### RBC RESIDENCE LIFE

# HOUSING APPLICATIONS

How to use MyHousing and complete all pre-arrival tasks.



# LOGIN AT MYHOUSING

## HOUSING.RBC.EDU/LOGIN

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



Your mailbox is located in your hall lobby, packages are picked up from the Residence Life office.

#### Residence Life

11301 Johnson Road, Box 298 South Prince George, VA 23805-7100 Note: Its helpful for us that you hold sending any mail to campus until the week leading up to your arrival on campus.

# EXPAND THE LEFT MENU

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

Richard Bland Coll	lege	×		
My Applications & Forms	>	Estudent photo Residence Life R00000001 residencelife@rb	c.edu	
My Room & Roommates	>	Messages		
My Dining Plan	>	Veur Meil & Deelegree		
		Your mailbox is located in your hall lobby, packages are picked up from the Residence Life <b>Residence Life</b> 11301 Johnson Road, Box 298 South Prince George, VA 23805-7100 Note: Its helpful for us that you hold sending any mail to campus until the week leading up to your arrival o	n campus.	
		Room Selection		
		There are no room selections to display  Assignments		
		Fall 2021		
		Hall Name: Freedom Hall		



### Your first option



3 PICK THE RIGHT HOUSING APP FOR YOU

These may take an extra second to load

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# 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

#### hard Bland College 🛛 🗙 ILLIAM & MARY

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× Consent - Housing Application with Credit Card Depo Applications & Forms surance & Immunizations In order to live on campus, a student must: Be admitted to Richard Bland College ("RBC" or "Col Be a full-time student in good academic standing Maintain a class load of at least 12 credit hours. Application with Credit Card Pay all outstanding balances with the cashier's office. Pay the required room damage deposit. Complete the online application for housing. б. Sign and abide by all requirements in this Agreement. Visit www.rbc.edu for housing deadline payment information. 1. PERIOD OF AGREEMENT AND ELIGIBILITY: This Agreement is for the Fall <u>and</u> Spring semesters of the 202 campus meal plan for the entire period of the Agreement. The the student's timely move-out at the end of the Spring 2021 sen students. (See section 8 below.) A student who enrolls late and If you do not agree, exit the application here If you agree, sign your name in the box below Enter your full name to give consent (Hand drawn signature will) ) Use the signature pad to draw your signature our full name Clear signature Continue

HO



#### × × My Information - Housing Application with Credit Card Deposit My Applications & Forms Health Insurance & Immunizations Your Cell Phone Number \* Your Cell Phone Number \* fie Records (Spring 2022) Housing Application with Credit Card Deposit (Spring 2022) Describe yourself and what you are looking for in a Please select a statement that best matches the level of cleanlin Please select when you typically wou

Please select an adjective to best describes



#### Continue

## **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.



# **STEP 3: ADDRESSES & CONTACTS**

Addresses/Cont	lacts - Housing	Application with Credi	t Card Depos	t					
Please save one Add	iress/Emergency Co	intact at a time and click the	Continue button v	when you are done.					
Addresses									^
Required		Completed	Type		Street	City		Zip Code	
×		×	Second	lary	N/A	N/A		N/A	1
Contacts									Â
Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work	
×	~	Emergency Contact	ty brown	(choose from list provided)	residencelife@rbc.ed u	8048626161	8048626161	N/A	1
×	~	Missing Persons Contact	hy brown	Case Workers	N/A	8048626161	8048626161	8048626161	1

Addresses/Contacts -	Housing Application with Cree	dit Card Deposit				
Please save one Address/Em	ergency Contact at a time and click th	e Continue button when you are o	done.			
Addresses						^
Required	Completed	Type	Street	City	Zip Code	
×	×	Secondary	N/A	N/A	N/A	1
						Clear
Edit Ad	Idress: Secondary					
Address	1		Address 2			
Address	3		Address 4			
City			State		-	
Zip Cod	¢		Country United States		-	
Email			Mobile Phone			
Save	Cance					
Contacte						

### 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

×	Addresses/Cont	acts - Housing	Application with Credi	t Card Deposit	t				
My Applications & Forms	Plana and the late		start at a time and slick the l	Continue In state of	had one are done				
Health Insurance & Immunizations	Please save one Address/Emergency Contact at a time and click the Continue button when you are done.								
(Spring 2022)	Addresses								
Housing Application with Credit Card	Required		Completed	Туре		Street	City		
(Spring 2022)	×		×	Second	ary	N/A	N/A		
	Contacts								
	Required	Completed	Туре	Name	Relationship	Email	Mobile	Home	
	×	~	Emergency Contact	ty brown	(choose from list provided)	residencelife@rbc.ed u	8048626161	8048626	
	×	~	Missing Persons Contact	hy brown	Case Workers	N/A	8048626161	8048626	
(	Continue								

## 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.

RECIEVE CONFIRMATION EMAIL The Housing Agreement from the first step should have now been emailed to your RBC email account for your reveiw.



