 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, Confirm Application Information, and Application Status. The main area is titled 'Gender Inclusive Housing Community' with the text '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 Nobili.' and '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 question 'Are you interested in being part of the GIHC?' with a dropdown menu, a 'Pronouns' input box, and a 'Save & Continue' button at the bottom.

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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."

Substance Free Floor

We are happy to offer Substance Free Housing (SFH) for the 2025-2026 academic year. Whether you're sober or sober-curious, SCU is excited to offer Substance Free Housing (SFH) to our incoming freshman and rising sophomores. As part of the [Magis](#) Residential Learning Community, the purpose of this housing opportunity is to create an intentional and supportive community with a shared agreement to live a substance free life. There are many reasons why students might make this choice, and all are welcome to apply!

Students interested in Substance Free Housing [SFH](#) will need to complete a supplemental application. Make sure to visit the Substance Free Housing (SFH) page for more details, and updates.

Are you interested in being part of Substance Free Housing?

Save & Continue

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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.

Disability-Related Accommodations

The following two boxes are ONLY for students requesting disability-related housing accommodation(s); please leave blank if you do not have a disability-related housing accommodation(s) request.

All students requesting disability-related housing accommodations must register and submit their housing accommodation request to [Office of Accessible Education](#) (OAE) no later than March 6, 2026.

PLEASE NOTE: Due to high numbers of requests, the Housing Office has limited space available; this includes housing for disability-related accommodation(s). The Housing Office makes every effort to provide approved housing accommodation(s); students are strongly encouraged to register with OAE as soon as possible. Failure to request disability-related housing accommodation(s) by March 6, 2026, may result in the inability by the Housing Office to provide the disability-related housing accommodation(s). **Housing accommodations may become void if the selected housing preferences on your housing application contradict the nature of the approved housing accommodation(s) and/or if you apply for housing as part of a group.** A group is defined as a student requesting to live with one or more room/suite mates.

Do you have any disability-related accommodation needs we should know about?

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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.**

Incoming First Year RLC Room Preferences

Now that you've familiarised yourself with the various Residential Learning Communities at SCU select **8 unique RLC preferences** below. If you need assistance with your preferences, [review the RLC 360 tours and room layouts](#).

As a first-year student, complete your application by Wednesday, May 7, 2025 and you'll receive priority consideration for your RLC preferences!

If you submit your SCU on-campus housing application after Wednesday, May 7, 2025 your RLC placement/housing assignment will be made based on the available housing spaces.

You'll learn your RLC placement in July, when you attend your summer orientation. Move-in information will be available in mid-August.

Please add at least 8 preferences. Please select at least 8 unique locations.

Order	Location	Room Preference	Delete
1	---Please S...		Delete

Add Preference

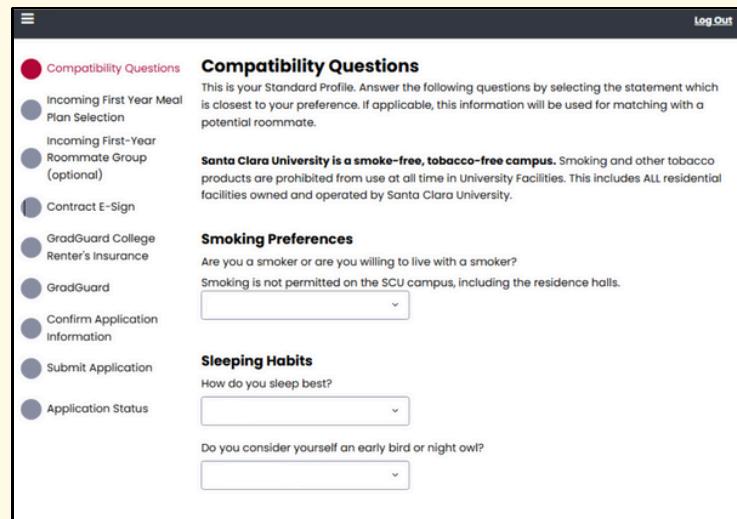
You can add 7 more preferences.

