# ON-CAMPUS HOUSING ONLINE REGISTRATION GUIDE



Yale 2020
COMMENCEMENT

# Before You Register

✴ This guide is intended for guests who will register online, using a credit card. If you are unable to pay using a credit card, please contact [housing.commencement@yale.edu](mailto:housing.commencement@yale.edu).

✴ To ensure you are housed appropriately, the housing team links you to your student. To register, you will need your student's full/legal name and their residential college or school.

# Accessing The Registration Website

✳ You can access the registration website by visiting commencement.yale.edu and clicking on the For Families and Guests tab

✳ Click on Accommodations

✳ Follow the On-Campus Accommodations registration link

Note: This will take you to a new page.
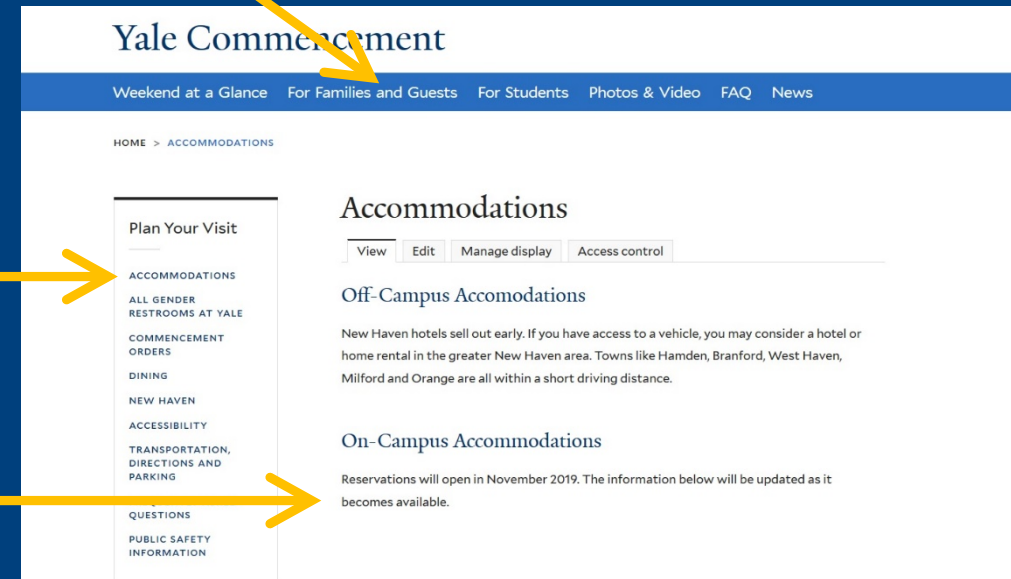
# Getting Started – Navigating the Main Page

