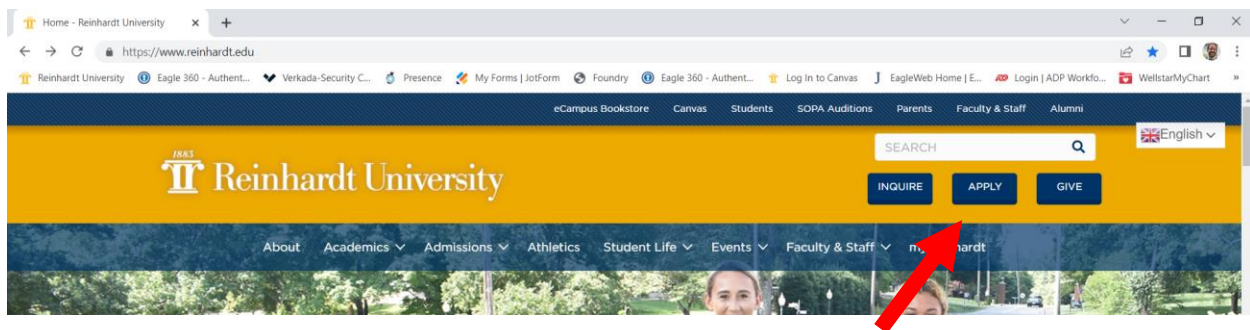




This guide will show you each step of the housing application. If you have any questions, please contact the Office of Housing & Residential Education at reslife@reinhardt.edu or (770) 720-5536.

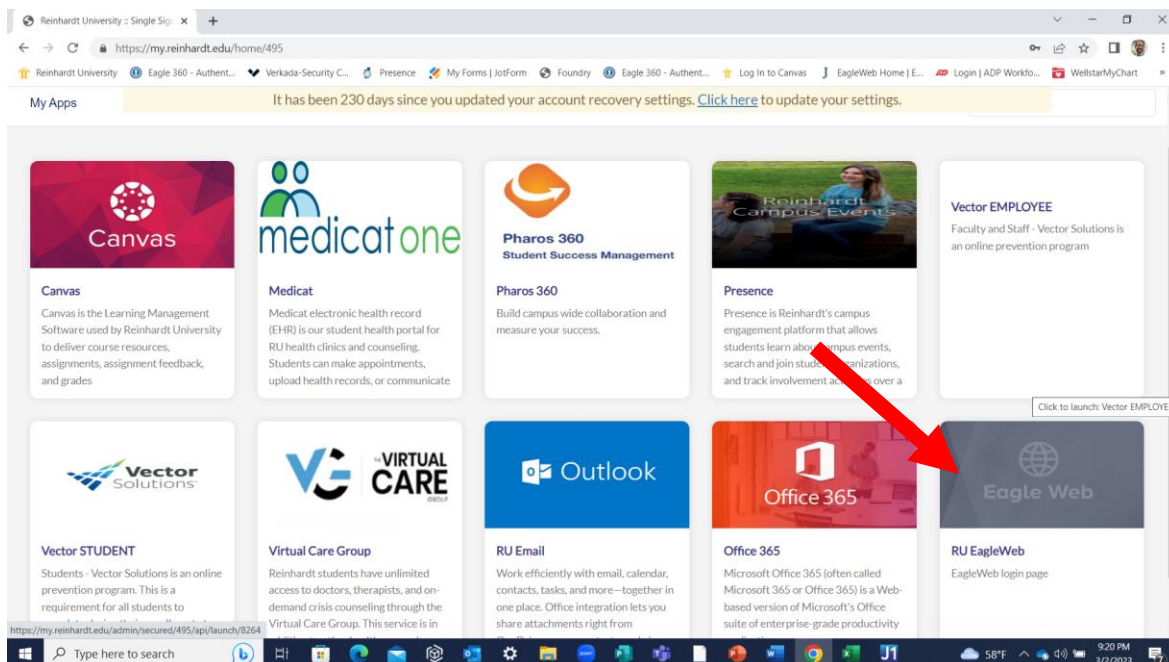
Step 1: Log into the My.Reinhardt.edu portal

