



# USFRooms Portal

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Apply for Housing Student Requests Update Emergency Contact Forwarding Address Log Out

## Welcome to USFRooms

Hi Tyler Murphy

Please select "Apply for Housing" if you would like to complete the following process:

- Submit housing application
- Roommate Request
- Continuing Student Room Selection

Please select "Student Requests" if you would like to submit the requests below:

- Housing Cancellation
- Room Change Request

\*Students with a disability or a disabling condition which requires special housing accommodation(s) are advised to contact Student Disability Services (SDS). Documentation of disability is required in order to process a request; conditions which do not rise to the level of disability will not qualify for SDS services.

Student Housing and Residential Education

2130 Fulton Street, University Center 5th Floor San Francisco, CA 94117

[contact us](#)

Step 1: Once you are logged on you will be brought to the home screen. In order to access your 2018-2019 application click on the button titled "Apply for Housing" on the top left hand corner of the yellow service bar.



# USFRooms Portal

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Forwarding Address

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Cancellation Policy
GradGuard College Renter's Insurance
GradGuard
Housing Contract and FogCutter Student Residential Policies
Application Complete Confirmation

## Welcome

Dear Tyler,

Welcome to the housing application process. In this process, you will be able to complete the following processes:

1. Submit Application\*
2. Roommate Search and request
3. Continuing Student Room Selection (For eligible continuing students only)

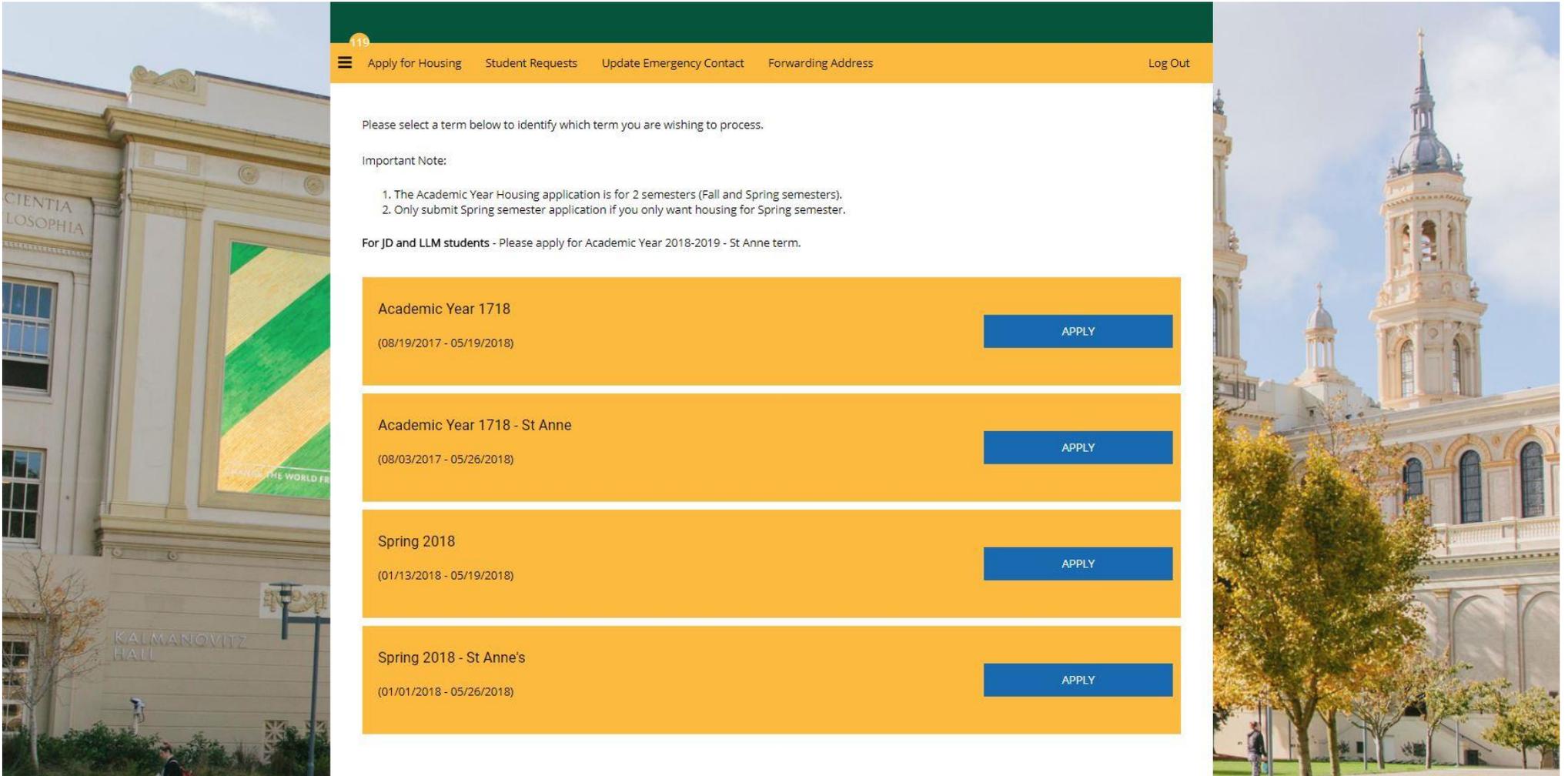
\*If you have not completed an application for the term selected, you will be directed to complete an applicaiton.

