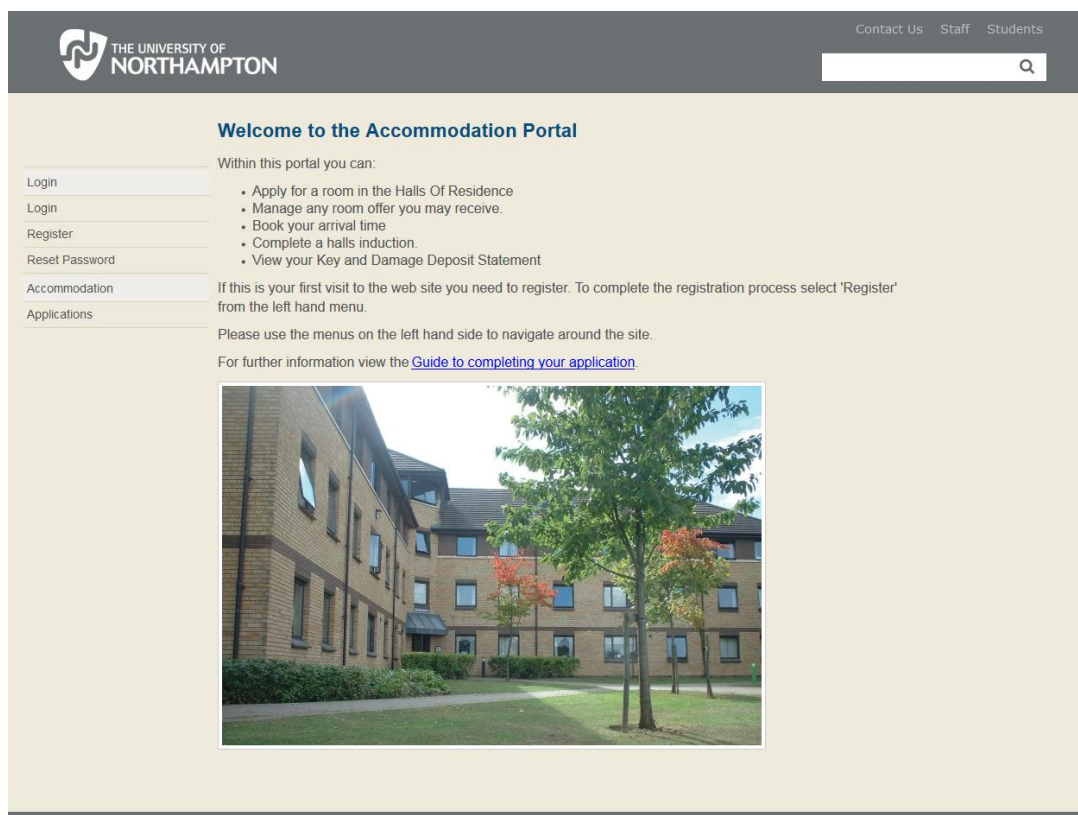


Guidance for Completing the Application for Halls of Residence.

