

BELHAVEN UNIVERSITY

RESIDENCE LIFE STARREZ

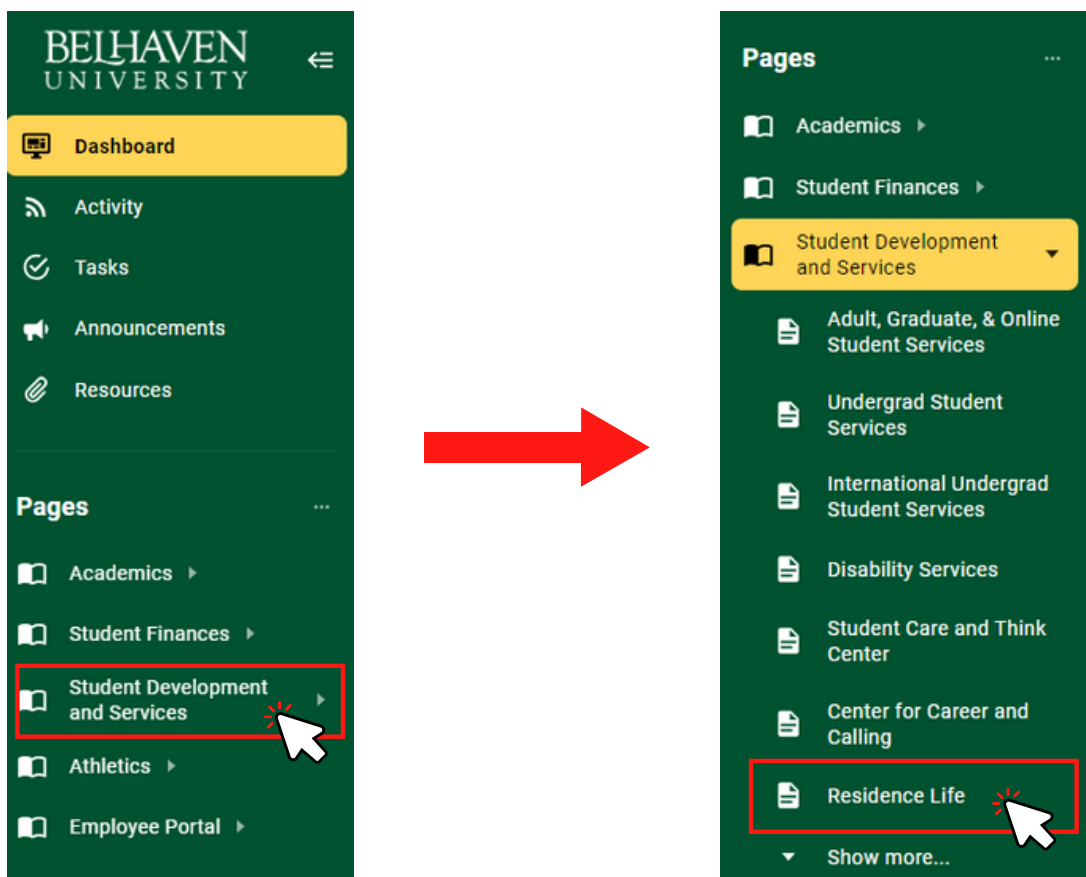
PORTALX QUICK GUIDE

Logging In:

Navigate to your BlazeNet account by going to belhaven.edu

Locate the Residence Life Page :

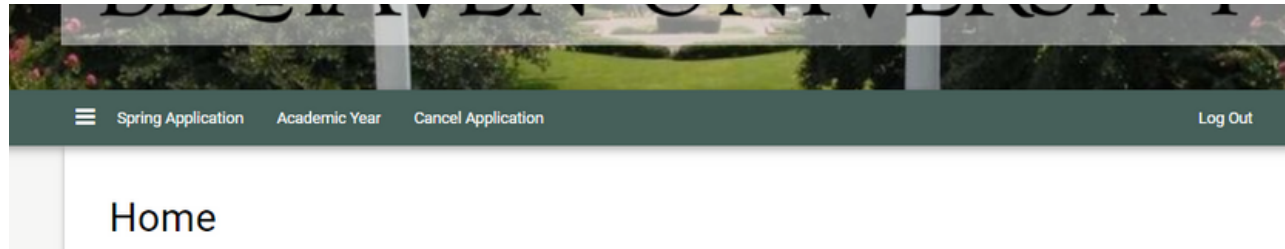
Navigate to “Pages” and click “Student Development and Services”.



Click on the **Housing Application** link located under “Housing Information”.

This will take you to the Home Page of the Portal Application Process.

When you click on the link for **Housing for Residential Students**, you should be automatically logged in. If this does not happen, please reach out to Student Development at sdevelopment@belhaven.edu or call **601-968-5969** for assistance.



Once you click on the correct application, you will begin your application!