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Step Thirteen

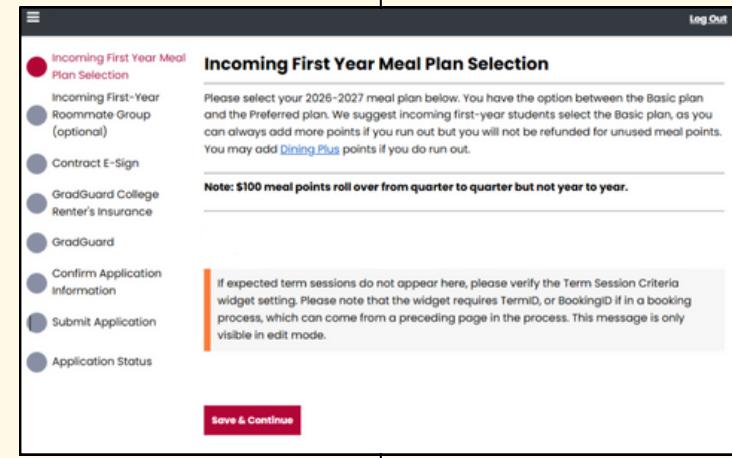
Next, please complete the Compatibility Questions. Be honest with all responses as the system utilizes these to create roommate matches. While you have the option to select a roommate, if something occurs and you two do not end up rooming together, we will defer to these questions to match you with a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



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Step Fourteen

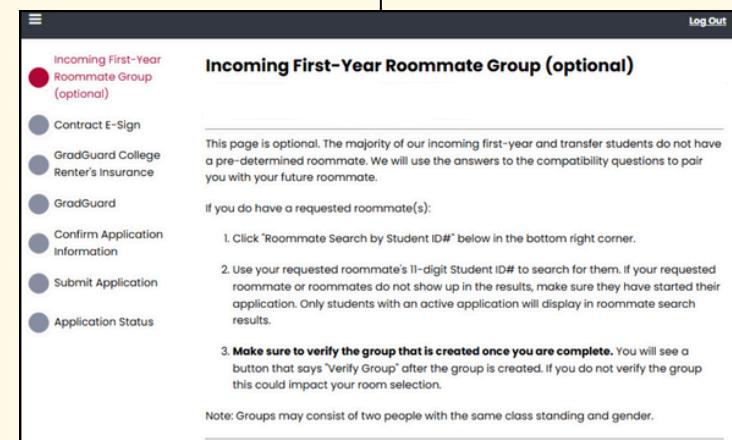
Now it's time to select your meal plan for the year. The Basic Plan is recommended and is designed to cover approximately 2 meals per day plus a breakfast snack, and 1 meal on weekends. The Preferred Plan is a higher tier, designed to cover approximately 3 meals per day, with 2 meals on weekends. Choose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



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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.