1. The Registration Process

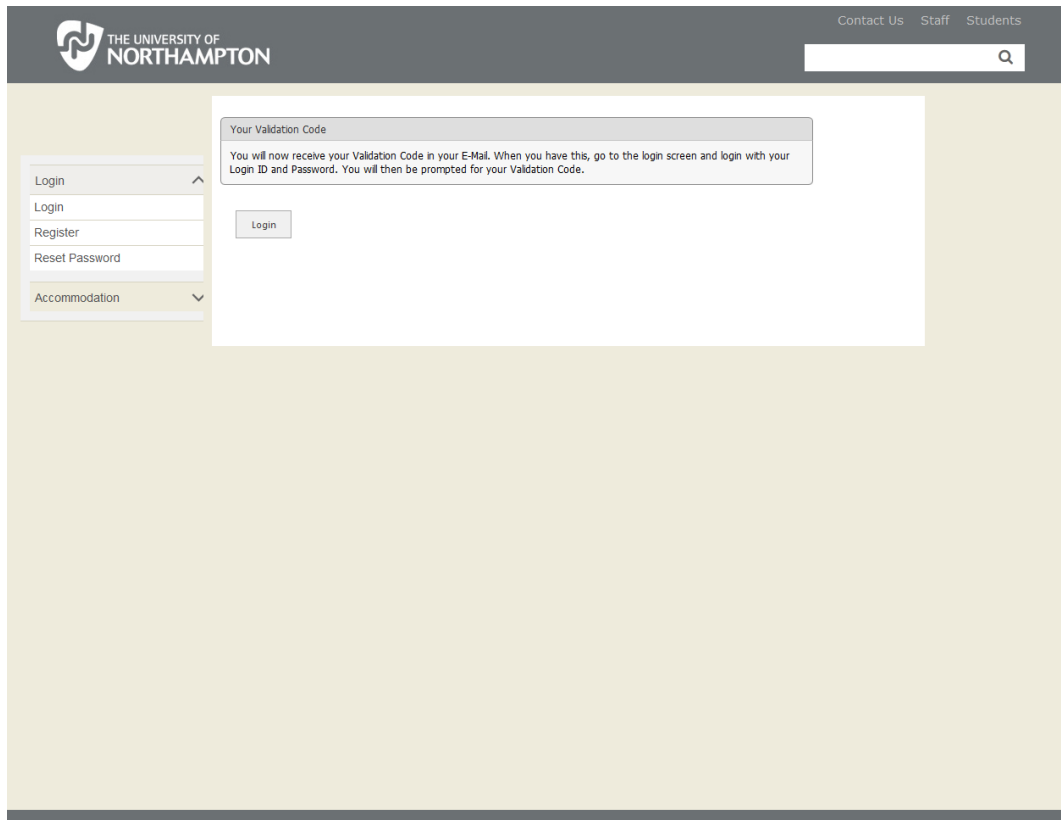
1. Click on the web-link contained in the email you received from the University confirming your course place.
2. You will be directed to this page:



3. Click on the word **register**, you will then be on this page:

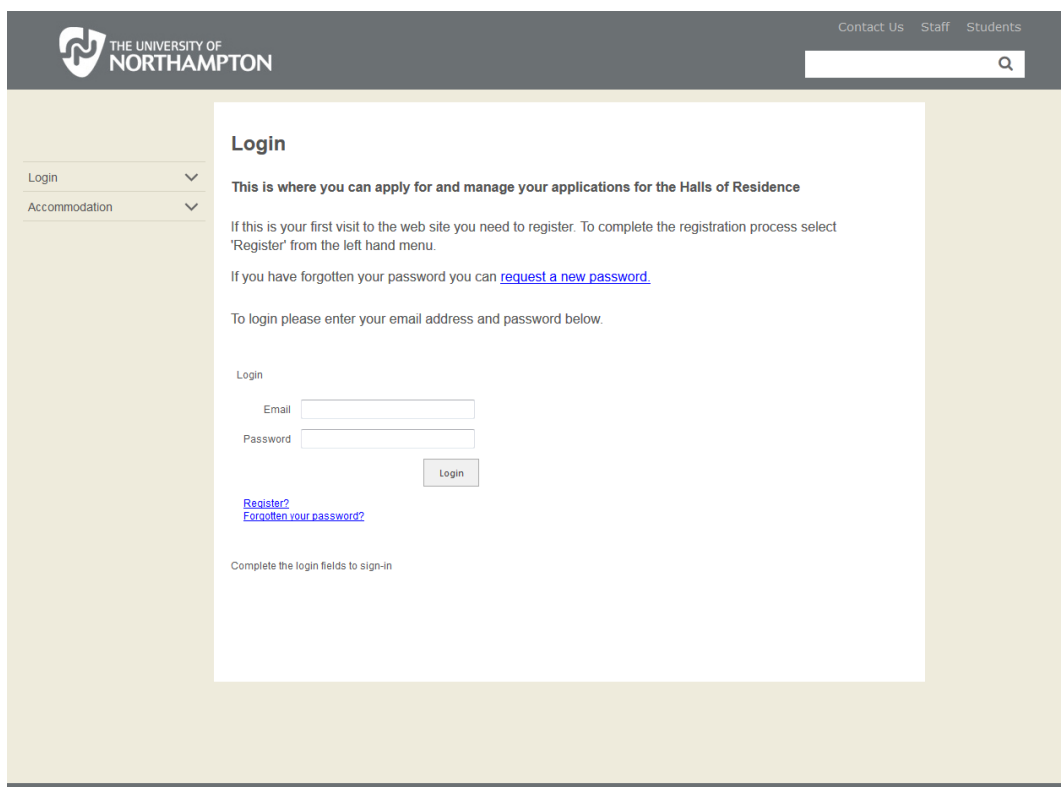
The screenshot shows the registration form. It has the same header and left menu as the previous page. The 'Accommodation' menu item is expanded, showing 'Login', 'Register', 'Reset Password', and 'Applications'. The 'Registration' section contains the instruction: 'Please complete all fields below for registration. Ensure that you use a valid E-Mail address as this will be used to contact you.' Below this are two main sections: 'Personal Details' and 'Login Details'. The 'Personal Details' section includes fields for 'UCAS/Student ID:', 'First Name:', 'Surname:', 'Date of Birth:', and 'Gender:', each with a red asterisk indicating it is mandatory. The 'Login Details' section includes fields for 'Login ID:', 'Repeat Login ID:', 'Password (case sensitive):', and 'Repeat Password:', each with a red asterisk. To the right of the password fields, there is additional text: 'Please the e-Mail address you will use to login.', 'Enter the same e-Mail address for verification.', 'Enter a password', and 'Enter the same password again for verification.' At the bottom of the form are 'OK' and 'Cancel' buttons.