Please click "Continue" for next step.

CONTINUE



You will then be redirected to the main menu. Click continue to access the academic year housing application.



The screenshot shows a web application interface for academic year housing applications. The interface is overlaid on a background image of a university building. The building on the left has the words "SCIENTIA" and "LOSOPHIA" on its facade, and a large green and yellow graphic. The building on the right is a large, ornate structure with a prominent tower and dome. The interface includes a navigation bar with a hamburger menu icon, a user ID "119", and links for "Apply for Housing", "Student Requests", "Update Emergency Contact", "Forwarding Address", and "Log Out". The main content area contains instructions for selecting a term, an important note, and a specific instruction for JD and LLM students. Below this are four application options, each with an "APPLY" button.

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Please select a term below to identify which term you are wishing to process.

Important Note:

1. The Academic Year Housing application is for 2 semesters (Fall and Spring semesters).
2. Only submit Spring semester application if you only want housing for Spring semester.

For JD and LLM students - Please apply for Academic Year 2018-2019 - St Anne term.

Academic Year 1718 (08/19/2017 - 05/19/2018)	APPLY
Academic Year 1718 - St Anne (08/03/2017 - 05/26/2018)	APPLY
Spring 2018 (01/13/2018 - 05/19/2018)	APPLY
Spring 2018 - St Anne's (01/01/2018 - 05/26/2018)	APPLY

Click on the 2018-2019 application (this option will be visible on February 1)

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Personal Information

## Student Information

Please verify the student information below. If the information is incorrect, please contact OneStop office at 415-422-2020 or email at OneStop@usfca.edu to make corrections.

You will then be required to fill out all pages within the application. You can track your progress by referring to the top search bar.

One change you will notice is that for your “preference” tab you will be asked to identify what type of community you would like to live in, not building. If you decide to select gender inclusive housing you will be redirected to a page for further information. Once that page is completed, you will be sent back to the application to continue.



Welcome   Personal Information   Profile Questions   **Community Preference**   Important Policies   Cancellation Policy   GradGuard College Renter's Insurance   GradGuard   Housing Contract and FogCutter Student Residential Policies   Application Complete Confirmation

Community Preference

### Important Information

1. This is only your preference. We will take your preference into consideration for your assignment, however, there's no guarantee that your assignment will match your preference. Building and room type assignment will be randomized.
2. If you choose Gender Inclusive Community, you will be directed to answer additional questions regarding your interest in living in the Gender Inclusive Community. Please see Gender Inclusive Housing Community information for details.
3. Students who are interested in specific Living Learning Communities (LLC) or Muscat Scholars Program housing, please contact the program directly for housing specifics.
4. Students requesting special accommodation(s) due to medical or disability condition(s) are advised to contact Student Disability Services (SDS) to start the eligibility process. SHaRE works closely with SDS to make reasonable accommodations for eligible students.

### Community Preference

Please check the box below to select any and all of your community preferences.

All Female Building:

Co-Ed Building:

Gender Inclusive Community:



The screenshot shows a web application interface for housing insurance. The background is a photograph of a university building with a prominent tower and the words "SCIENTIA" and "PHILOSOPHIA" visible. The interface has a dark green header with a hamburger menu icon and the number "119". Below the header is a yellow navigation bar with links: "Apply for Housing", "Student Requests", "Update Emergency Contact", "Forwarding Address", and "Log Out".