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



Step 2: Click on the RU EagleWeb tab

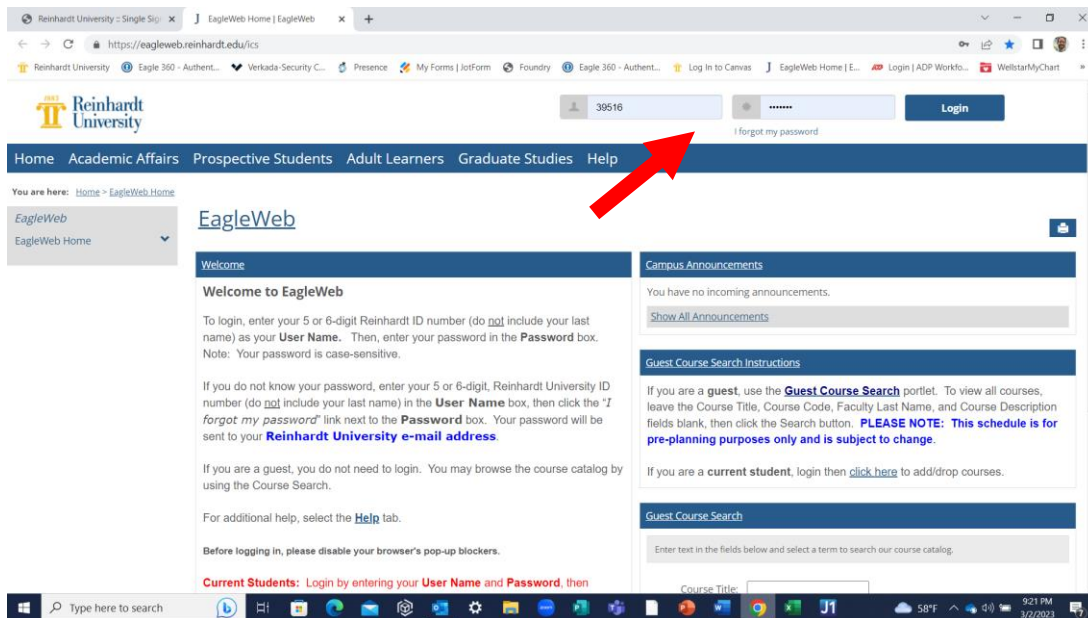
Within the [My.Reinhardt.edu](#) portal click on the [RU EagleWeb](#) tab.



Step 3: Log into EagleWeb

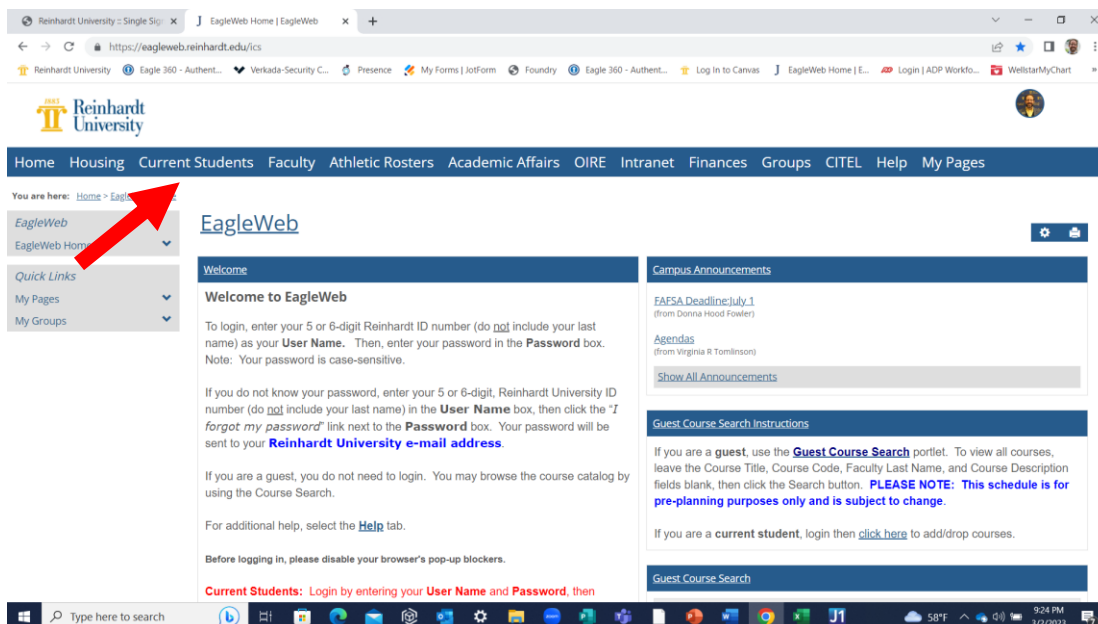
NOTE: Your EagleWeb Username and password are different from My.Reinhardt.edu**

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.

