Follow the steps below to Confirm Your Room

If you are already on the Start Confirmation Process Page then skip to Step 5.
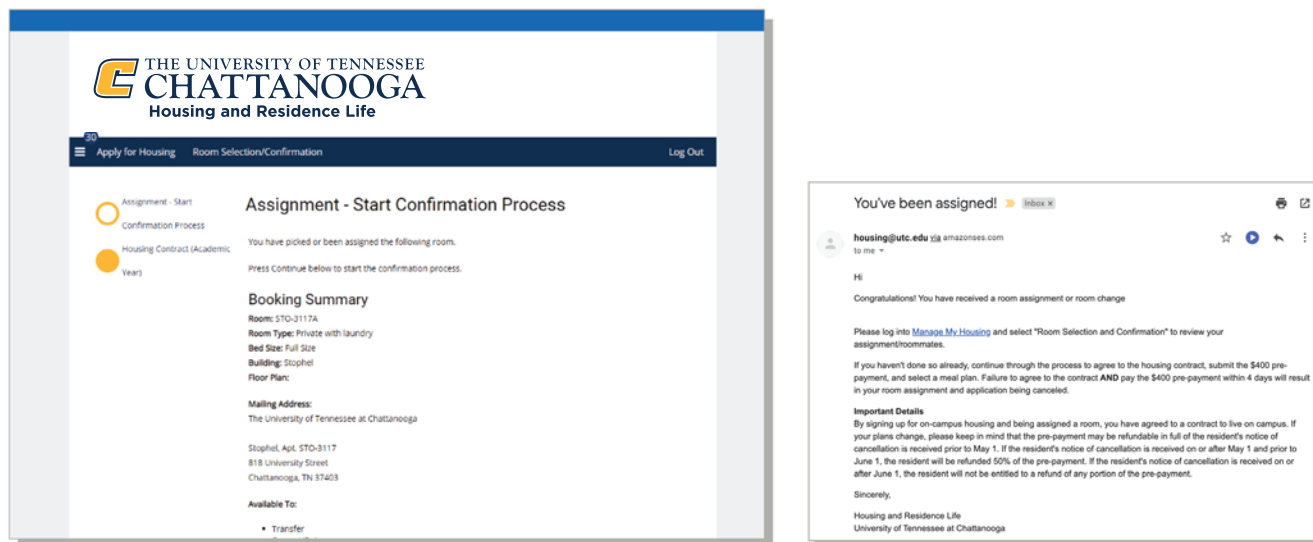
Step 1: Go to the ManageMyHousing page.
Step 2: Click the "Click Here" button and log in using your UTC ID and password.
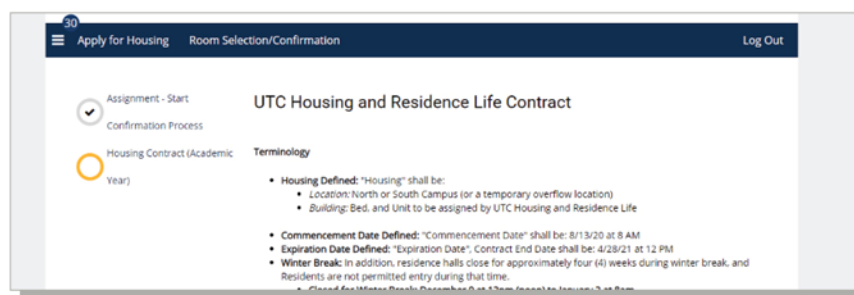Step 3: Click on ROOM CONFIRMATION.
Step 4: Everyone will receive an email stating they have received an assignment, they have 4 days from that email to log in to sign the contract, pay the prepayment and select a meal plan.

Step 5: Review your assignment and roommates.

Step 6: Click CONTINUE to confirm the assignment. This will take you to the Contract page. You will sign the Housing Contract by inputting your UTC ID.

If you have any financial concerns with submitting the pre-payment, please email housing@utc.edu.

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Step 7: You will be taken to the Pay Pre-Payment page, which will prompt you to pay the $400 pre-payment.

Once you have paid the pre-payment then you will be prompted to select a meal plan.

Step 8: Once you have completed the confirmation process, you will end at the Completion Summary page, which gives you an assignment overview about the room assignment and roommates.

Congratulations!

You have completed all the steps for selecting and confirming your room!