The main content area has a white background with a navigation menu at the top: "Welcome", "Personal Information", "Profile Questions", "Community Preference", "Important Policies", "Cancellation Policy", "GradGuard College Renter's Insurance", "GradGuard", "Housing Contract and FogCutter Student Residential Policies", and "Application Complete Confirmation".

A progress indicator consists of a horizontal line with ten circular markers. The first seven markers are green with a white checkmark, and the eighth marker is white with a green border, indicating the current step. The ninth and tenth markers are solid blue.

### GradGuard College Renter's Insurance

As noted in your Academic Year 1718 housing contract, University of San Francisco assumes no responsibility and provides no insurance or financial protection for student's personal property. If you choose not to insure your belongings while living on campus, understand that you assume full responsibility for your personal property and any potential damages.

All campus residents are eligible to protect their belongings through GradGuard's exclusive student endorsed renter's insurance program. For about 50 cents per day, you will receive protection in the case your property is stolen or damaged.



USF strongly recommends renter's insurance and is not compensated for providing this student benefit.

Please continue to the next step to indicate your renter's insurance preference.

[CONTINUE TO STEP 2](#)

Another page that has been added to the application process is renter's insurance. You will have the option to purchase renter's insurance from GradGuard, a third party company that USF has teamed up with. You will automatically be redirected to another page to either accept or decline the insurance offer. When you are done you will be re-directed back to the application to continue on.

You can accept the offer and fill out the form or you can decline the offer. Either way you will be re-directed back to the application once you are done with this page



Our licensed agents and customer service team are ready to help at: (866) 572-1617

### Thanks for considering College Renters Insurance from GradGuard

Renters Insurance from GradGuard is a great alternative to many families existing Homeowners Insurance policies with coverage designed for College Life, featuring:

- A low deductible
- No credit check requirement
- Protection for your property around the world
- Personal liability coverage
- Replacement cost for your belongings



[Learn more about what College Renters Insurance covers](#)

Property Coverage:  
\$5,000

Liability Coverage:  
\$50,000

Deductible:  
\$100

Coverage Start Date:  
Aug 17, 2018

Estimated One-Time Payment: \$160.78

### Bill Me Later From GradGuard

We will follow up with you closer to your coverage start date to get your policy squared away. Just give us some quick details and we'll be in touch.

First Name

Tyler

Last Name

Murphy

Contact Email

Coverage Start Date

08/17/18

Class

Select

I would also like to be reminded by text message\*

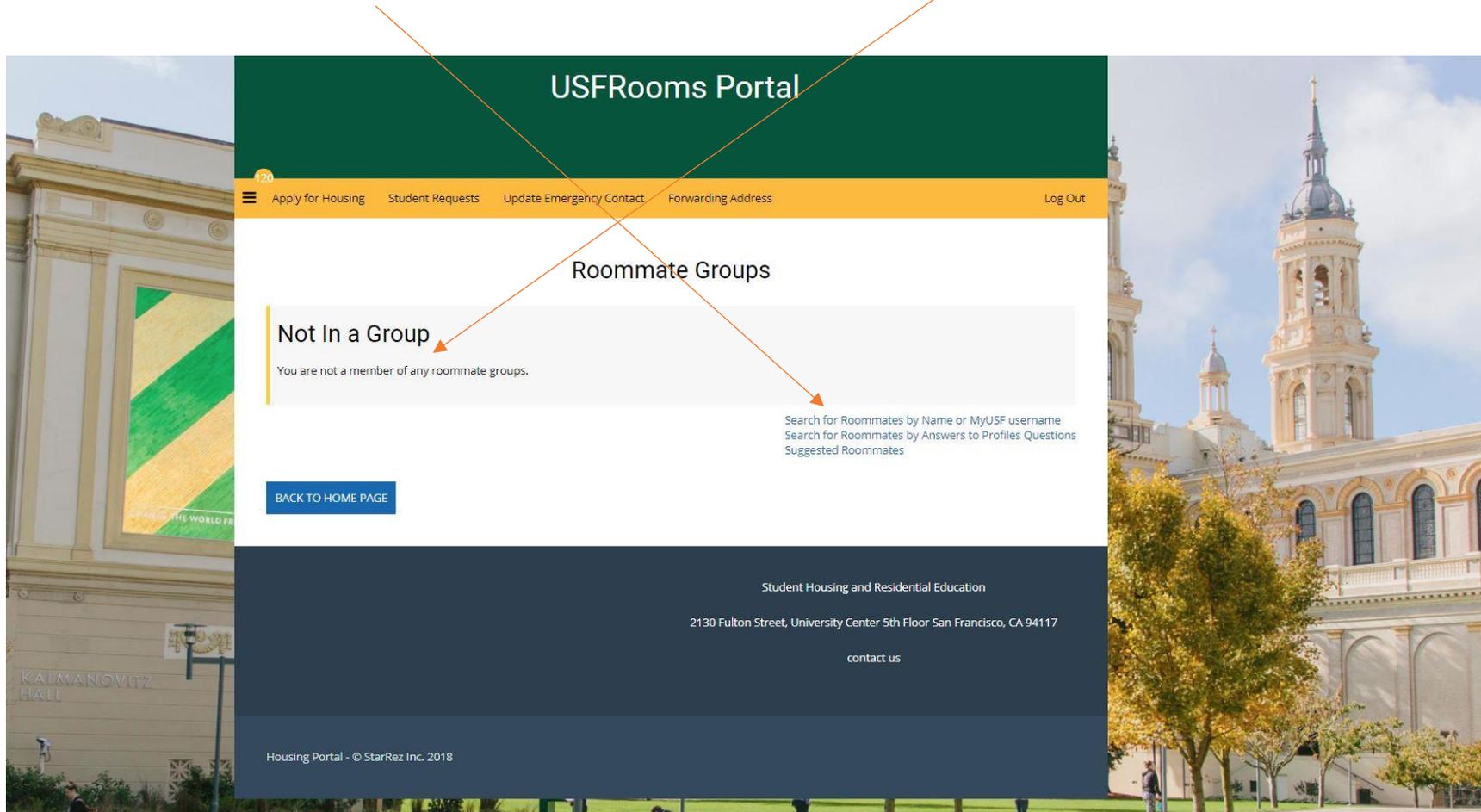
\*Message & data rates may apply.

