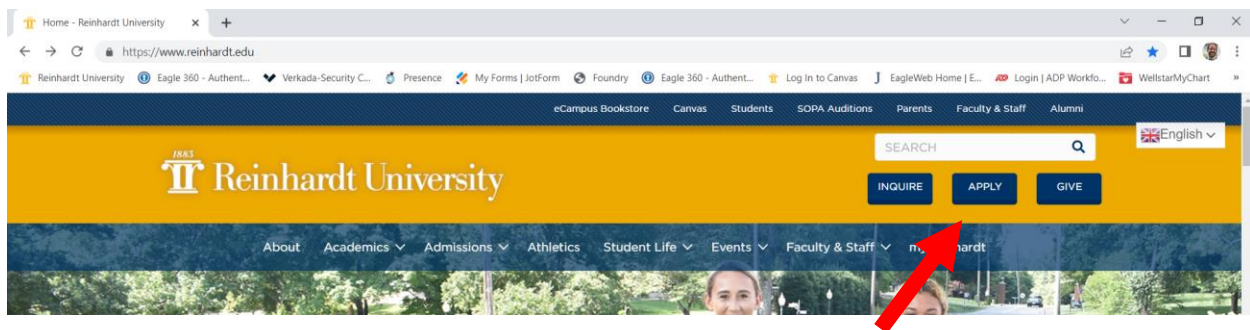# 2023-24 HOUSING APPLICATION GUIDE

This guide will show you each step of the housing application. If you have any questions, please contact the Office of Housing & Residential Education at reslife@reinhardt.edu or (770) 720-5536.
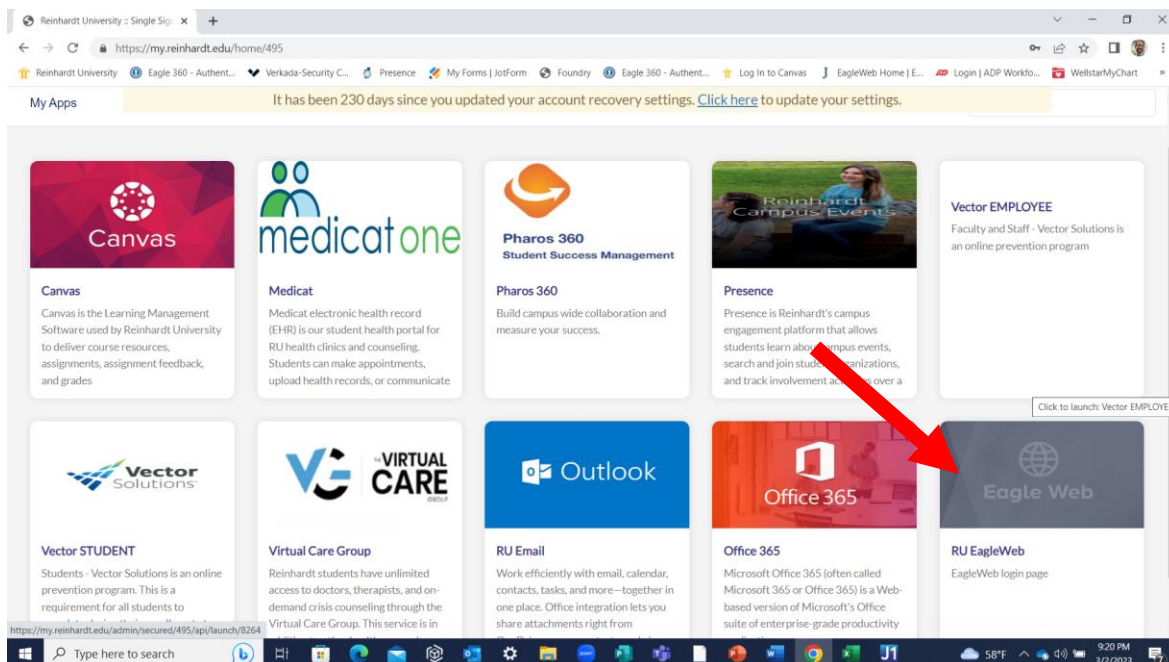
Step 1: Log into the My.Reinhardt.edu portal

Visit the Reinhardt University website (www.reinhardt.edu) and click on My.Reinhardt.edu.


Step 2: Click on the RU EagleWeb tab

Within the My.Reinhardt.edu portal click on the RU EagleWeb tab.