The screenshot shows the Reinhardt University website. The top navigation bar includes links like Home, Housing, Current Students, Faculty, Athletic Rosters, Academic Affairs, OIRE, Intranet, Finances, Groups, CITEL, Help, and My Pages. The left sidebar has a 'Current Students' menu with options like My Account, My Academic Information, My Financial Aid, and My Housing Information. The main content area is titled 'Current Students' and lists several links: My Profile & settings, My Account, My Academic Information, My Financial Aid, My Housing Information, and Reinhardt University Bookstore. A red arrow points to the 'My Housing Information' link.

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

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

The screenshot shows the 'My Housing Information' page. The left sidebar has a 'My Housing Information' menu with options like Residence Information, My Residence Information, Advisement Questionnaire, Add a Page, Context Manager, and Usage Statistics. The main content area is titled 'My Housing Information' and includes a 'Welcome' section with a photo of a dorm room, the RU logo, and a photo of students sitting on a lawn. Below the photos is a paragraph about residence life and a link to 'View your residence information'.

Step 6: Select the Housing Application

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

The screenshot shows a web browser window with the URL https://eagleweb.reinhardt.edu/ICS/Students/My_Housing_Information/. The page has a blue header with navigation links. Below the header, there is a section titled "Residence Life is a vital part of your college experience..." followed by a "My Residence Information" section with a "View your residence information" link. The main content area is divided into two columns. The left column has a "Housing Application" section with an "Edit Content" link and a "Housing Deposit" section with an "Edit Content" link. The right column has a "Housing Deposit" section with an "Edit Content" link. A red arrow points to the "Housing Application" link in the left column.

Step 7: Please read the Instructions.

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

The screenshot shows a web browser window with the URL https://eagleweb.reinhardt.edu/ICS/Housing/Default_Page.jnz?portlet=J1_FormFlow_-_Forms&screen=FormView&screenType=change&form=ffb2e9f4-845d-48ca-9148-e1ac518b0b93&referredBy.... The page has a blue header with navigation links. Below the header, there is a "Housing" section with a "Default Page" dropdown. The main content area is divided into two columns. The left column has a "J1 FormFlow - Forms" section with a "View Reports" link. The right column has a "J1 FormFlow - Forms" section with a "View Reports" link. A red arrow points to the "Instructions" link in the left column.

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**.

The screenshot shows the Reinhardt University Housing portal. The left sidebar has a 'Housing' menu with a 'Default Page' dropdown. The main content area is titled 'Housing' and contains a 'J1 FormFlow - Forms' section. A red arrow points to the 'Student Information' button in the left sidebar. The 'Student Information' section is highlighted in blue. The form fields include: Reinhardt ID (with a red asterisk), Student Type, First Name, Last Name, Reinhardt E-Mail, and Gender. The 'Housing Preference' section is also visible but not yet filled out.

Step 9: Complete the Housing Preference Section

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

The screenshot shows the Reinhardt University Housing portal. The left sidebar has a 'Housing' menu with a 'Default Page' dropdown. The main content area is titled 'Housing' and contains a 'J1 FormFlow - Forms' section. A red arrow points to the 'Housing Preference' button in the left sidebar. The 'Housing Preference' section is highlighted in blue. The form fields include: Preferred Meal Plan, Building (M1), Building (NM1), Building (NMT), Room (M1), Room (M1b), and Building (F1). The 'Student Information' section is also visible but not yet filled out.

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.

The screenshot displays the Reinhardt University Housing portal. The browser address bar shows the URL: https://eagleweb.reinhardt.edu/ICS/Housing/Default_Page.jnz?portlet=J1_FormFlow_-_Forms&screen=FormView&screenType=change&form=ffb2e9f4-845d-48ca-9148-e1ac518b0b93&referredBy.... The page header includes the Reinhardt University logo and a navigation menu with links: Home, Housing, Current Students, Faculty, Athletic Rosters, Academic Affairs, OIRE, Intranet, Finances, Groups, CITEL, Help, and My Pages. A sidebar on the left shows 'You are here: Housing > Default Page' and 'Quick Links' for My Pages and My Groups. The main content area is titled 'Housing' and contains a 'J1 FormFlow - Forms' section. A red arrow points to a button labeled 'Emergency/Missing Persons Contact'. The form itself is titled 'Emergency Contact' and includes fields for 'Relationship', 'First Name', 'Last Name', 'Mobile Phone', and 'Home Phone'. A note states: 'You must enter at least one phone number for your emergency contact:'. The 'Relationship' field is a dropdown menu, and the other fields are text inputs. The form is marked with an asterisk and the word 'Required'.