[Include a parent/guardian \(optional\)](#)

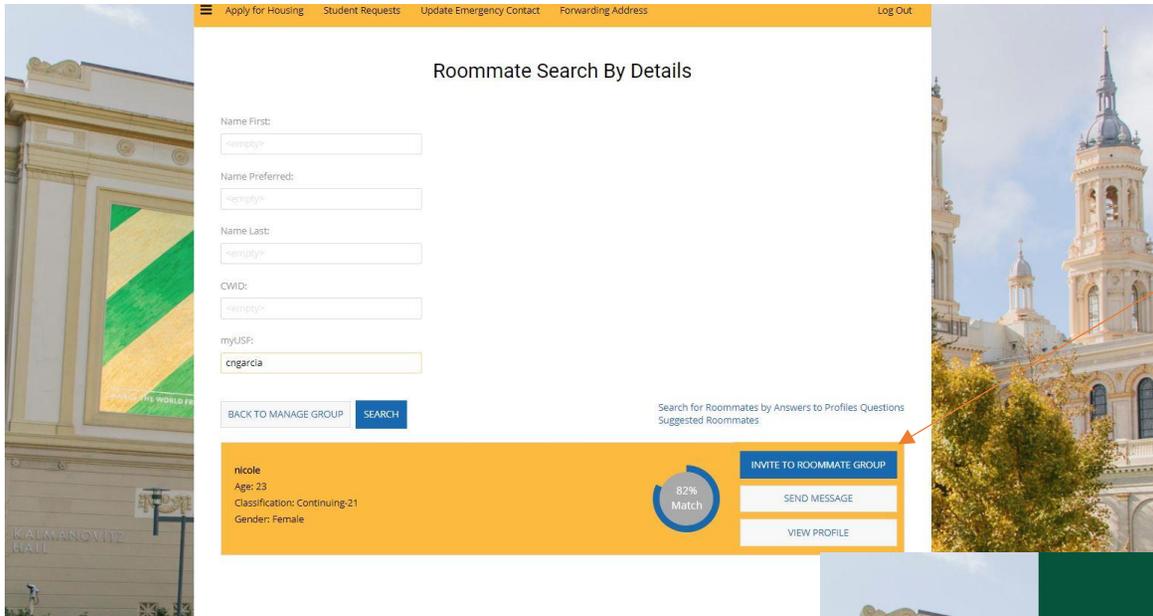
[Contact Me Later To Purchase My Policy](#)