4. You will need to complete all the fields to be able to register for the online Application process.
(Please note, the student ID is eight digits long and if it begins with a '0' you must include this.)
5. Once completed click the **OK** button, you will now be sent an email containing the validation code.
Click on the login button.




The screenshot shows the University of Northampton website. The header includes the university logo, name, and navigation links: 'Contact Us', 'Staff', and 'Students'. A search bar is located on the right. On the left, a sidebar menu is open, showing options: 'Login', 'Register', 'Reset Password', and 'Accommodation'. The main content area displays a message box titled 'Your Validation Code' with the text: 'You will now receive your Validation Code in your E-Mail. When you have this, go to the login screen and login with your Login ID and Password. You will then be prompted for your Validation Code.' Below this message is a 'Login' button.

6. Enter the email address and password and click on the Login button



The screenshot shows the University of Northampton website. The header is the same as the previous screenshot. The sidebar menu on the left is open, showing 'Login' and 'Accommodation'. The main content area is titled 'Login' and contains the following text: 'This is where you can apply for and manage your applications for the Halls of Residence'. It then states: 'If this is your first visit to the web site you need to register. To complete the registration process select 'Register' from the left hand menu.' and 'If you have forgotten your password you can [request a new password](#).' Below this, it says: 'To login please enter your email address and password below.' There are two input fields: 'Email' and 'Password', followed by a 'Login' button. At the bottom, there are links for '[Register?](#)' and '[Forgotten your password?](#)'. A footer note says 'Complete the login fields to sign-in'.

7. You will then go to this screen:



THE UNIVERSITY OF

NORTHAMPTON

[Contact Us](#)
[Staff](#)
[Students](#)

Login

Login

Register

Reset Password

Accommodation

Enter your Validation Code

To confirm your account enter the Validation Code sent to your E-Mail address:

Validation Code:

OK


Cancel

*Mandatory values

8. Enter the code sent in the email and click **OK**.
9. This completes the Registration process. You can now apply for a room in halls.

2. The Application Process

1. To make an application you will need to select **Applications** from the menu on the left hand side.



THE UNIVERSITY OF

NORTHAMPTON

[Contact Us](#)
[Staff](#)
[Students](#)

First Name

Student

Surname

Example

UCAS\Student ID

55555555

Home

▼

Login

▼

Your Details

▼

Finance

▼

Accommodation

▼

Welcome to the Accommodation Portal


Within this portal you can:

- Apply for a room in the Halls Of Residence
- Manage any room offer you may receive.
- Book your arrival time
- Complete a halls induction.
- View your Key and Damage Deposit Statement

If this is your first visit to the web site you need to register. To complete the registration process select 'Register' from the left hand menu.