* From the home screen you can navigate directly to the Registration link or browse information on Fees, Frequently Asked Questions, or contact a representative from the housing office.
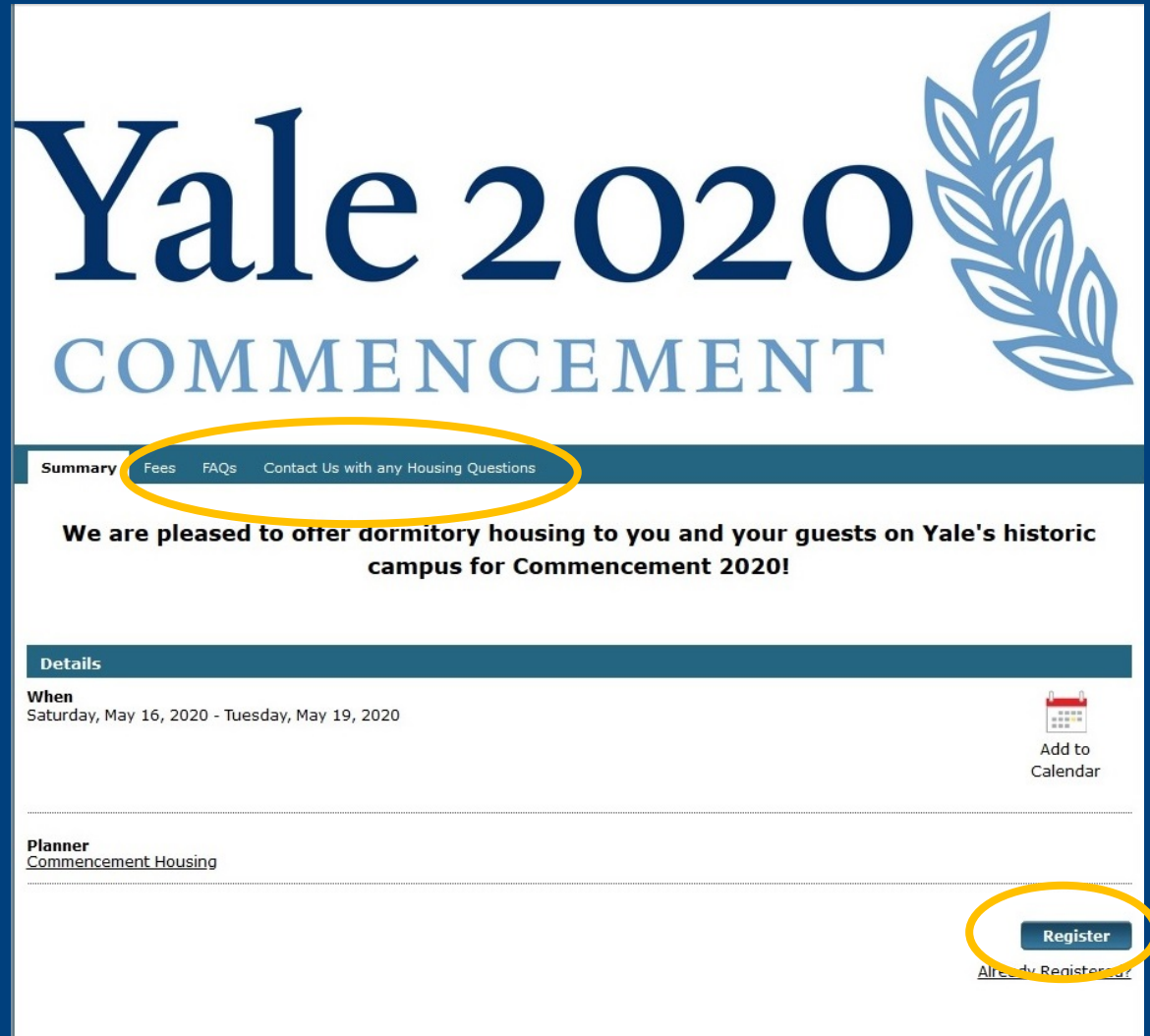
# Getting Started – Navigating the Fees Tab

* The Fees page details the cost of on-campus housing and the refund policy.

* If you are ready to register – you can click Register to go directly to the registration page.

* To return to the main page, click Summary.



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| Summary | **Fees** | FAQs | Contact Us with any Housing Questions |

$190 per person; this flat fee covers your entire stay of one, two, or three nights.

**Admission Item**

**Event Registration**

**Registration Fee**
   $190.00

View Refund Policy

**Payment Message**

Register

Already Registered?

5

# Getting Started – Navigating the FAQs Tab

* The Fees page provides answers to the questions we hear most often.

* Click on the question you would like answered, or scroll to read answers to all of the questions.

