



UNIVERSITY ACCOMMODATION FOR ISC STUDENTS **How to apply via the University online system**

Full details of University of Stirling Accommodation can be found on the relevant pages of the website:

Postgraduate: <http://www.studentaccommodation.stir.ac.uk/postgraduate/index.php>

Undergraduate: <http://www.studentaccommodation.stir.ac.uk/undergraduate/index.php>

The online application booking system for Accommodation is available for students who have been offered and confirmed a place on a course at the University of Stirling International Study Centre.

Step 1: Create a Computer Account Password

Before you can access the Accommodation Booking System you will need to 'Discover' and 'Activate' your University of Stirling student computer account. This account provides access to the University Portal (internal website), computer network, and WebCT (online learning environment).

Please refer to the attached letter which includes your unique University Student Number. Please note that this number is different to your ISC number.

Once you have received your University Student Number you can 'Discover' your Student Computer Account at: <https://portal.stir.ac.uk/discovery>.

For information on how to 'Discover' and 'Activate' your University of Stirling computer account please see: <http://www.is.stir.ac.uk/itsupport/accounts/networkaccount-student.php>.

You can find detailed guidelines by clicking on 'How to discover and activate your student computer account on the web (off campus)'.

The screenshot shows the University of Stirling Information Services website. The main navigation bar includes links for Home, Study at Stirling, Campus Life, Departments, Business, Research, Alumni, Visitors, and My Portal. The current page is titled 'IT Support' and 'Network Accounts'. A sidebar on the left lists various services like 'LIBRARY/IT HOME', 'DOING RESEARCH', and 'DISSERTATION SUPPORT'. The main content area has a search bar and a 'Student' button. Below this, there is a section titled 'How to discover and activate your student computer account' with two links: 'on campus' and 'on the web (off campus)'. The 'on the web (off campus)' link is circled in red. Other sections include 'Changing your password', 'Forgotten your password?', and 'What happens to your network account when you graduate - info'.



Step 2: Booking your Accommodation

Please log on to your University Portal Pages at: <https://portal.stir.ac.uk>.

Click on the 'Apply for University Accommodation' link under the 'Studying at Stirling' section:

The screenshot shows the 'My Portal' interface. The 'Studying at Stirling' tab is active. Under this tab, the 'Apply for University Accommodation' link is highlighted with a red circle. Other visible links include 'Accommodation', 'Alumni Association', 'Bookshop', and 'CampusNet (formerly VPN) installer'. The 'Events' section on the right lists various workshops and programmes.

Residence Choices

Postgraduate: If your course finishes in June you should choose the Union Street Development.

If your course finishes in August you should choose Lyon Crescent.

Undergraduate: You have the choice between Andrew Stewart Hall (en-suite) and AK Davidson Hall (standard rooms)

You will have the chance to note any special requests or personal preferences.

Please ensure you **save and submit** your application – your application will not be processed until you have submitted it.

Once you have been allocated a room you must view the room offer and click **accept** in order to secure this room. You must confirm that you have read and understood the terms and conditions of your contract.

IMPORTANT: At the final stage you will be required to confirm your payment method – as a student of the International Study Centre you should select **Single Payment by Special Arrangement**.

You must visit the Residential Services office on arrival to set up a payment plan for your rent – if you do not report to Residential Services your rent will be due in full on 12th October – if payment is not received by this date you will be registered as a debtor to the University and subject to the terms and conditions that comes with non payment.

If you need help

If you forget your password after having "Discovered" your computer account, please contact the Information Centre at the University of Stirling. After completing a security check they will reset your account and provide information on what to do next. The Information Centre can be reached by telephone on +44 (0) 1786 467250, or by email: infocentre@stir.ac.uk

If you require further information on making your booking; choice of residences available, letting terms and rental charges, please logon to <http://www.studentaccommodation.stir.ac.uk>.

Residential Services can also be contacted on +44 (0) 1786 46 7060 or via email at: accommodation@stir.ac.uk.