



**UNIVERSITY OF
STIRLING**

Applying for University Accommodation



Residential Services
Geddes Court
University of Stirling
FK9 4LR

Tel: 01786 467 060
Fax: 01786 466 844
E-Mail : accommodation@stir.ac.uk (UG)
or pgfamilyaccommodation@stir.ac.uk (PG or family)
<http://www.studentaccommodation.stir.ac.uk>

WHAT TYPE OF ACCOMMODATION DO WE OFFER?

Full details of the types of University of Stirling Accommodation available can be found on the relevant pages of our website, <http://www.studentaccommodation.stir.ac.uk>.

WHEN CAN I APPLY?

Our online application booking system will only accept applications from students who have been accepted on a course of study and are holding an unconditional offer. PG students should also ensure they have paid any commitment fees that are due.

If you currently have a conditional offer of a place, you will only be able to access the online booking system via the steps outlined below, when you meet the conditions of your offer.

STEP 1: COMPUTER ACCOUNT PASSWORD

Before you can access the Accommodation Booking System you will need to “Discover” and “Activate” your University of Stirling student computer account. This account provides access to the University Portal (internal website), computer network and WebCT (online learning environment). You can "Discover" your Student Computer Account now at <https://portal.stir.ac.uk/discovery> .

If you do not have access to the internet or decide, for whatever reason, to delay carrying out this step it is possible to perform the "Account Discovery" process when you arrive on campus. To access "Account Discovery" set both the 'user name' and 'password' to 'discover' and ensure that the domain name is set as 'students'. Please note until your account is “discovered” you cannot apply for accommodation

For further information on how to “Discover” and “Activate” your University of Stirling computer account please see: <http://www.is.stir.ac.uk/itsupport/accounts/networkaccount-student.php> account discovery.

IMPORTANT: Remember to begin Step 1 you must have been offered and accepted an unconditional offer, or met the conditions of your original offer.

If you forget your password after having “Discovered” your computer account, please contact the Information Centre at the University of Stirling. After completing a security check they will reset your account and provide information on what to do next.

The Information Centre can be reached by telephone on +44 (0) 1786 467250, or by email: infocentre@stir.ac.uk

Step 2: Booking your Accommodation

Please log on to your university Portal Pages <https://portal.stir.ac.uk>

Click on the 'Apply for Accommodation' link under the 'Studying at Stirling' section:

[Apply for University Accommodation](#) ↑ Open (see screen below).

If you require specific accommodation due to a medical condition or disability please contact residential services as soon as possible.

If you require further information on making your booking; choice of residences available, letting terms and rental charges, please log on to <http://www.studentaccommodation.stir.ac.uk>

Residential Services can be contacted on +44 (0) 1786 46 7060 (UG) or +44 (0) 1786 467066 (pg) or via email at: accommodation@stir.ac.uk or pgfamilyaccommodation@stir.ac.uk.



The screenshot shows the 'My Portal' website for the University of Stirling. The browser window title is 'My Portal - The University of Stirling - Windows Internet Explorer provided by University of Stirling'. The address bar shows 'https://portal.stir.ac.uk/my-portal.jsp?tab=2'. The page features a navigation menu with links for Home, Study at Stirling, Campus Life, Departments, Business, Research, Alumni, Visitors, and My Portal. The 'My Portal' section is currently selected. Below the navigation, there are several sections: 'Announcements, News & Events', 'Programme Regulations (Calendar)', 'Library', 'Library Catalogue', 'Module Mapping Lookup', 'Registry Services', 'Timetables', 'WebCT', 'Web Mail', 'Log Out', 'Change Password', 'My Portal', 'University Home', and 'Back'. The 'Announcements' section lists several items, including 'Taking a gamble NEW', 'Youtube Survey could earn you £20 NEW', and 'Desperately seeking women with opinions! NEW'. The 'News' section lists 'For scholars of Christians in the Middle East - new network NEW', 'New Undergraduate Prospectus NEW', and 'Honorary fellow in visual cultures appointed'. The 'Events' section lists 'Free SLS Workshop on Critical Thinking and Analysis NEW', 'Environmental Placement Programme NEW', and 'Shell STEP Programme NEW'. The 'Studying at Stirling' section is highlighted and contains a list of links, including 'Accommodation', 'Apply for University Accommodation ↑ Open', 'Alumni Association', 'Bookshop', 'CampusNet (formerly VPN) installer', 'Carbon Management Programme', 'Careers guidance via e-mail', 'Careers Service', 'Catering Information', 'Catering - Apply for Flexi Meal Deal*', 'Comments / Suggestions / Feedback', 'Digital Repository - Stirling's research', 'Disability Equality Duty', 'Fresh Talent Initiative', and 'Facilities'. The 'Resources' section lists various external links, including 'Police - community policing newsletter', 'Police - contact Stirling campus Liaison Officer', 'Publications', 'Research', 'Residences Network Access Registration', 'Societies', 'Sports Facilities and Services', 'Sports Membership - buy online*', 'Stirling City Guide', 'Stirling Council', 'Stirling ONLINE', 'STORRE: Stirling Online Research Repository', 'Student Enterprise (SURE)', 'Stirling University Students' Association (SUSA)', and 'Student Support Services (SISS)'. The page also features a 'The National Student' logo in the bottom left corner and a 'Local intranet' link in the bottom right corner.

UNIVERSITY WEBSITE

You can also access information concerning induction, registration, campus information, library services, student services, registry services, student union and the careers service on the University website: www.stir.ac.uk.