

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 screen shot below shows where new students can find the link to apply. Existing students will find the link on the Accommodation FAQs page.

The screenshot displays the 'Applicant Home Page' for the University of Wolverhampton. The page is logged in as 'Caroline Richards-Test (03000002)'. The main content area is divided into several sections:

- Applicant Home Page:** A welcome message and a note about the application process.
- Applicant Document Upload:** A section for uploading documents, with links for 'Upload a Qualification / Certificate', 'Upload a Reference', and 'View My Uploaded Documents'.
- My Applications:** A section for viewing application status, with a link for 'Admissions Terms & Fees explained'.
- My Correspondence:** A section for viewing correspondence, with links for 'My Correspondence', 'Induction Programme', and 'Induction Programme'.
- Personal Details:** A section for personal information, including a profile picture, name (Caroline Richards-Test Record), email (C.L.Mysid@wlv.ac.uk), and mobile (07566350708). It also includes a note about uploading a student ID photograph and a link for 'Address and Contact Information'.
- My Tasks:** A section for viewing tasks, with a table of current tasks:

Your current tasks	Deadline Date	Status
Criminal Conviction Check	18/11/11	Click here
Fee Status Assessment	29/07/10	Click here
Book accommodation	September 2011	Click here

Below the table, there is a note: 'Please check here regularly as new tasks will be added during the admissions process. [Click here](#) to go to the My Tasks page.'

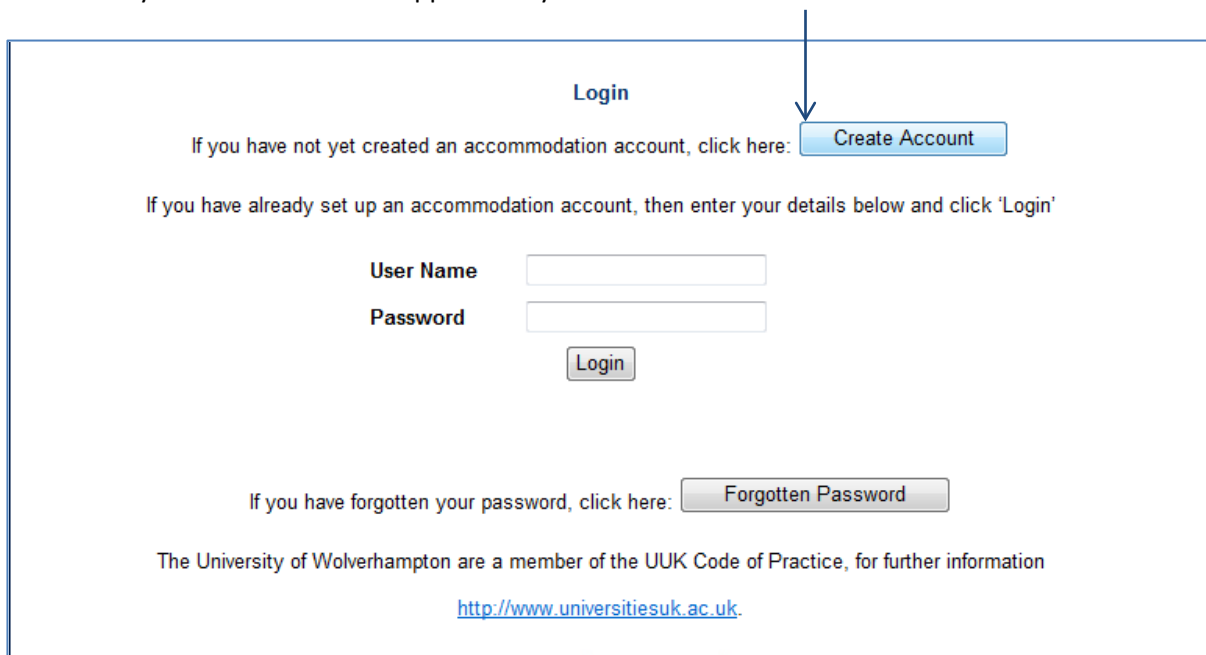
On the right-hand side, there is a vertical sidebar with several links: 'My Tasks', 'Finance', 'Applicant Helpdesk', and 'University Accommodation'. A blue arrow points to the 'University Accommodation' link.

At the bottom of the page, there is a footer with contact information: 'Course enquiries: 0800 963 3222 | General enquiries: 01902 321000 | Email: enquiries@wlv.ac.uk' and '© 2013 University of Wolverhampton'.