Step 3: Log into EagleWeb

NOTE: Your EagleWeb Username and password are different from My.Reinhardt.edu**

For first time users of Eagleweb, your username will be ONLY your student ID# and then you will need to click "I forgot my password". The following page will ask you for an email address and you need to enter your student email address in the format, lastnameID#@students.reinhardt.edu, for example, smith123456@students.reinhardt.edu. Once you click submit, a password reset link will be sent to your student email so that you can reset the password.
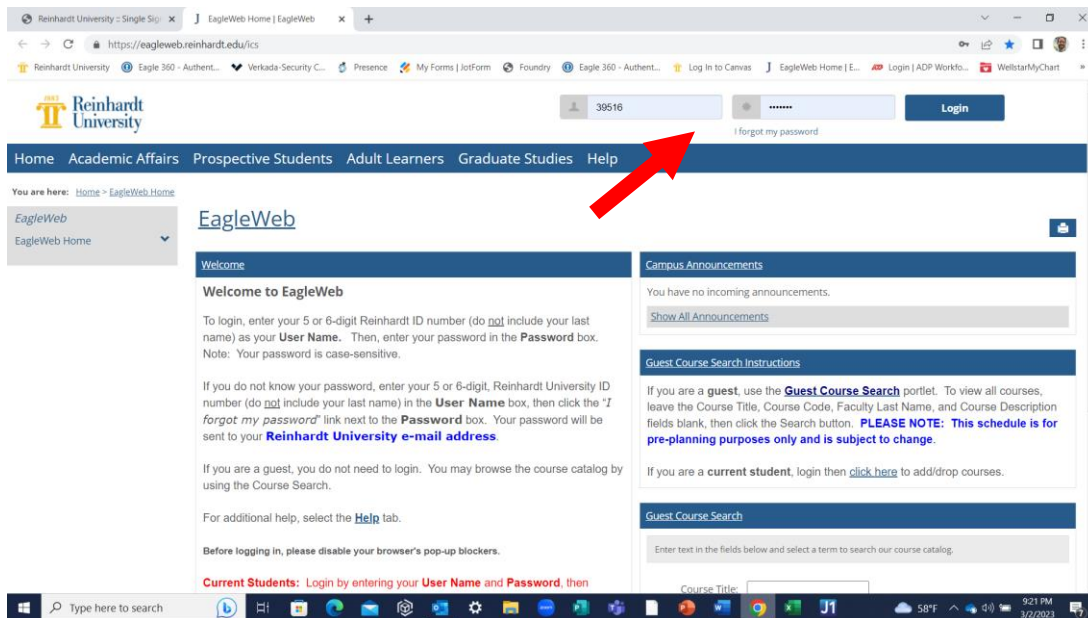
Step 4: Click on Housing

Once you have logged into EagleWeb, click on **Current Students** within the top menu bar.
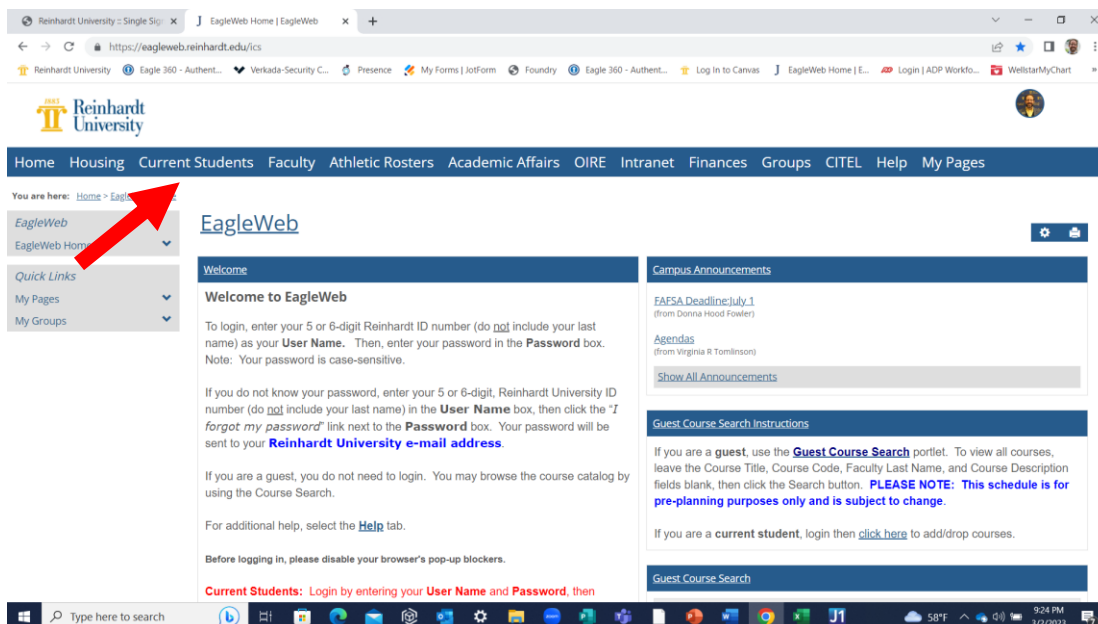
Step 5: Click on the My Housing Information

Click on the **My Housing Information** link which provides residence information and enables you to apply for housing and submit housing deposits.

Step 6: Review the information on the My Housing Information page.

Review the information provided on the **My Housing Information** page.

Step 6: Select the Housing Application

Select the **Housing Application** to apply for housing.

Step 7: Please read the Instructions.

Please carefully read the information on the **Instructions** page. Then click Next.

Step 8: Please complete the Student Information Section

Input your **Reinhardt ID#** which will then allow the **Student Information** page to be pre-populated. Indicate if you are a student athlete and if so which team. Then click **Next**.

Step 9: Complete the Housing Preference Section

Please complete the **Preference** page, including meal plan, and living preferences. Then click **Next**.

Step 10: Complete the Emergency/Missing Person Contact Section

Please complete the **Emergency/Missing Person Contact** Section.

- The University will keep two types of emergency contact information for each residential student: Missing Person Contact: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, we are required to collect the name of one individual to whom notification would be provided in the event you are determined to be missing.
- Emergency Contact: In addition to Missing Person Contact information, we are also required to collect the name of one individual you wish us to notify in the event of an emergency.
- NOTE: You may list the same person for both the Missing Person and the Emergency Contact.

Step 11: Review and agree to all the terms and conditions found in the Policies Section.

To complete application, you must review and agreed to the terms and conditions found on the **Housing Policies** page. A completed **Housing Application** serves as a contract which is the agreement all residents of Reinhardt University residence halls accept. The Housing Contract incorporates rules and regulations listed in the Residence Life Handbook, Student Handbook and Student Code of Conduct.

Step 12: Click the Submit button.

Click the **Submit** button to finish your Housing Application.

Step 13: Submit Your Housing Deposit

To complete the housing application process, students must submit the $200 refundable Housing Deposit. If a Housing Deposit is not submitted, the Housing Application will not be considered complete and the housing application will not be processed. Click here to find out more and to submit your Housing Deposit.