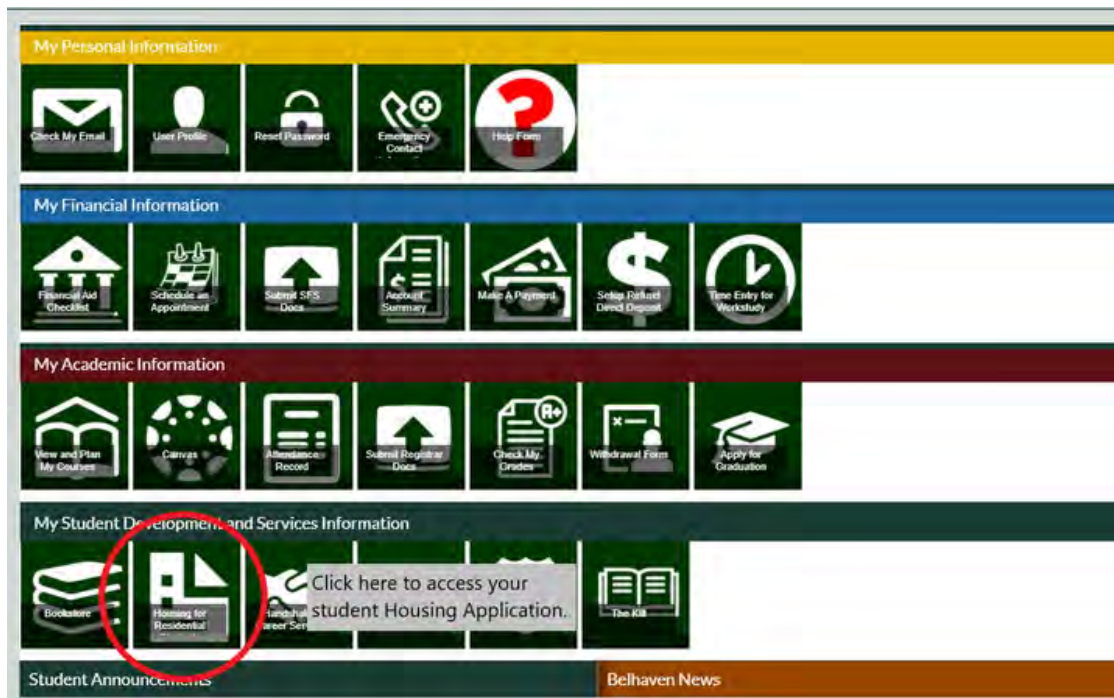# RESIDENCE LIFE STARREZ PORTALX QUICK GUIDE

Logging In:

Navigate to your BlazeNet account by going to belhaven.edu

Click on the **Housing for Residential Students** link**.**

This will take you to the Home Page of the Portal Application Process.

Once you click on the link for **Housing for Residential Students**, it should automatically log you in. If it does not, please contact Student Development at sdevelopment@belhaven.edu or 601- 968 - 5969.
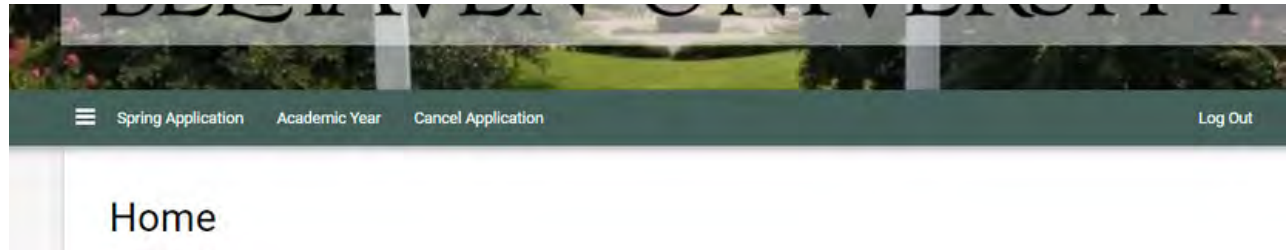
Once you click on the correct application, you will begin your application!

Starting a Housing Application:

This will direct you to the first page of the application process, where you need to select which term you are applying for. Once the term is selected, click "Apply" and begin your application.

The Application Process:

The Portal is very user-friendly and students are able to move through the application process steps (indicated by the progress bar shown below) by completing each page and clicking Save & Continue.