* To return to the main page, click Summary.
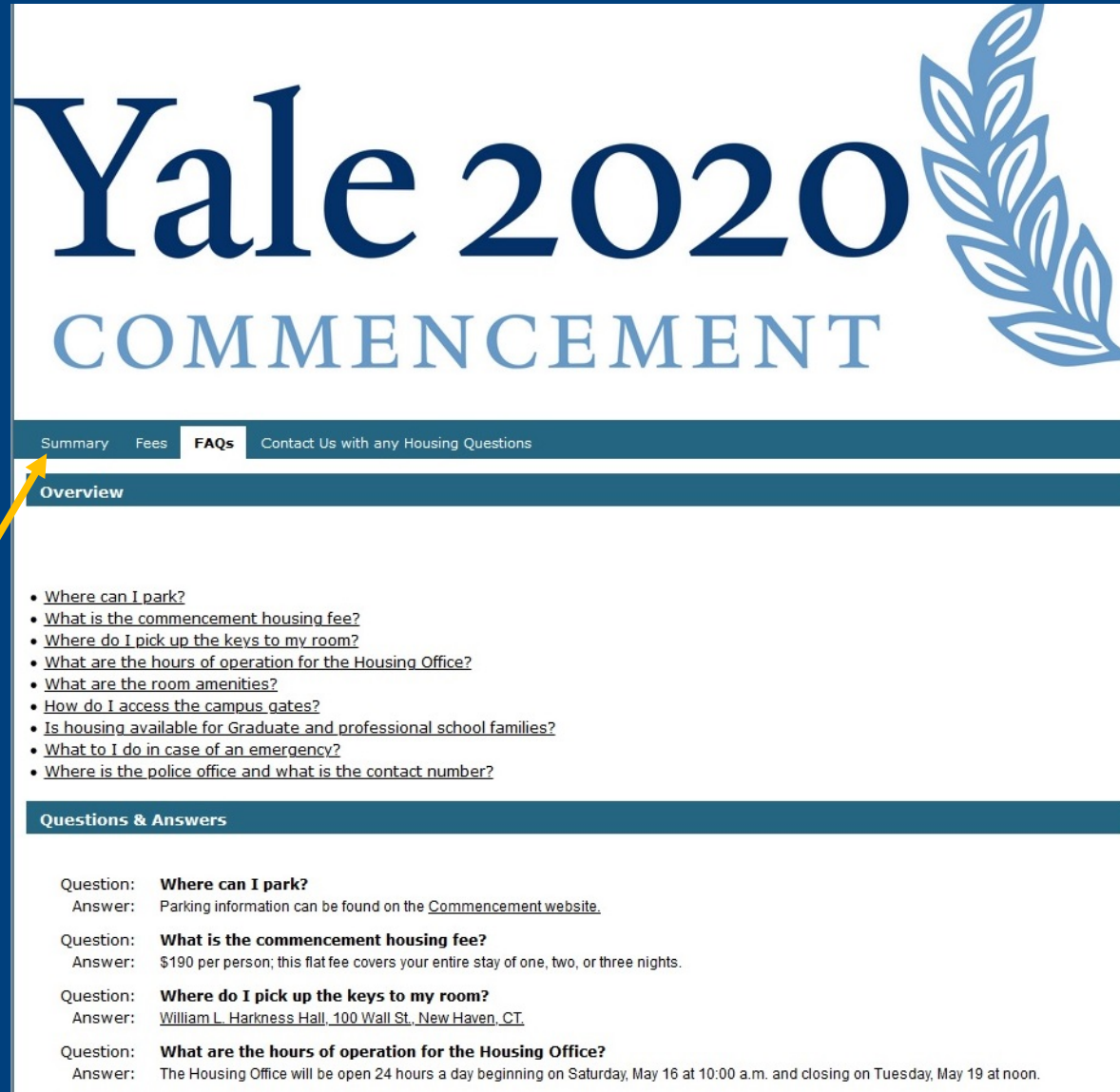
# Getting Started – Navigating the Contact Us Tab

* The Contact Us tab provides a way for you to quickly send an email to the commencement housing office using an automated form.

* You can also navigate back to the general commencement website. Please note, this link will not open in a new window.

* To return to the main page, click Summary.

# Getting Started – Registering for Housing

* Once you are ready to register, click the Registration button on the homepage.

* Information in red is required to complete your next step.