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.

The screenshot shows the Reinhardt University website's Housing section. On the left, a sidebar lists 'Housing' as the current page, with 'Quick Links' for 'My Pages' and 'My Groups'. The main content area is titled 'Housing Policies' and includes a 'Forms' section with a 'View Reports' link. A list of forms is shown, with 'Housing Policies' selected and highlighted in blue. A red arrow points to the 'Contract Policy' section, which states: 'This contract is between the student and the University. Residents may not transfer, assign or in any other manner rent the room assignment to any other person or organization.' Below this, the 'Admittance Policy' is listed: 'A room assignment will be made when a student is admitted to the University, submits a housing contract, and pays the \$200 housing deposit.'

Step 12: Click the Submit button.

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

The screenshot shows the 'Payment Forms' section of the Housing Application. It includes several policy sections: 'Summer Residency Policy' (Traditional residence halls are closed during the summer. Separate contracts/applications are used to assign summer residents. Summer residents are required to be enrolled in classes to reside on campus.), 'Trash Policy' (Residents are responsible for removing their own trash to the dumpster. Dumpsters are located just outside the residence halls and apartments. Failure to remove trash and/or placing personal bags of trash in common areas will result in a fine and/or disciplinary action.), 'Weapons, Fireworks and Explosives Policy' (Weapons of any kind, firearms, ammunition, fireworks, gasoline and other combustible or explosive materials are not permitted in the residence halls or apartments. It is a violation of university policy to store weapons of any kind on university property (including in parked cars). This includes any kind of gun (i.e., bb guns, paintball, air-soft and air rifles) and any other item the university may deem as a weapon.), and 'Windows & screens Policy' (Screens are never to be removed from windows. In the interest of safety, no objects may be passed or thrown out of or into windows. Students throwing anything from a window will be referred for disciplinary action. No loudspeakers may be played out the windows in residence halls or apartments.). Below these policies is an 'Acknowledgement Policy' section where the user must confirm they understand the terms. A 'Confirm' checkbox is present, and a red arrow points to the 'Submit' button at the bottom right of the form.

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.

The screenshot shows the Reinhardt University website with the URL <https://www.reinhardt.edu/student-life/living-on-campus/housing-costs/housing-deposit/>. The page features a blue header with the university logo and navigation links. A sidebar on the left lists 'Campus Life' and 'Living on Campus'. The main content area is titled 'Questions and Answers about the Housing Deposit' and includes a button labeled '\$ PAY YOUR HOUSING DEPOSIT HERE' which is highlighted by a red arrow. The page also contains several FAQ sections: 'How much is the housing deposit and when is it due?', 'How can the deposit be paid? Can it be paid in installments?', 'Why was the deposit established?', 'How often will I have to pay a housing deposit?', and 'When do I get my housing deposit back?'. The Windows taskbar at the bottom shows the date as 3/2/2023 and the time as 9:55 PM.

Reinhardt University

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Campus Life

Living on Campus

Questions and Answers about the Housing Deposit

\$ PAY YOUR HOUSING DEPOSIT HERE

How much is the housing deposit and when is it due?
The housing deposit is \$200 and is refundable upon a satisfactory checkout of the residence hall. The deposit must be paid before a room can be reserved on campus. The sooner you pay the deposit and complete your paperwork, the sooner you will have a guaranteed room on campus.

How can the deposit be paid? Can it be paid in installments?
It can be paid with a check, cash, a cashier's check, Visa, MasterCard, American Express or money order. Because we must receive this deposit in order to guarantee your room, it can not be accepted in installments.

Why was the deposit established?
It was established to provide protection for residents and the University, to cover repair costs in the residence halls should damages occur, and ensure proper check-in and check-out by resident students.

How often will I have to pay a housing deposit?
The housing deposit is paid prior to your first semester living on campus. Your deposit is retained until after your final semester living on campus.

When do I get my housing deposit back?
You will get a full refund after your final semester on campus after a satisfactory and complete check-out. To retain