

## Updating Housing Preferences

1. Log into the Housing Portal and scroll down to the “My Housing Preferences” section.
2. Click on “Update Preferences” and click “next.”
3. Review and update your contact information then click “next.”
4. Scroll down to where your current preferences are listed.
  - a. If you wish to remove a preference, click the red X button and then click “ok.” That will remove the preference from your list.
  - b. You can move your preferences higher or lower using the black arrows.
  - c. To add a preference, click the green + button and select your new choice.
  - d. If you are interested in living in a Residential Learning Community, make sure your first choice is selected under the “Residential Learning Community” section.
5. Click “next” once you are done changing your room preferences.
6. You can now update your roommate profile as well as privacy settings and cell phone number.
  - a. If you set your phone number privacy to “no preference,” the system will automatically show it.
  - b. If you do not want your phone number shown, be sure to mark “Don’t show.”
7. Click “submit.”