* To ensure you are housed appropriately, the housing team links you to your student. To register, you will need your student's full name and their residential college or school.

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Fill out the information below, then click Next to proceed.

**Invitee Information**

*First Name: Guest

*Last Name: Number 1

*Email Address: guest.number1@commencement.com

Already Registered?

Cancel    Next ▶

# Registering for Housing

✳ Information in red is required to complete your next step.

✳ Providing your graduate's legal name and college or school affiliation will help ensure all of your graduate's guests are housed in the appropriate locations.

# Registering for Housing

* The next set of questions are optional.

* Sharing as much detail as possible helps us to provide the best on-campus housing experience we can.

* When you are ready to move to the next screen, click next.

**Room Assignment Information**

The questions below are optional, answering them allows us to provide you the best on campus housing experience we can.

Age? (for room assignment purposes)

Gender? (for room assignment purposes)

If you prefer to be housed near another guest/group, please indicate their name.

Are you able to climb stairs?

Special requirements (To provide the best housing experience, please be specific as possible).

Cancel    Next ▶

# Registering for Housing – What Next?

✳ At this point, if you are only registering one person, you can click Finished Adding People.

✳ If you would like to register and pay for additional guests as a part of this transaction you can click Add Person.

**Tip:** If you are finished adding guests skip to page 14 of this document for more information.

Registration Information     Summary     Payment

Your registration is almost complete. Please review your registration below and if everything is correct, click Next or Finish.

**Registration Summary**

Guest  Number 1

Cancel     Add Person     Finished Adding People ▸

## Guest Number 1 (Edit)

**Email Address:**
guest.number1@commencement.com

**Mobile:**

**Home Phone:**
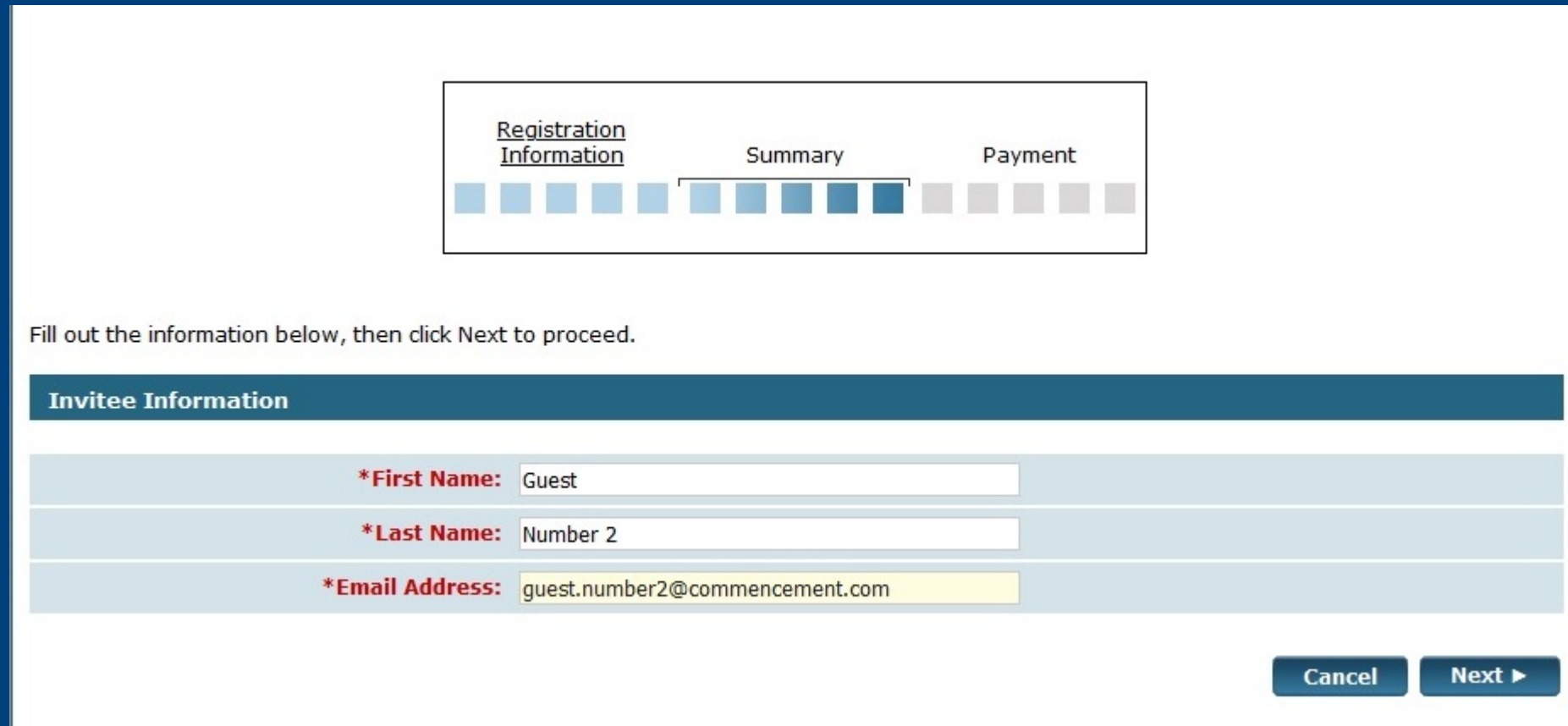
**Home Address:**
1 Prospect Street
New Haven, Connecticut 06520
USA