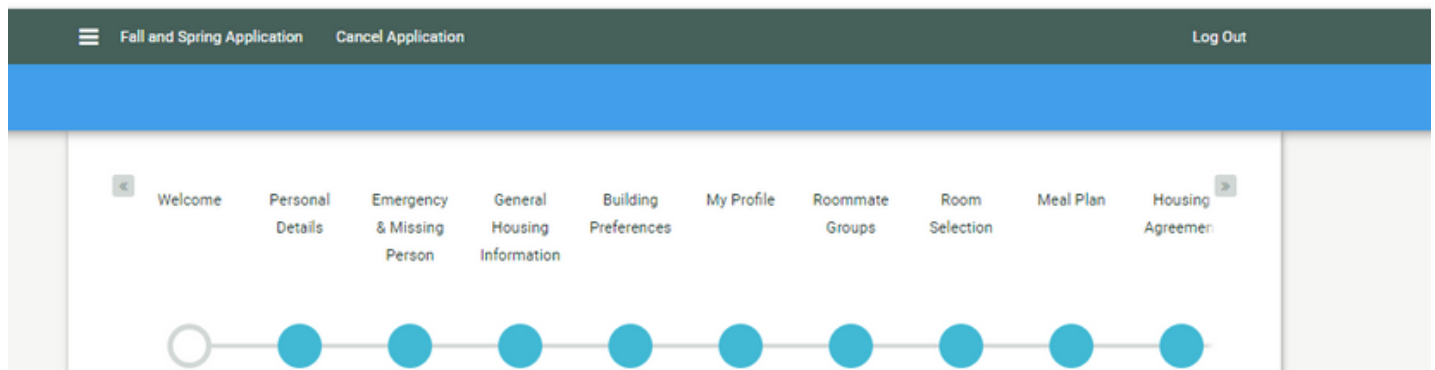
Begin the Housing Application:

On the first page of the application process, you will select which academic term you are applying for. Once the academic term is selected, click **"Apply"** to begin your application.

The Application Process:

The Portal is very user-friendly, and students are able to move through the application (indicated by the progress bar shown below) by completing each page and clicking Save & Continue.

You will be able to return to previous sections and make changes, if necessary, prior to submitting the application.



Personal Information:

- You will see personal details that are in your BlazeNet. If the information is not correct, go to your BlazeNet to update it.

Emergency & Missing Person:

- Fill in the information for your Emergency Contact as well as information for your Missing Person Contact.
- If applicable, fill in your Health Insurance Information.

General Housing Information:

- Fill in general information regarding dietary and medical conditions, criminal records, and if you will have a car on campus. *Please carefully read the questions on the General Housing Information page.*
 - Don't forget to register your car through BlazeNet to get your parking decal. The link can be found under "**Student Forms**" on your main Dashboard.

Building Preferences:

- Select **THREE** building preferences.
- The information given here will be used in the event that you do not select a room, and your housing must later be assigned before you move in.

My Profile:

- Fill in the information that will be used for matching with a potential roommate.
- After this, you will be able to search for a roommate by details, profiles, or roommates will be suggested based on the information you provided.

Roommate Group:

- This is where you can create a roommate group.
- Your group can have a **maximum of two people**.
- Using a roommate group does not apply to University Village or Lakeview quads.

Roommate Groups do not apply for the "Spring Only" housing application.

Initial Selection:

- This is where you will select your room.
- When you select a residence hall, you will be shown all of the available spots in that hall.
- If a residence hall you want does not show up, that means that the residence hall is full.

Tip: If you are in a Roommate Group and the leader of the group selected a room with no other vacancies, it will show as "No Rooms Available" on your side.

- You will have to select a room space to continue through the application. You can always go back and change rooms or cancel the application if anything changes.

Room selection does not apply to the "Spring Only" housing application.

Meal Plan:

- Residential students living in Robertson, Wells, Lakeview, Caldwell, or Helen White halls have a full meal plan in the Bailey Dining Commons as part of their room and board payment.
- University Village Meal Plan Options:
 - Navigate to the "Dining Commons" page found on the "Campus & Community" page on the Belhaven website to view meal plan options.
 - *In order to purchase any of these options or you have questions about meal plans, please contact Campus Dining Services at dining@belhaven.edu or 601-968-5912.*

Housing Agreement:

- Read through Belhaven University's housing agreement.
- You will have the option to print this page.
- Click "I AGREE TO THE BELHAVEN UNIVERSITY HOUSING AGREEMENT".
- You will get an email confirming that you have signed the Housing Agreement to your student email.

APPLICATION STATUS:

- Here, you can view your room assignment, roommate(s), and if applicable, your suitemates.
- Click "All Done!" and you are finished with your application!

FREQUENTLY ASKED QUESTIONS

Q: "Why is my application saying that it's not complete?"

A: There are a few reasons this could happen:

- You exited out of the application without saving.
- You did not select a room.
- You did not sign the housing agreement.

Q: "Why is the residence hall I want not showing up?"

A: There are a few reasons this could happen:

- That means that the residence hall is full. If you wish to be put on the wait list for the hall that is full, email Student Development at sdevelopment@belhaven.edu
 - *You still have to select a room if you request to be on the waiting list.*
- If you are in a Roommate Group and the leader of the group selected a room with no other vacancies, it will show as "No Rooms Available" on your side.

Q: "Why is it showing a log-in error message when I try to log in?"

A: There are a couple of reasons this could happen.

- It could be an IT issue. If you were able to log into your BlazeNet, but not the housing portal, you will need to contact our IT Department by emailing helpdesk@belhaven.edu to take a look at your account.
- If you are a newly admitted student at Belhaven and just received your Student ID and login details, please allow one to two days for access to the housing portal.

Q: "It's saying that I do not meet the age requirement, what do I do?"

A: This means that you are outside of the age range for housing on campus.

- If you are younger than 17, you'll need to email Student Development and explain what's going on. Make sure to include your student I.D. number.
- If you are older than 24, you do not meet the age requirement to live on campus.

Q: "Whom do I contact if I have trouble selecting a room?"

A: Email sdevelopment@belhaven.edu and explain what's going on. Make sure to include your first and last name along with your student I.D. number.

**If you have more questions, contact the Office of Student Development
at sdevelopment@belhaven.edu or 601-968-5969**