[I decline and accept financial responsibility for my belongings](#)

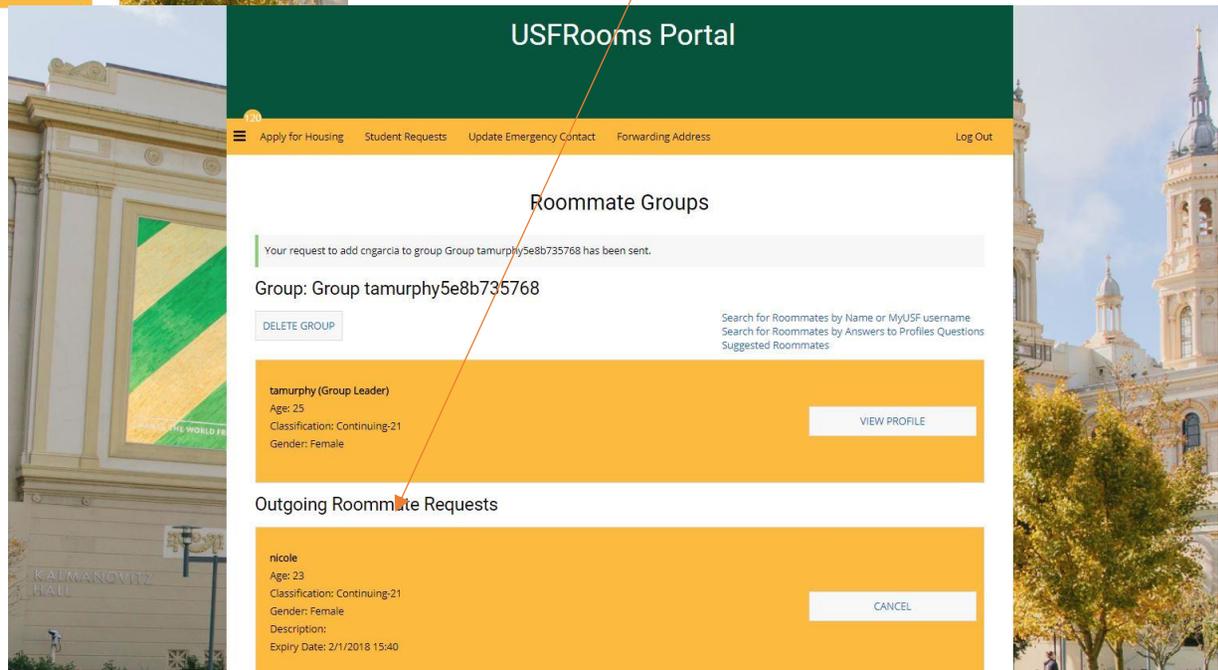
After being re-directed back to the application you will continue on and sign your contract. You will get a confirmation page that your application has been completed and you will then click on “continue to roommate” section. You will have a few options on the roommate page. You will notice on the right hand side that you have the option to search a roommate by their username. You can also view possible roommates based on their profile matches with you. Your roommate “group” will be listed on the left hand side.