Please use the menus on the left hand side to navigate around the site.

For further information view the [Guide to completing your application](#).



2. You will need to verify your login details again before you can make an application, you do not need to re-enter your validation code:

The screenshot shows the 'Accommodation Applications' page on the University of Northampton website. The header includes the university logo, navigation links for 'Contact Us', 'Staff', and 'Students', and a search bar. A left-hand menu has a 'Login' dropdown. The main content area is titled 'Accommodation Applications' and contains a 'Login Confirmation' section. This section informs the user that if they've forgotten their password, they can [request a new password](#). It then states: 'To apply for accommodation in the Halls of Residence please verify your email address and password below.' There are three input fields: 'Email Address:', 'Password', and 'Validation Code: (first time only)'. A 'Continue' button is located below these fields. The footer contains contact information for the accommodation office and the URL 'WE ARE NORTHAMPTON.AC.UK'.

3. To make an application click on the Applications in the left hand menu:

The screenshot shows the user's dashboard after logging in. The header is identical to the previous page. The left-hand menu is expanded, showing options: 'Forename', 'Surname', 'Student ID', 'Home', 'Maintain', 'Applications', 'Room Offers', and 'Logout'. The 'Applications' option is highlighted. The main content area is titled 'Applications and Room Offers'. It contains the following text: 'All communications regarding your accommodation will be sent to Accommodation@northampton.ac.uk. This e-mail address can be changed by [updating personal details](#).', 'Applications for accommodation open on 27th April 2014.', 'To make or view an application select Applications from the left hand menu', 'To see any Room Offers click on the **Room Offers** button from the menu on the left.', 'To view your personal details click on the **Maintain** button from the menu on the left.', and two links: '[Click here for further information about living in Halls of Residence](#)' and '[Click here for guidance notes on completing an application for a place in Halls of Residence](#)'. At the bottom of the main content area, it says: 'If you have any queries regarding accommodation in the Halls of Residence please email accommodation@northampton.ac.uk'. The footer is the same as the previous page.

4. To make an application click on the Create New Application button at the bottom of the screen:

THE UNIVERSITY OF
NORTHAMPTON

[Contact Us](#)
[Staff](#)
[Students](#)

Forename
Student

Surname
Example

Student ID
55555555

[Home](#)
[Maintain](#)
[Applications](#)
[Room Offers](#)
[Logout](#)

Applications

To view your application click on the **View** button on the right of the screen.

You can only amend an application that has not yet been submitted.

You can only have one active application at a time.

Session	Application No.	State	Date Submitted	
2014-2015	11639	Rejected	09/04/2014	View
2014-2015	11640	Rejected	09/04/2014	View
2014-2015	11641	Rejected	09/04/2014	
2014-2015	11646	Complete but not submitted	15/04/2014	View

Application State Key

State	Description
'Complete but not submitted'	Application still needs submitting
'Awaiting Verification'	Application has been submitted and is awaiting approval by the University
'Awaiting Allocation'	Application is being processed
'Allocated'	A provisional allocation has been made. Notification will be sent when a room offer is available to view
'Rejected'	Application unsuccessful
'Withdrawn'	The application has been withdrawn by the applicant

[Create New Application](#)

If you have any queries about this site, please contact the accommodation office.

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- Select the **Residency Period** from the drop down menu (this is the academic year for which you wish to apply, for example 2014-15).
- Select your **student type** as indicated in the grid on the screen and click **continue**:

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NORTHAMPTON

[Contact Us](#)
[Staff](#)
[Students](#)

Forename
Student

Surname
Example

Student ID
55555555

[Home](#)
[Maintain](#)
[Applications](#)
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[Logout](#)

Create New Application

Please choose from the options in the drop down boxes, ensuring you have selected the correct student type. Applications with an incorrect student type may be rejected. Then click on the **Continue** button at the bottom of the page.