Step 1 of How to Apply

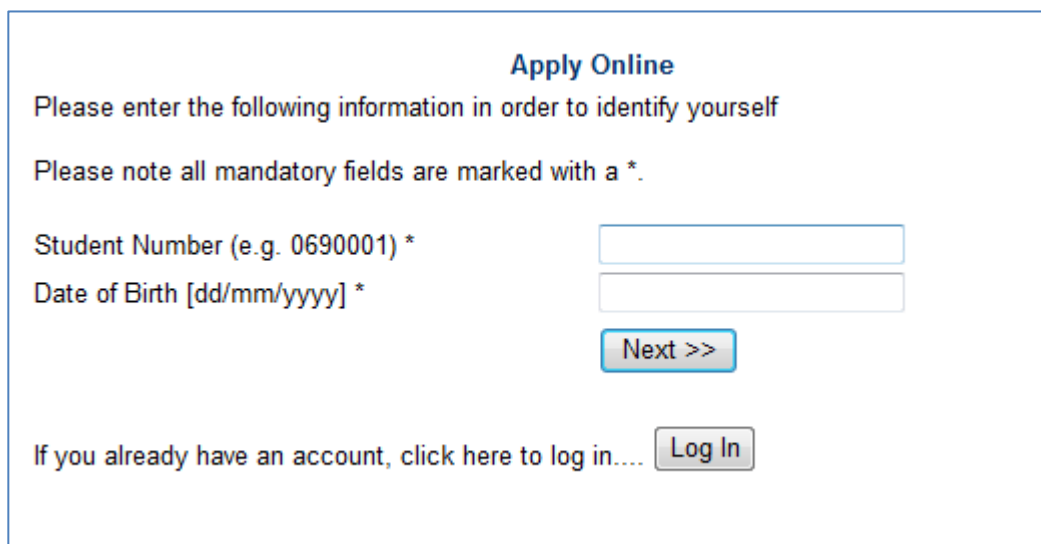
How to Apply Online – Creating an Accommodation Account

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



The screenshot shows a 'Login' page. At the top center is the word 'Login'. Below it, the text reads: 'If you have not yet created an accommodation account, click here:'. To the right of this text is a blue button labeled 'Create Account'. A blue arrow points from the text above down to this button. Below this, the text reads: 'If you have already set up an accommodation account, then enter your details below and click 'Login''. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a 'Login' button. At the bottom, the text reads: 'If you have forgotten your password, click here:'. To the right of this text is a button labeled 'Forgotten Password'. At the very bottom, the text reads: 'The University of Wolverhampton are a member of the UUK Code of Practice, for further information' followed by the URL <http://www.universitiesuk.ac.uk>.

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.



The screenshot shows an 'Apply Online' page. At the top center is the text 'Apply Online'. Below it, the text reads: 'Please enter the following information in order to identify yourself'. Below this, the text reads: 'Please note all mandatory fields are marked with a *'. There are two input fields: 'Student Number (e.g. 0690001) *' and 'Date of Birth [dd/mm/yyyy] *'. Below the 'Date of Birth' field is a blue button labeled 'Next >>'. At the bottom, the text reads: 'If you already have an account, click here to log in...'. To the right of this text is a button labeled 'Log In'.

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

User Name	<input type="text"/>
Title	<input type="text"/>
Surname	<input type="text"/>
Forename	<input type="text"/>
Date of birth [dd/mm/yyyy]	<input type="text"/>
Gender	<input type="text"/>

Step 3 of How to Apply

To create your account enter your details as below:

HOME | ABOUT UOW | STUDYING@UOW | WORKING@UOW | INTERNATIONAL | RESEARCH

Create your login details

Email *

Confirm Email *

Login & Password

Student ID *

**Your Password must be at least 6 characters long and include at least one number.
Choose one you will remember such as your mother's maiden name, memorable date,
favourite football team or pet's name.**

**You will be required to use this password during the whole process of securing your
accommodation, and the refunding of your accommodation deposit at the end of your
Accommodation Licence Agreement.**

Password *

Confirm Password *

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 e-mail has been sent to your e-mail 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:

Subject: Thanks for registering

Dear

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

For your reference, your username is

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?wf=Email&c=05S294&>

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...

Url:
<http://accomtest.wlv.ac.uk/default.aspx?wf=Email>

Confirmation Code:
05S294

Yours Sincerely

Accommodation Services
University of Wolverhampton
Lomas Street
City Campus
Wolverhampton, WV1 1QU
accommodationervices@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'

Login

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

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

User Name	<input type="text" value="Student No. here"/>
Password	<input type="password" value="Accommodation account password"/>





If you have forgotten your password, click here:

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

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



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.

My Details

Name:

Date of Birth:

Student Id:

My 2014.2015 Accommodation Applications

You have no application for this year

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.

[HOME](#) | [ABOUT UOW](#) | [STUDYING@UOW](#) | [WORKING@UOW](#) | [INTERNATIONAL](#) | [RESEARCH](#) |

Please identify below your accommodation preferences

Accommodation Preferences

1st Preference *	<input type="text" value="Select"/>
2nd Preference	<input type="text" value="Select"/>
3rd Preference	<input type="text" value="Select"/>
4th Preference	<input type="text" value="Select"/>
5th Preference	<input type="text" value="Select"/>
6th Preference	<input type="text" value="Select"/>

General Preferences

(* indicates mandatory information)

Floor Gender Preference * Mixed Either Single

Do you want to live in a quiet area? * No Preference No Yes

Do you have a medical condition / disability, we should be aware of when allocating you a room? Yes No

*

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.

[previous](#)

[confirm](#)

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.