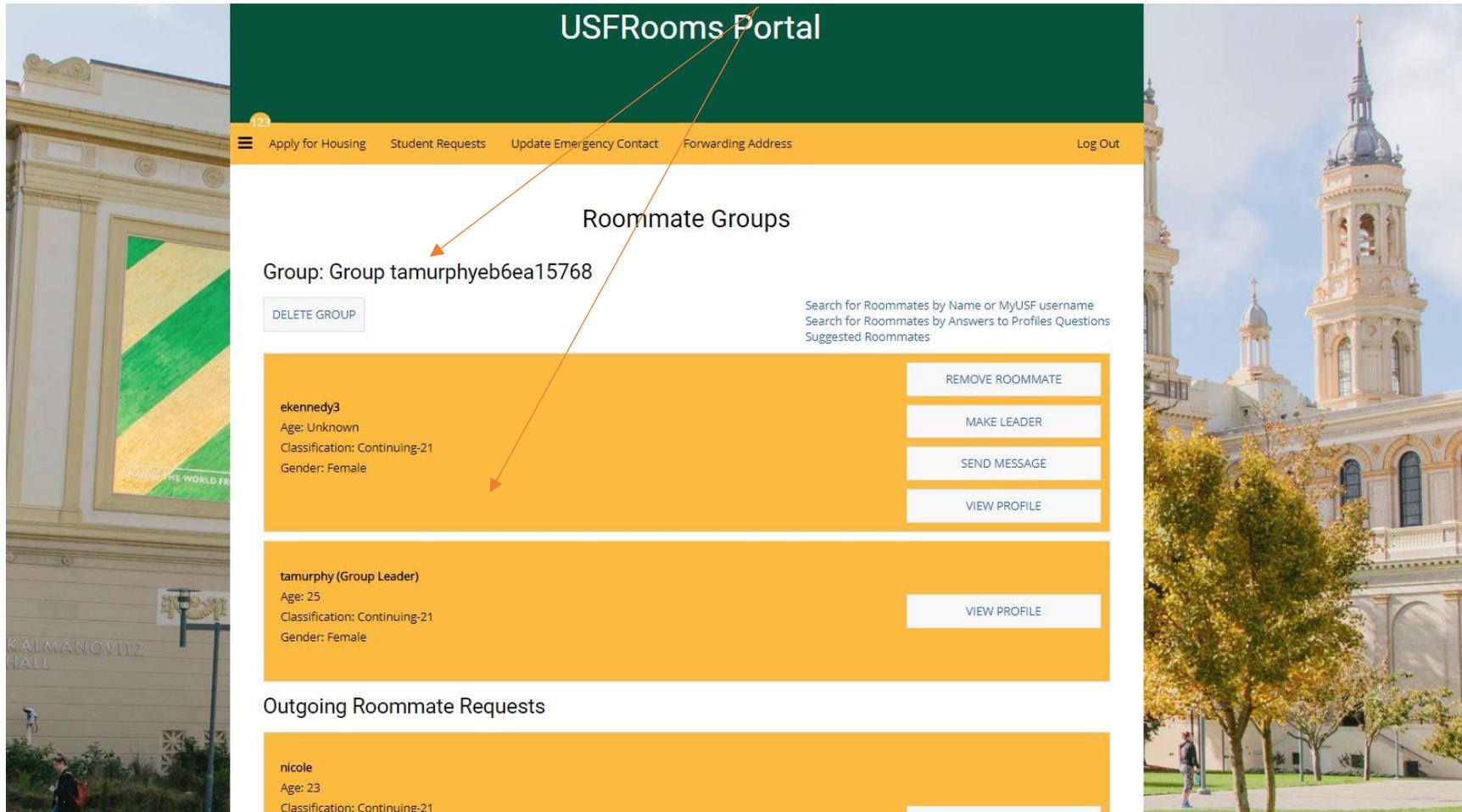
If you decide to search a person by username you will enter their credentials and their information will appear. You are only able to select a student as a roommate if they have the same classification as you and your gender matches. The person will appear at the bottom of the page and you will have the option to add them to your group. The person will get an email notification and will have the ability to accept or decline the offer.



Students who get roommate requests will see a pending request under the “Incoming Roommate Requests” tab. You can accept or decline the offer



If you accept you and your confirmed roommate will see you are both part of a roommate group. Once you see both names confirmed in the group, everything is all set!



The screenshot displays the USFRooms Portal interface. At the top, a dark green header contains the text "USFRooms Portal". Below this is a yellow navigation bar with a hamburger menu icon, a notification badge with the number "123", and several menu items: "Apply for Housing", "Student Requests", "Update Emergency Contact", "Forwarding Address", and "Log Out".

The main content area is titled "Roommate Groups". It shows a specific group: "Group: Group tamurphyeb6ea15768". To the left of the group name is a "DELETE GROUP" button. To the right are search options: "Search for Roommates by Name or MyUSF username" and "Search for Roommates by Answers to Profiles Questions Suggested Roommates".

Below the group name, there are two roommate profiles, each in a yellow box. The first profile is for "ekennedy3", with details: "Age: Unknown", "Classification: Continuing-21", and "Gender: Female". To the right of this profile are four buttons: "REMOVE ROOMMATE", "MAKE LEADER", "SEND MESSAGE", and "VIEW PROFILE". The second profile is for "tamurphy (Group Leader)", with details: "Age: 25", "Classification: Continuing-21", and "Gender: Female". To the right of this profile is a "VIEW PROFILE" button.

Below the roommate profiles is a section titled "Outgoing Roommate Requests". It shows a profile for "nicole", with details: "Age: 23" and "Classification: Continuing-21".

The background of the screenshot shows a building with a large mural and a clock tower, likely a university building.