Residency Period * 2014-2015

Type of Student * UK Student

* Required Fields.

Student Type

Preference	Description
'UK'	Permanent resident of the United Kingdom
'EU'	Permanent resident outside of the UK but within another European Union country
'International'	Permanent resident outside of the United Kingdom or other European Union country
'ERASMUS/Short Course'	Student on ERASMUS placement or studying a course shorter than one academic year
'Continuing'	Student who has already completed a year or course at the University of Northampton

[Continue](#) [Cancel](#)

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- You will then see the Accommodation Preferences Screen:

THE UNIVERSITY OF NORTHAMPTON

[Contact Us](#)
[Staff](#)
[Students](#)

Forename
Student

Surname
Example

Student ID
55555555

Home

Maintain ▼

Applications

Room Offers

Logout

Accommodation Preferences

Please select up to 5 choices of accommodation type in order of preference. Whilst we endeavour to match your preferences we cannot make any guarantees that these will be met. If there are no more rooms available of a certain type you will be offered your next available choice.

Please note: William Carey Hall has a shorter licence which ends on 27th June 2015. Only apply for this hall if you are sure your course will end by this date.

John Clare Hall (A Block) is the only Hall that offers female only accommodation. If you require female only accommodation, please ensure that you select John Clare Hall as your first choice. Click [here](#) for more details about each hall.

Select your accommodation preferences in the following table:

Choice	Location *	Room Type *	Licence *	Start Date	End Date
1	St. John's Hall	Single En-Suite (JH)	42 Week Licence SJH - 2014-15	21/09/2014	12/07/2015
2					
3					
4					
5					

* Required Fields.

Room Types and Pricing

Location	Room Type	Description	Price per week per student
'St John's Hall'	'Single En-Suite'	Single occupancy bedroom with bathroom facilities with shared kitchen and communal area.	£123.00
'St John's Hall'	'Twin Studio'	Self contained twin occupancy flat comprising of two beds (shared with another student), kitchen and bathroom.	£90.00
'St John's Hall'	'Single studio'	Self contained single occupancy flat comprising of 1 bed, kitchen and bathroom.	£130.00
'Park/Avenue Campus'	'Single En-Suite'	Single occupancy bedroom with bathroom facilities with shared kitchen.	£118.50
'Park/Avenue Campus'	'Twin En-Suite'	Self contained twin occupancy flat comprising of two beds (shared with another student), kitchen and bathroom.	£88.00
'Park Campus/St John's House'	'Standard Single'	Single occupancy bedroom with shared bathroom and kitchen facilities.	£101.00
'Park Campus/St John's House'	'Standard Twin'	Twin occupancy bedroom comprising of two beds (shared with another student) with shared bathroom and kitchen facilities.	£72.00
'Park Campus'	'Small Standard'	Single occupancy bedroom with shared bathroom and	£60.00

[Back](#)
[Continue](#)
[Cancel](#)

If you have any queries about this site, please contact the accommodation office.

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- On this page you can select up to 5 accommodation choices (you cannot select the same option more than once).
- Select the **Hall**, **Room type** and **Licence** (only one available) that you would like. The start and end dates then populate themselves.
There is a link to the full list of options and prices on this page, should you wish to look at them before choosing
- Once you have selected your choices click the **continue** button, you will then see this screen:

THE UNIVERSITY OF NORTHAMPTON

[Contact Us](#)
[Staff](#)
[Students](#)

Forename
Student

Surname
Example

Student ID
87654321

Home

Maintain ▼

Applications

Room Offers

Logout

Please select any of the following personal preferences to help in the allocation of accommodation. [Additional Notes](#) can be added at the end.

Personal Preferences you wish to notify us about

Preference	Choice	Additional Information
Would you prefer a single sex hall? *	No	
How do you feel about sharing with the opposite sex *		

Placement Student

Preference	Choice	Additional Information
Are you on a course which involves placements? e.g. Nursing *		

Additional Notes

2000 characters(s) left

* Required Fields.

