RBC RESIDENCE LIFE

HOUSING APPLICATIONS

How to use MyHousing and complete all pre-arrival tasks.
Your RBC Email and password will be the same across many things here at RBC - MyHousing is no exception! Once you have your email address created you will be able to login to MyHousing at housing.rbc.edu/login
WHAT CAN YOU DO IN MYHOUSING?

Apply for Housing On-Campus
Select Your Dining Plan
Meet Your Roommates
Complete Your Health Forms
Update Your Emergency Contact
1. EXPAND THE LEFT MENU
Click on the 3-line button next to the RBC logo

2. SELECT "MY APPLICATIONS & FORMS"
Your first option

3. PICK THE RIGHT HOUSING APP FOR YOU
These may take an extra second to load
STEP 1: SIGN

THE HOUSING & FOOD SERVICES AGREEMENT OUTLINES YOUR EXPECTATIONS AS A RESIDENT ON CAMPUS AND THE COLLEGES RESPONSIBILITIES TO PROVIDE YOU NECESSARY SERVICES
STEP 2: YOUR INFO & ROOMMATE MATCHING

We review each housing application individually to work to find potential connections from roommate, to suite mates, to floor communities.
1. **CLICK TO EDIT CONTACT**
For each required contact you will click on the pencil logo to edit as needed.

2. **COMPLETE FORM AND CLICK SAVE**
Complete fields as needed for each required contact. Click save and then edit the next one.

3. **CLICK CONTINUE TO PROCEED**
Once all required contacts and addresses are completed you will be able to proceed.
STEP 4: PAY $150 DAMAGES DEPOSIT

CLICK CONTINUE TO MOVE TO CREDIT CARD PROCESSOR

FOLLOW STEPS THROUGH OUR PROCESSOR AND CONTINUE UNTIL BACK IN MYHOUSING PORTAL
STEP 5: APPLICATION COMPLETE

SAVE YOUR RECEIPT
We encourage you to save a screenshot of your deposit receipts for your records.

RECEIVE CONFIRMATION EMAIL
The Housing Agreement from the first step should have now been emailed to your RBC email account for your review.
YOU HAVE SUCCESSFULLY APPLIED FOR HOUSING

WHAT'S NEXT?

Continue in this presentation to learn how to get fully ready for move in.

- Select your Dining Plan
- Complete your Health Form
- Find your Housing Assignment & Roommate Information
ALL STUDENTS LIVING ON CAMPUS ARE REQUIRED TO PARTICIPATE IN THE DINING PLAN. FOLLOW THESE STEPS TO CHOOSE YOUR DINING PLAN.
SELECTING YOUR DINING PLANS

1. EXPAND THE LEFT MENU
   Click on the 3-line button next to the RBC logo

2. SELECT "MY DINING"

3. PICK DINING PLANS
**SELECT THE SEMESTER**

You need to pick the semester you will eat the meals during. Typically in the summer you are picking for the Fall and in the Fall you pick for the spring.

**SELECT CHANGE MY PLAN**

If you are already assigned the default button, you will need to click to change your plan from the default to other options.
Click the circle next to the plan you would like. Then scroll to the bottom to select "Purchase Meal Plan"
RESIDENTIAL STUDENTS ARE REQUIRED TO HAVE HEALTH INSURANCE AND SUBMIT THEIR IMMUNIZATION RECORDS OR EXEMPTION. THIS FORM ALLOWS YOU TO SUBMIT THESE DOCUMENTS ALL AT ONE TIME.
1. **EXPAND THE LEFT MENU**

Click on the 3-line button next to the RBC logo

2. **SELECT "MY APPLICATIONS & FORMS"**

Your first option

3. **SELECT THE HEALTH FORM**

These may take an extra second to load
STEP 1: SUBMIT YOUR HEALTH INSURANCE INFORMATION

Please wait until you have health insurance information and immunization records to complete this form. Note, You will not be able to view your housing assignment or move-in until this form is completed.
UPLOAD YOUR IMMUNIZATION RECORDS

Scan in your Immunization Records and upload them here.

Then Select Continue to finalize.