1. Log into ManageMyHousing.
2. Click on Apply for Housing in the top blue bar
3. Click on Apply next the Academic Year or Term

Select Your Application (FR)

Please select an application below:

- Academic Year 2023-2024
  (8/17/2023 - 5/1/2024)

APPLY
4. This takes you to the Housing Application page with general information about the process. Click Save & Continue at the bottom of the page.

5. Next page is an overview of the Housing Contract. Review and click Save & Continue at the bottom of the page.
6. Next is the Parental Guarantor page. Review and click Save & Continue at the bottom of the page.

7. Next complete the Profile Information Page. Click Save & Continue at the bottom of the page.
8. Next complete the Emergency Contact and Missing Person Page. Click Save & Continue at the bottom of the page.

9. Next complete the Roommate Matching Questionnaire. These questions are used in helping find a roommate. Click Save & Continue at the bottom of the page.
10. Next complete the Room Preference Page by selecting at least 3 Room Type Preferences. Use the Add Preferences button to add Room Type Preferences. The drop down will allow to select from the Room Type Preferences available. Click Save & Continue at the bottom of the page.

11. Next complete the Residential Learning Communities Page.
12. Click Add at the bottom of the page. If not interested, please select *Not Interested in RLC Preference drop down. If interested, please select the name of the RLC in RLC Preference drop down. Click OK. Click Save & Continue at the bottom of the page.

13. Next on the Application Fee Payment pages you will need to pay the one time $25 application fee.
14. You will need to click on Pay Now to continue to the credit card payment page.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Total Amount ($)</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Application Fee</td>
<td>$25.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: $25.00

Please have your credit card information available before proceeding beyond this point.

If you receive an error making the payment, check the following:

- Verify your card information is correct
- Try another Internet browser (The payment portal is compatible with all browsers, but changing which one you use may clear up the errors.)
- Contact us at 423-425-4304 or at housing@utc.edu

PAY NOW

15. You then will need to submit your credit card payment information. The only credit cards accepted are Master Card and VISA.
16. Next the Room Assignment Information Page covers the next steps in the assignment process. Click Finish at the bottom of the page.

17. Next is the Completion Summary Page. Congratulations, you have completed the housing application!
CREATING A ROOMMATE GROUP

1. Log Into ManageMyHousing.
2. Click on Apply for Housing in the top blue bar

3. Click on Continue/Update next the Academic Year or Term in which you have applied.

4. This will take you to the Completion Summary Page. Click on Roommate Groups at the bottom of the page.
5. This takes you to the Roommate Groups Page. Where you can now use the Search for Roommates by UTC ID or Suggest Roommates Based on Questions Answered.

Roommate Group

- Roommate groups should be set up BEFORE room assignments begin.
- Groups should also be established prior to any student receiving an assignment. Once someone is assigned, they will no longer be a part of the group. Once the group is assigned it can no longer be edited/changed.
- One person will need to initiate the roommate group.
- Once the roommate group has been started each person will receive an email request to join the roommate group. Once accepted, it becomes a mutual request.
- Only mutual requests will be considered.
- Students will be able to create roommate groups up to 4 students.
- You may come back to search or edit roommate groups at any time. Any changes to the roommate group will prompt an email to the students.
- Request expire after 7days.

Once students have been assigned a room, adding a member to this group will NOT place them in the room. They will need to go through the room assignment process on their own.

- Incoming freshmen can only be matched with incoming freshmen or incoming transfer students.
- Current students can only be matched with current students or incoming transfers. However, only the current student can be the leader and select rooms for the group.
- Incoming Transfer students can be matched with EITHER incoming freshmen OR current students but not both.

**If you plan be a part of Residential Learning Community please select roommates that are interested or a part of the same community. If you create a roommate group with student outside the Residential Learning Community you are interested in you maybe removed from the roommate group when assigned.**

Not In a Group
You are not a member of any roommate groups.

Use the searches below to:

Search for Roommates by UTC ID
Suggest Roommates based on Questions Answered
6. If you know someone who is attending UTC and has completed an application, you can use Search for Roommates by UTC ID to find and create a roommate group with them. Click on Search for Roommates by UTC ID and it will take you to the page below.

7. Type in the students UTC ID in the UTC ID blank and click Search. This will show the students profile so you can add them to your group.
8. If you want to meet new people as potential roommate, you can use Suggest Roommates Based on Questions Answered. Click on Suggest Roommates Based on Questions Answered and it will take you to the page below. Where you can Send Messages, View Profiles and Add to Group.