1. Access the My Essex Applicant Portal: https://www.essex.ac.uk/apply
2. Type in your email address
3. Type in your password
4. Click ‘Login’ to continue

Updated 02/06/2019
5. Navigate to the Living section of the My Essex Portal.

6. Locate the Accommodation box.

7. Click the application link to be redirected to the accommodation application form.
8. Log back into the My Essex Portal and navigate to the Living section.

9. Check that your accommodation application status has updated to ‘received’.

The application status will update again as soon as you have been made an offer of accommodation so feel free to check your Portal as often as you wish. Don’t worry, you’ll also get an email notification when your offer is ready.
Can’t apply for a room using My Essex? Here’s a possible reason why you may not be able to:

a) Your **Academic Application** status has not updated. Check your status in the “Applying” section of My Essex. Remember, you need to accept an academic offer of study at Essex and, if you are a UG, we need to be your Firm university choice in order to apply for a room. If your status has not updated but you think it should have, then you can get in touch with Undergraduate or Postgraduate Admissions.

You should be able to apply if your status in the “Applying” section of My Essex is one of the following:

- **PG students only**
  - Accepted Conditional Offer
- **PG and UG students**
  - Place confirmed
- **PG and UG students**
  - Accepted Unconditional Offer
- **UG students only**
  - Accepted Conditional Offer as Firm choice
Still can’t apply for a room using My Essex? Here’s another reason why you may not be able to:

b) Your PRID has not been created. The PRID is your unique university reference number, which will be created when you accept an offer of study. Sometime it may take up to 48 hours for your PRID to be created after accepting an offer of study. If you think your PRID should have been created by now you should get in touch with Undergraduate or Postgraduate Admissions.

You should be able to apply if you can see the PRID in the “Home” section of My Essex:

- **Name:** Name McName
- **UCAS number:** 1234567890
- **PRID:** ABCDE12345
  (A PRID is your own unique University reference number. It will be displayed on your student registration card and any accommodation or tuition fee invoices.)
- **Contact address:**
  10 Somewhere
  OVER THE RAIN8 0W
- **Email address:** someone@gmail.co.uk
- **Telephone number:** 01234567910
- **Mobile number:** 01234567910
- **Change your contact details via UCAS**
  [Changes made will normally be reflected here within 48 hours]
- **Update your email address or password**
Still can’t apply for a room using My Essex? Here’s more possible reasons why you may not be able to:

c) You will be studying on an accelerated course in the Edge Hotel School. If this is the case then please look for a pdf accommodation application form on the “Other students” section of our application web page:

https://www.essex.ac.uk/life/accommodation/how-to-apply/new-students

d) Your course starts in January or April. If this is the case then please look for a pdf accommodation application form on the “Other students” tab of our application web page:

https://www.essex.ac.uk/life/accommodation/how-to-apply/new-students

e) You are not eligible to apply for guaranteed accommodation. If you are not sure about your eligibility then please visit our latest Allocation policy document:

https://www.essex.ac.uk/life/accommodation/how-to-apply