You will be able to return to previous sections and make changes if necessary prior to submitting the application.
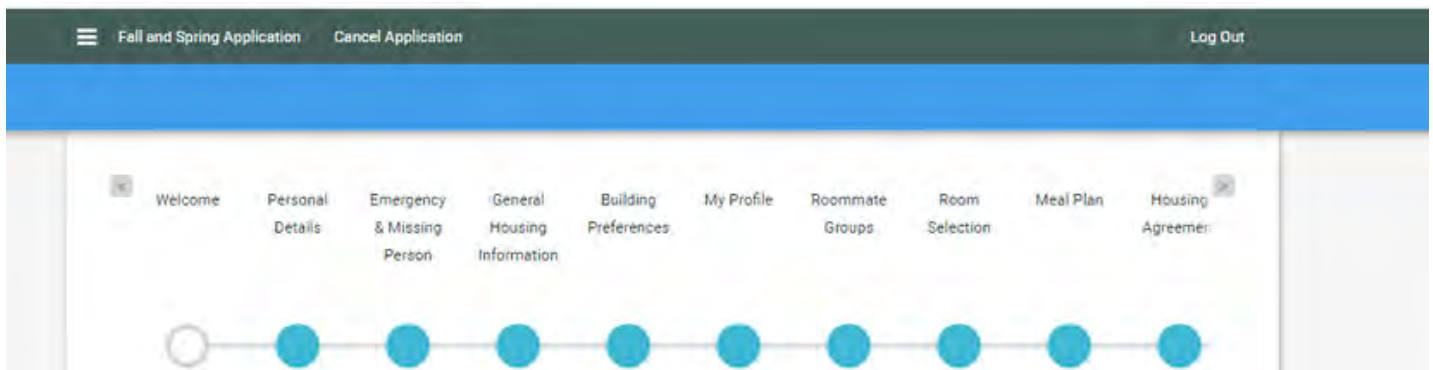
Personal Information:

- You will see personal details that are in your BlazeNet. If the information is not correct, go to your BlazeNet to update it.

Emergency & Missing Person:

- Fill in the information for your Emergency contact as well as information for your Missing Person contact.
- If applicable, fill in your Health Insurance Information.

General Housing Information:

- Fill in general information regarding dietary and medical conditions, criminal records, and if you will have a car on campus.
    - Don't forget to register your car through Blazenet to get your parking decal. The link is under "Student Forms".

Building Preferences:

- Select **THREE** building preferences.
- The information given here will be used in the event that you do not select a room and your housing must later be automatically assigned before you move in.

My Profile:

- Fill in the information that will be used for matching with a potential roommate.
- After this, you will be able to search for a roommate by details, profiles, or roommates will be suggested based on the information you provided.

Roommate Group:

- This is where you can create a roommate group.
- Your group can have a **maximum of two people**.
- Using a roommate group does not apply to University Village or Lakeview quads.

Roommate Groups do not apply for the "Spring Only" housing application.

Initial Selection:

- This is where you will select your room.
- When you select a residence hall, you will be shown all of the available spots in that hall.
- If a residence hall you want does not show up, that means that the residence hall is full.

Tip: If the leader of a roommate group selects a room with no other vacancies, it will show as "No Rooms Available" on your side.

- You will have to select a room space to continue through the application. You can always go back and change rooms or cancel the application if anything changes.

Room selection does not apply to the "Spring Only" housing application.

Meal Plan:

- Residential students living in Robertson, Wells, Lakeview, Caldwell, or Helen White halls have a full meal plan in the Bailey Dining Commons as part of their room and board payment.
- University Village Meal Plan Options:
  - *1 Meal $7.00 - $7.00/Meal*
  - *40 Meals $260.00 - $6.50/Meal*
  - *80 Meals $500.00 - $6.25/Meal*
  - *120 Meals $720.00 - $6.00/Meal*
    - *In order to purchase any of these options, please contact MMI Dining Services at dining@belhaven.edu or 601-968-5912.*

Housing Agreement:

- Read through Belhaven University's housing agreement.
- You will have the option to print this page.
- Click "I AGREE TO THE BELHAVEN UNIVERSITY HOUSING AGREEMENT".
- You will get an email confirming that you have signed the Housing Agreement to your student email.

Application Status:

- Here, you can view your room assignment, roommate(s), and if applicable, your suitemates.

- Click "All Done!" and you are finished with your application!

FAQ:

Q: "Why is my application saying that it's not complete?"
A: There are a few reasons this could happen:
  - You exited out of the application without saving.
  - You did not select a room.
  - You did not sign the housing agreement.

Q: "Why is the residence hall I want not showing up?"
A: That means that the residence hall is full. If you wish to be put on the wait list for the hall that is full, email Student Development at sdevelopment@belhaven.edu
You still have to select a room if you request to be on the waiting list.

Q: "Why is it showing a log-in error message when I try to log in?"
A: There are a couple of reasons this could happen.
  - It could be an IT issue. If you were able to log into your Blazenet, but not the housing portal, you will need to contact our IT Department to take a look at your account.
  - If you are a recent admit student to Belhaven and just received your Student ID and log-in information, you will have to wait a day or two before accessing the housing portal.

Q: "It's saying that I do not meet the age requirement, what do I do?"
A: This means that you are outside of the age range for housing on campus.
  - If you are younger than 17, you'll need to email Student Development and explain what's going on. Make sure to include your student I.D. number.
  - If you are older than 24, you do not meet the age requirement to live on campus.

Q: "Whom do I contact if I have trouble selecting a room?"
A: Email sdevelopment@belhaven.edu and explain what's going on. Make sure to include your first and last name along with your student I.D. number.

**If you have more questions, contact the Office of Student Development
at sdevelopment@belhaven.edu or 601-968-5969**