Cancel     Add Person     Finished Adding People ▸

# Registering for Housing – Adding More Guests

✳ You must register each guest who would like to have on-campus housing. All guests will be provided their own unique confirmation code.

# Registering for Housing – Adding More Guests

✳ We link registrations together by associating them with the graduate. If, for any reason, you do not want to be linked with the graduate's other guests, please indicate it in the special requirements section.

✳ Providing as much information as possible in the optional Room Assignment Information section is important to accommodate all guests in your party.

# Registering for Housing – Adding More Guests

✳ All of the guests you have registered will appear on the left side of your screen.

✳ You can continue adding guests as you did before by clicking Add Person.

✳ If you are finished registering guests, you may move on to the payment screen by clicking Finished Adding People.

# Registering for Housing – Submitting Payment

* This screen will allow you to submit your credit card information for all of the guests you have registered.

* Your total cost will be displayed on the top right of your screen.

* Guests who would prefer to pay separately must be registered separately.



Submit Payment

ORDERS

Total: $380.00

Payment Method

◉ Credit Card - Enter your information in the section below.

Payment Information

VISA  mastercard  AMERICAN EXPRESS  DISCOVER  Diners Club INTERNATIONAL

Credit Card Payment: $380.00
*Name on Card:
*Type: Visa
*Credit Card Number:
*Card Security Code: (What is this?)
*Expiration Date: Month January  Year 2019
*Country: USA
*Address: 1 Prospect Street
*City: New Haven
State/Province: Connecticut
*ZIP/Postal Code: 06520

Policies

You may modify or cancel your reservation through May 1, 2020.

☐ * I agree to the Terms and Conditions

# Registering for Housing – Your Confirmation

* When your reservation is complete you will automatically see your individual confirmation.

* To view the entire group you registered click on My Group.

* To view another guest's individual confirmation, use the pulldown box and select the guest you would like to view.

# Registering for Housing – Your Group

**\*** Your group registration page shows all of the guests you have registered. Here, you are able to confirm the number of guests you have registered or add additional guests.

# Registering for Housing – After You Register

✱ You can access your completed registration at any time by return to the registration site and providing your confirmation and the email address you registered with.



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Summary    Fees    FAQs    Contact Us with any Housing Questions

*Email Address: [                    ]
*Confirmation Number: [                    ]

To have the Confirmation Number sent to you, click this link: Confirmation Number

OK

Register

# After You Register

✳ For additional help contact [housing.commencement@yale.edu](mailto:housing.commencement@yale.edu) or call 203-432-5573.