A Step by Step Guide
How to Apply for Accommodation Online

Students are able to apply for accommodation online, you will receive an email headed Apply for Accommodation, explaining how to make an application.

The email will provide the link to the accommodation web page http://accom.wlv.ac.uk/ or you can apply through E:vision, the screenshot below shows where new students can find the link to apply. Existing students will find the link on the Accommodation FAQs page.
Step 1 of How to Apply

How to Apply Online – Creating an Accommodation Account

To start your accommodation application you will need to CLICK on the create account button.

This will take you to the application front screen enter your Student No. and D.O.B as prompted, then CLICK on the next button.
Step 2 of How to Apply

A screen confirming your details will appear as below: CLICK next if the details are as they should be.

![Student Details Form]

Step 3 of How to Apply

To create your account enter your details as below:

![Login Details Form]

**It is best to choose an email address you check regularly**

**ALSO**

**Make a note of your password** and keep it in a safe place, perhaps in a folder with your student finance or university offer paperwork. You will need it if you apply for halls again in the future.
Step 4 of How to Apply

Applying Online – Validating your Email

Validate Email

Thank you for registering. To continue with the next stage of the Online Application you must validate and confirm your email address by clicking on the button below. An email will be sent to you shortly with further details on the accommodation application process.

Send Confirmation

Email Sent

An email has been sent to your email address, please follow the instructions contained in the email to continue your registration.

Return to University of Wolverhampton web site

You will then receive an email similar to the one below:

Dear [Your Name],

Thank you for registering with Accommodation Services at the University of Wolverhampton.

For your reference, your username is [Your Student Number].

To proceed with your application for accommodation, please confirm your details by clicking on one of the links below, or by pasting one into your browser.

http://accomtest.wlv.ac.uk/default.aspx?ref=Email&i=0552948

If you encounter issues registering using the link above, follow the link below and paste the confirmation code into the text box on that page...

Link: http://accomtest.wlv.ac.uk/default.aspx?ref=Email

Confirmation Code: 055294

Yours Sincerely

Accommodation Services
University of Wolverhampton
Lomas Street
City Campus
Wolverhampton, WV1 1QU
accommodation.services@wlv.ac.uk
Telephone Number: 01902 32 1268
Fax Number: 01902 32 1267

Please validate your email as soon as possible, as the code expires and this WILL delay your application progress. Following the link will lead to the web page below.

Confirm your e-mail address

This box should already contain the six digit confirmation code, and you should click on the confirm button below. (If no code is showing, type the code from your email)

Confirm Code

CLICK Confirm Code and your account is ready to Log In!
Step 5 of How to Apply

Applying Online – Logging in to your Account

Whenever you log in to your accommodation account, the most important thing to REMEMBER is...

DON’T PRESS ENTER!!

Use your mouse to CLICK ‘Login’

If you have not yet created an accommodation account, click here: Create Account

If you have already set up an accommodation account, then enter your details below and click ‘Login’

User Name: Student No. here
Password: Accommodation account password

If you have forgotten your password, click here: Forgotten Password

The University of Wolverhampton are a member of the UUK Code of Practice, for further information:

http://www.universitiesuk.ac.uk.

Your Right to a Quality Home
Step 6 of How to Apply

Applying Online – Creating your Application for Accommodation

Once you login you will be asked to create an application, this is where you fill in your accommodation preferences.

Accommodation Application

The accommodation application will auto complete fields of Personal information, Contact Information and Student Course Information. Make sure these are correct. You can change your email on E:Vision but if anything else is incorrect you need to contact the relevant office, new students need to contact the Admissions Unit and Continuing students need to contact their Student Office. You can ring 01902 320000 and the Operator will connect you.

Once you have confirmed your details are correct you can choose your preferences for accommodation. It is advised that you put at least 3 preferences. If you provide us with only one preference and we have no available allocations you will NOT be given an offer.

Accommodation Preferences

1st Preference *
2nd Preference
3rd Preference
4th Preference
5th Preference
6th Preference

General Preferences

(* indicates mandatory information)

Floor Gender Preference *
Do you want to live in a quiet area? *
Do you have a medical condition/disability, we should be aware of when allocating you a room? *

NOTE: SMOKING IS NOT PERMITTED WITHIN THE UNIVERSITY ACCOMMODATION
Step 7 of How to Apply

Applying Online – Confirming your Application for Accommodation

You will then be presented with a summary of your application please ensure that all the details are as you entered them before you confirm your application. Changes after the fact will require an email to accommodation services to provide written evidence of your change of application and this may delay the process.

Confirm Application

Check that the information below is correct before confirming your application. Once confirmed your application cannot be changed

If all the details above are correct then please click the 'Confirm' link to confirm your application. Once you do this, no further changes can be made to your application. You will shortly receive an email listing your application choices.

My Details

Name: 
Date of Birth: 
Student Id: 

My 2014.2015 Accommodation Applications

Your application was confirmed on 31/07/2014

Once you see the screen above and receive an email acknowledgement of your application, just wait to hear from us with your offer of accommodation, so check your emails regularly.

Don’t forget to read!

A Step by Step Guide - How to Accept Your Offer of Accommodation Online

Having a look NOW may prevent some common problems experienced by students when they are accepting their Offer of Accommodation.