#### ×

My Applications & Forms

Health Insurance & Immunizations

Records

(Spring 2022)

Housing Application with Credit Card

Deposit

(Spring 2022) - Completed

Application Complete - Housing Application with Credit Card De
Dear Applicant,
Thank you for your interest in housing at Richard Bland College of William & Mary!
Your housing application has been submitted. Please check your RBC email and My 6161 or residencelife@rbc.edu.
Sincerely,
Richard Bland College Office of Residence Life
Payment Receint
r dyment Necelpt
B

Print this page as your receipt.

Date of Transaction: 9/30/2021, 4:23:26 PM

Amount: 150

Student ID: R00000001





Roommate Information

- Select your Dining Plan - Complete your Health Form - Find your Housing Assignment &

## YOU HAVE SUCCESFULLY **APPLIED FOR HOUSING**

## WHATS NEXT?

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





## **NEXT STEP**





#### Your Mail & Packages

Your mailbox is located in your hall lobby, packages are picked up from the Residence Life office.

#### **Residence Life**

11301 Johnson Road, Box 298 South Prince George, VA 23805-7100 Note: Its helpful for us that you hold sending any mail to campus until the week leading up to your arrival on campus.

### I. EXPAND THE LEFT MENU

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



2. SELECT "MY DINING"



Residence Life 11301 Johnson Roa South Prince Georg

3. PICK DINING PLANS

ege	×			
×	Purchased Meal Plans - Fall 2021		^	
	Filter	Fall 2021	- ¢	SEL
	Dining Plan Resident's Weekly 14	Starts 08/25/2021	12/18/2021 c	You need to pick the
				during. Typically
			G	the Fall and

## **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.

# LECT THE SEMESTER

the semester you will eat the meals in the summer you are picking for d in the Fall you pick for the spring



ge	×	
×	Purchased Meal Plans - Spring 2022 (no current dining plan) Select a Meal Plan	MAKE SELEC
	<ul> <li>Resident's Weekly 14</li> <li>Multiples are device on consistent dining throughout the semester. Each your meal card at the beginning of the semester, you can use up to 5 swipes a d loaded onto your card for use on snacks at Parson's Café &amp; the Grove. (MLP8)</li> <li>Dining Plan Fee: \$1,970.00</li> <li>Total Fee: \$1,970.00</li> </ul>	Click the the plan like. The bottom t "Purchas
	Resident's Weekly 19	
	Weekly plans are designed for consistent dining throughout the semester. Each your meal card at the beginning of the semester, you can use up to 5 swipes a d	

## E YOUR CTION

- circle next to you would
- en scroll to the
- to select
- se Meal Plan"

#### Help Text

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#### Dining Plans are available

Residential students are

Block Plans consist of all a on the student's Statesma with no rollog

Weekly Plans consist of s Statesman ID weekly

#### ⊂⊃ Helpful Links

- ResLife on Instagra
- Residence Life Web
- Dining Services
- Housing Application

## **NEXT STEP**

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.





#### Your Mail & Packages

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My Room & Roommates	> I Me	essages		ealth Ins
▲ RCR/Damages	<ul> <li>Your mail</li> <li>Resid</li> <li>1130'</li> <li>South</li> <li>Note: its he</li> </ul>	r Mail & Packages Ibox is located in your hall lobby, packages a lence Life 1 Johnson Road, Box 298 h Prince George, VA 23805 appld for us that you hold sending any mail to campu	re picked up from the Residence Life office. 5-7100 s until the week leading up to your arrival on campus.	ecords ousing / eposit
	Roo There are	om Selection		pring 2
	As:	signments		
	F	all 2021		
	Hall Nam	e: Freedom Hall		



#### Your first option



11301 Johnson Road, Box 298 South Prince George, VA 2380 Note: Its helpful for us that you hold sending any mail to camp

3. SELECT THE HEALTH FORM

### These may take an extra second to load

2 



## **STEP 1: SUBMIT YOUR HEALTH INSURANCE INFORMATION**

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



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* Forms	My Informa	UPLC IMMI RECC
with Credit Card		Scan in Immuniz and uple
	Continue	Then Se to finali

# PLOAD YOUR MUNIZATION ECORDS

Scan in your Immunization Records and upload them here.

Then Select Continue to finalize.

ecords
company
7 of 108 characters
name
4 of 100 characters
number
6 of 108 characters
● Yes ○ No





#### G⊃ Helpful Links

- ResLife on Instagram
- Residence Life Website
- Dining Services
- Housing Application Steps