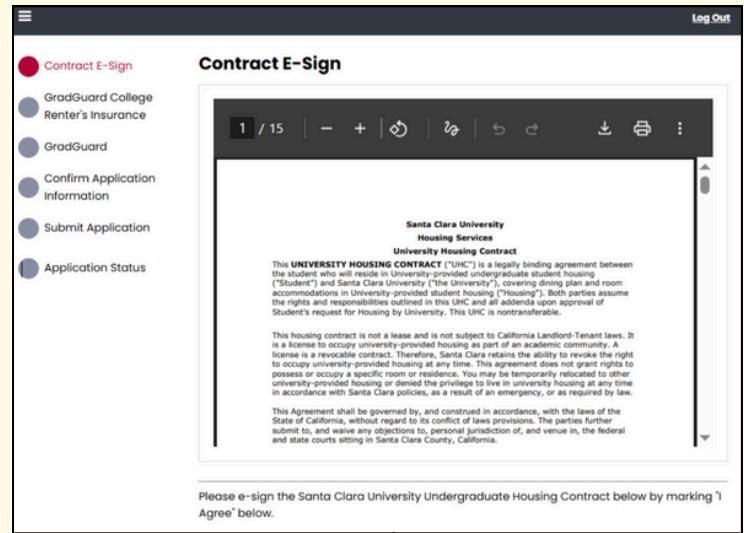


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Step Sixteen

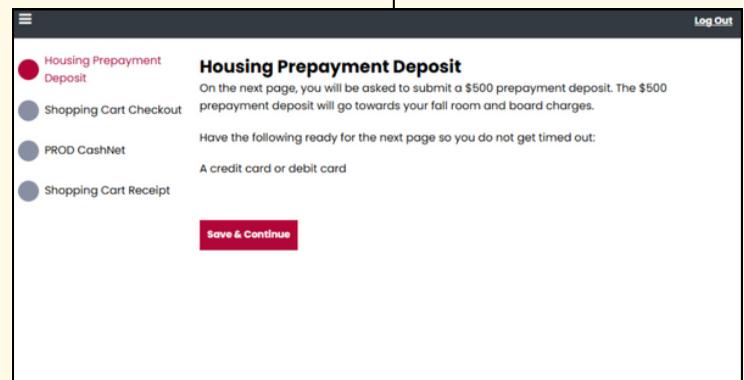
The Undergraduate Housing Contract for the upcoming academic year will populate on the next page. Please read through the contract, check off “I agree” and then hit “Save and Continue.”



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Step Seventeen

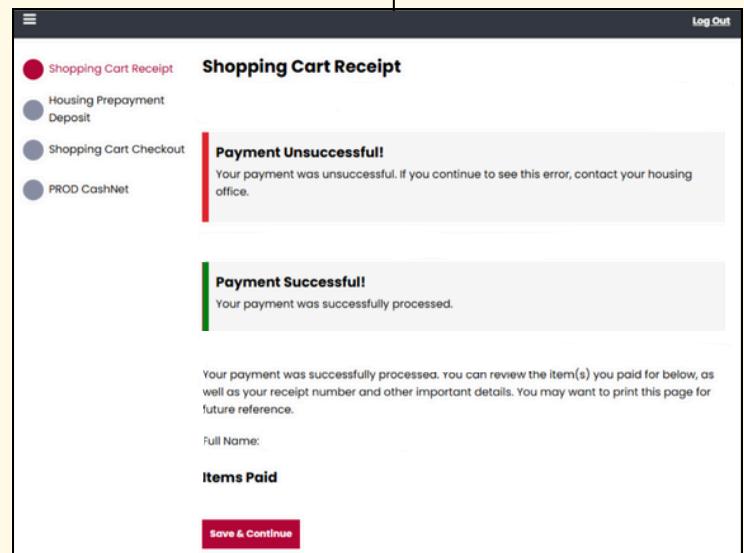
Next, the Housing Prepayment Deposit page will populate. Please follow the directions and complete the payment in the window it directs you to. Before moving on, make sure to click “Save & Continue” to return to your housing portal. DO NOT exit after paying, you must continue and SUBMIT the application.



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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.

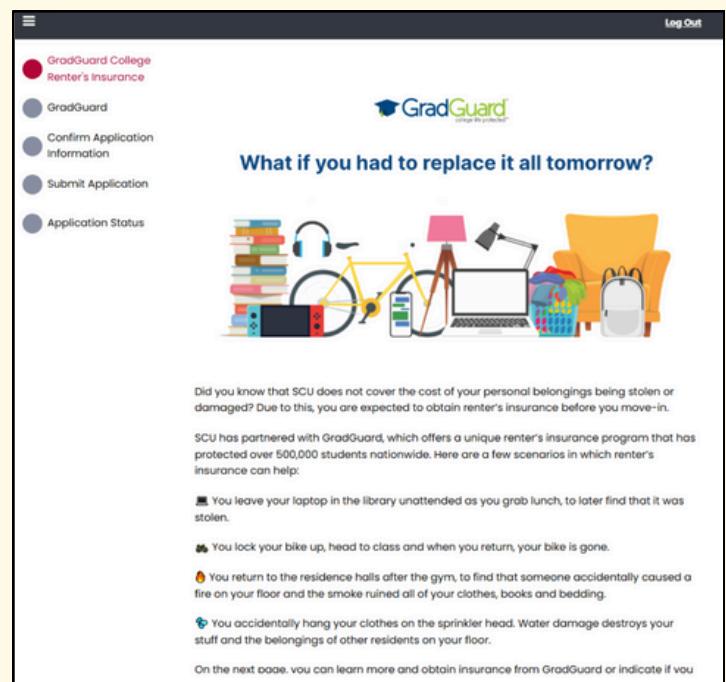


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Step Nineteen

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.

