## How to log onto the Off Campus Housing Website-Listing for Rental



#### Step 1. Go to www.umbc.edu

Prospective Students \* Current Students \* Alumni \* Parents \* International \* Faculty/Staff \* Business/Employers \* Media \* Visitors \* MUMBC

## Step 2. Click on "current students"



Prospective Students Current Students Alumni \* Parents \* International \* Faculty/Staff \* Business/Employers \* Media \* Visitors \* MUMBC

# Step 3. Click on "Off Campus Housing" under Student Life



### For Students/Staff/ Faculty (Free)

Step 1. Click on login

## UMBC

AN HONORS UNIVERSITY IN MARYLAND

#### OFF - CAMPUS HOUSING



Step 2. Click on "click here to sign up"

- OFF CAMPUS HOUSING

ease type your <b>username</b>	and <b>password</b> .		
Username:			Help
Password:			Help
	Login Cancel For	got?	a in?
Note: All our network well have forgotten your login information emailed	osites share the same login. I information, click the 'Forgot I to you or contact us at 800	f you already have an account ?' button above to have your l I-862-9874 or info@emg.ca	but ogin
Sign Up			
Click here to Sign Up			

Step 3. Click on "students begin here"



### Step 4. Click on "post listings here"



#### Step 5:- Create an account and hit "submit"

		Click Help for online help.
		Required in Bold
Your First Name:	Student name	Help
Your Last Name:	Student last name	Help
Desired Password:	•••••	Help
Confirm Password:	•••••	Help
Phone Number:	(410) 555-5555	Help
Fax Number:	(410) 000-0000	Help
Email Address:	offcampus@umbc.edu	Help
Street Address:	1000 Hilltop Circle	Help
City of Residence:	Catonsville	Help
State/Province:	(Maryland \$	
Zip/Postal Code:	21227	Help
Please ensure your inform	ation is correct,	

## Step 6: - Click on "add listings here"



### Step 7: login with your name and password

UMBC	0 F F - C A M P U S	HOUSING
Network Member Lc	ogin	
_Login		
Please type your user	name and password.	
Username:	nluke	Help
Password:		Help
Note: All our network have forgotten your information er	Login Cancel (Forget) Having trou k websites share the same login If you drash have as login information, click the "romes" button share as mailed to you or contact us at 800-862-9874 or Info@e	ible logging in? n account but ave your login emg.ca

## Step 8: Add listings



### Step 9: Pick the kind of apartment you would like to list

└── your details	Additional categories available for \$9. separate ad doubling your exposure -	95 (private ads only ple call 800-862-9874 or e	ase) per catego mail info@emg	ory. Each category will show as a new .ca.
Cogout     Stools     Code tips     credit check	→ Step 2 Add A Listing NOTE: Please hold your pointer over 1	the categories for a defini	ition.	
	Apartment Unit / Condo Corporate / Executive	Repeat Customer	Before You Li	ist:
- View	Dormitory	Purchase Bu	Indie Packs!	
- 🖉 re-list	Duplex / Multiplex	> 6 Listings:	10% Off	Save \$14.97
	House	> 12 Listings:	20% Off	Save \$59.88
	Mobile Home	> 20 Listings:	30% Off	Save \$149.70
- m pictures	Room & Board ( Homestay )	> 50 Listings:	40% Off	Save \$449.00
For Rent Signs	Room In Private Home Shared / Roommate Short Term And/Or Furnished	> 100 Listings:	50% Off	Save \$1,297.50
- email totals	Suite / Apartment In House	Bundle Pack Listing are added to your account and never expire. Pre-purchasing saves time and money; no need to pay each time.		our account and never expire. aey; no need to pay each time.
billing		Please Call us at 1-800	-862-9874 or click '	Bundle Packs' on the left-hand toolbar.

Step 10: Click on the "green plus sign"



#### Step 11: Fill out all the information

Adding a new Apartment Unit / Condo Listing for Naomi Luke on MyldealHome.com Network

Headline or Building Name	
Street Address* Note: This address will show online - see help> Help Select Area* Select location	New Users:     You MUST complete and SUBMIT this rental listing form PRIOR to     using any other features such as adding pictures, viewing etc.     If you do not complete and submit the rental listing form you will lo     the information not submitted and you will have to re-enter the
ZIP/Postal Code* Look up Zip Code Help Look up Postal Code	Information.
Help Current Contact Into.	Change Contact

#### Step 12: Click hit "submit" at the bottom of the page

select the length of time you	wish your listing to run for:	
Select One	+ Help	
Pets Policy*	no pets 🗘 Help	
Disability Access	Available	
Smoking	Permitted	
Please review the listing information	n before clicking submit. Submit	
The My Ideal Home Network		