Preference Definitions


Preference	Description
'Would you prefer a single sex hall?'	This option is for female students who wish to live in a female only block. This is only available in John Clare Hall.
'How do you feel about sharing with the opposite sex?'	This option relates to the flatmates with whom you would be sharing a flat.
'Are you on a course which involves placements? e.g. Nursing'	If you are studying a course that has placements (eg. Nursing/Teaching/Police) you will be allocated accommodation with other placement students where possible.
'Are you studying a Post Graduate course?'	If you are studying a postgraduate course (MA/Msc/PGCE/MBA) you will be allocated accommodation with other Post Graduate students where possible.

[Back](#)
[Continue](#)
[Cancel](#)

If you have any queries about this site, please contact the accommodation office.

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11. On this screen you can state whether you would prefer single or mixed sex accommodation.
12. If you are on a course which includes placements you will, where possible, be accommodated with other students who have placements, this will be in either Spencer Perceval, St John's and Margaret Bondfield Halls. The courses that qualify for this option are:
Bsc Nursing, Bsc Midwifery, Bsc Occupational Therapy, Bsc Podiatry, BA Primary Education, FdSc Paramedic Science, FdA Policing.
13. The additional notes box is your opportunity to tell us any other information relevant to your application. Some students may have received separate information with specific instructions for this area.
14. Upon completion click **continue**. You will then see this summary page:



[Contact Us](#)
[Staff](#)
[Students](#)

Forename
Student
Surname
Example
Student ID
55555555
[Home](#)
[Maintain](#) ☐
[Applications](#)
[Room Offers](#)
[Logout](#)

Summary

Accommodation Preferences

Choice	Location *	Room Type *	Licence *	Start Date	End Date
1	St. John's Hall <input type="text"/>	Single En-Suite (DH) <input type="text"/>	42 Week Licence SJH - 2014-15 <input type="text"/>	21/09/2014	12/07/2015
2	<input type="text"/>	<input type="text"/>	<input type="text"/>		
3	<input type="text"/>	<input type="text"/>	<input type="text"/>		
4	<input type="text"/>	<input type="text"/>	<input type="text"/>		
5	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Personal Preferences you wish to notify us about

Preference	Choice	Additional Information
Would you prefer a single sex hall? *	No <input type="text"/>	
How do you feel about sharing with the opposite sex *	Prefer Mixed-Gender <input type="text"/>	

Placement/PG/Mature Students


Preference	Choice	Additional Information
Would you like to be located with other placement students?	<input type="text"/>	
Would you like to be located with other PG/Mature students?	<input type="text"/>	

Additional Notes

If you have any queries about this site, please contact the accommodation office.

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15. Click on **Save**, which will take you through to this screen:


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NORTHAMPTON

[Contact Us](#)
[Staff](#)
[Students](#)

Forename
Student
Surname
Example
Student ID
55555555

[Home](#)
[Maintain](#) ▾
[Applications](#)
[Room Offers](#)
[Logout](#)

Submit Application

You have requested to submit this application for accommodation. Your application has been saved. Please select "Yes" if you wish the application to be submitted for processing now. If "No" is selected the application will not be processed until you return to this web site and submit it.


Please confirm you have read and understood the [Terms of Application](#). ☐

If you have any queries about this site, please contact the accommodation office.

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16. You must now read the **Terms of Application** and tick the box before the application can be submitted. This will enable the 'Yes' button.

17. Once you click 'Yes', the Application is submitted and you will see this screen:


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[Contact Us](#)
[Staff](#)
[Students](#)

Forename
Student
Surname
Example
Student ID
55555555

[Home](#)
[Maintain](#) ▾
[Applications](#)
[Room Offers](#)
[Logout](#)

Thank you

Application No. 11646

Thank you for submitting this accommodation application request to the University of Northampton.

We will be contacting you by email to let you know if your application has been successful or not.

If you have any queries about this application please email accommodation@northampton.ac.uk.

If you have any queries about this site, please contact the accommodation office.

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18. You will also receive a confirmation email.

19. This completes your part of the application. The Applications will now be checked by the Accommodation Team and you will hear from them shortly.