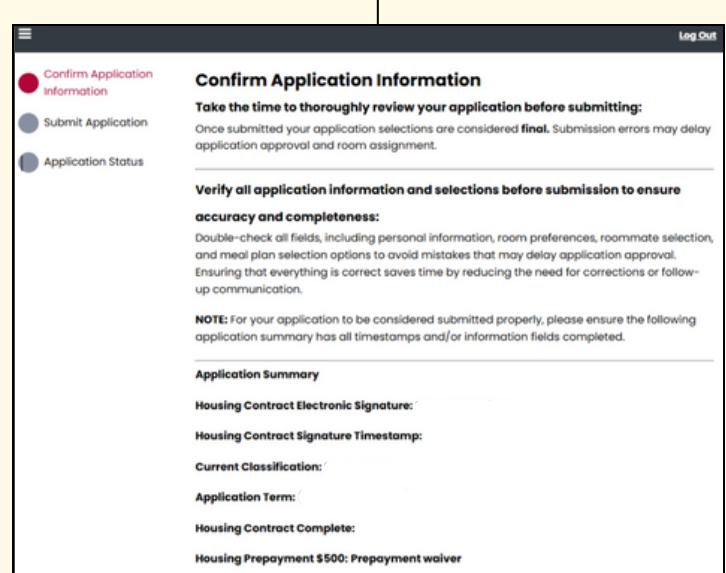


The screenshot shows the GradGuard Renter's Insurance portal. At the top, there is a sidebar with icons for 'GradGuard College Renter's Insurance', 'GradGuard', 'Confirm Application Information', 'Submit Application', and 'Application Status'. The main content area features the 'GradGuard' logo and the text 'What if you had to replace it all tomorrow?'. Below this is a cartoon illustration of a desk setup with a laptop, a bicycle, books, and a lamp. A text box states: 'Did you know that SCU does not cover the cost of your personal belongings being stolen or damaged? Due to this, you are expected to obtain renter's insurance before you move-in.' It then explains that SCU has partnered with GradGuard to offer a unique renter's insurance program. A list of scenarios follows: 1. You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen. 2. You lock your bike up, head to class and when you return, your bike is gone. 3. You return to the residence halls after the gym, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding. 4. You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor. At the bottom, it says 'On the next page, you can learn more and obtain insurance from GradGuard or indicate if you...

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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."

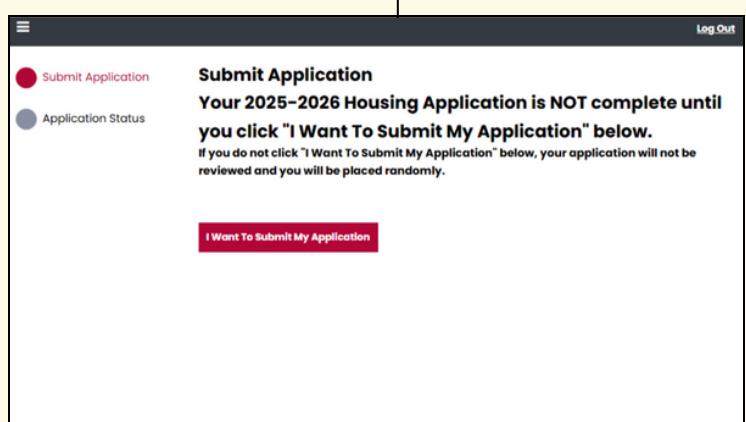


The screenshot shows the 'Confirm Application Information' screen. The sidebar includes icons for 'Confirm Application Information', 'Submit Application', and 'Application Status'. The main content area has a heading 'Confirm Application Information' with the sub-instruction 'Take the time to thoroughly review your application before submitting:'. It states that once submitted, application selections are considered final. It also advises verifying all application information and ensuring accuracy and completeness. A note at the bottom says: 'NOTE: For your application to be considered submitted properly, please ensure the following application summary has all timestamps and/or information fields completed.' Below this are sections for 'Application Summary', 'Housing Contract Electronic Signature', 'Housing Contract Signature Timestamp', 'Current Classification', 'Application Term', 'Housing Contract Complete', and 'Housing Prepayment \$500: Prepayment waiver'.

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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".



The screenshot shows the 'Submit Application' screen. The sidebar includes icons for 'Submit Application' and 'Application Status'. The main content area has a heading 'Submit Application' with the instruction 'Your 2025-2026 Housing Application is NOT complete until you click "I Want To Submit My Application" below.' It also states that if the application is not submitted, it will not be reviewed. A large red button at the bottom is labeled 'I Want To Submit My Application'.

