

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

## Step 1. Go to [www.umbc.edu](http://www.umbc.edu)



## Step 2. Click on "current students"



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

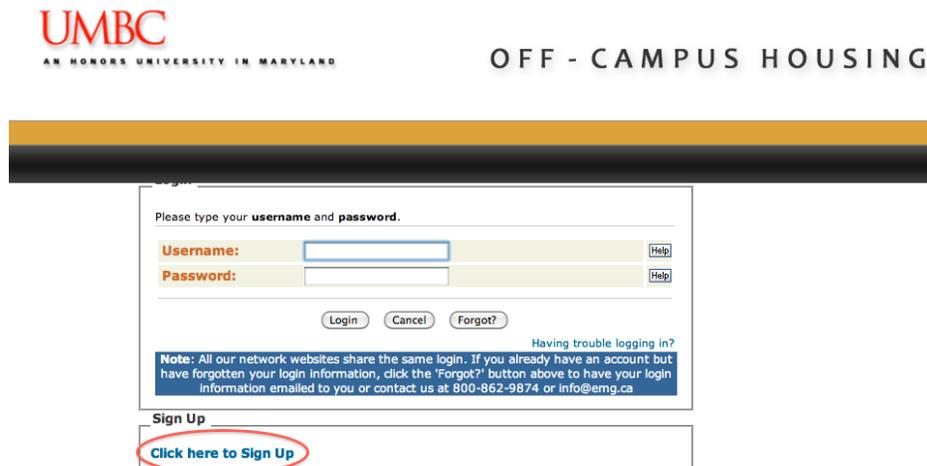


## For Students/Staff/ Faculty (Free)

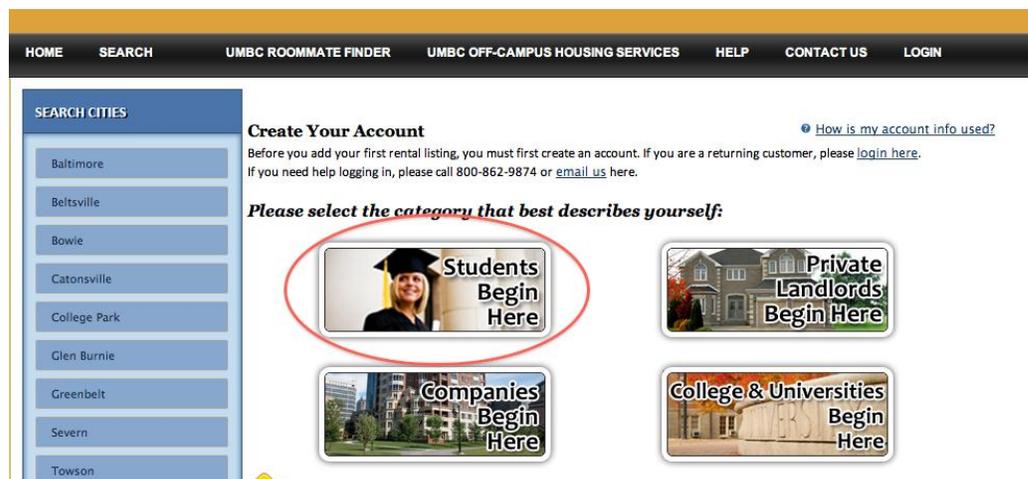
Step 1. Click on login



Step 2. Click on “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”

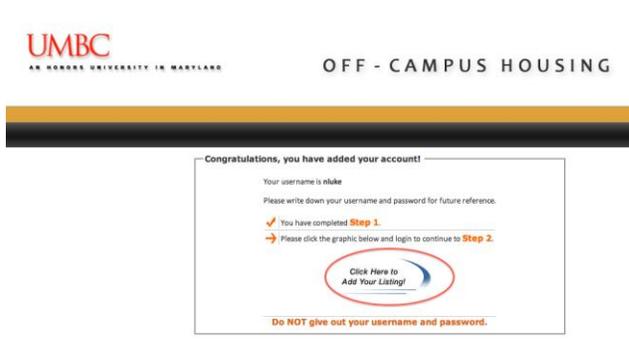
Click [Help](#) for online help.

**Required in Bold**

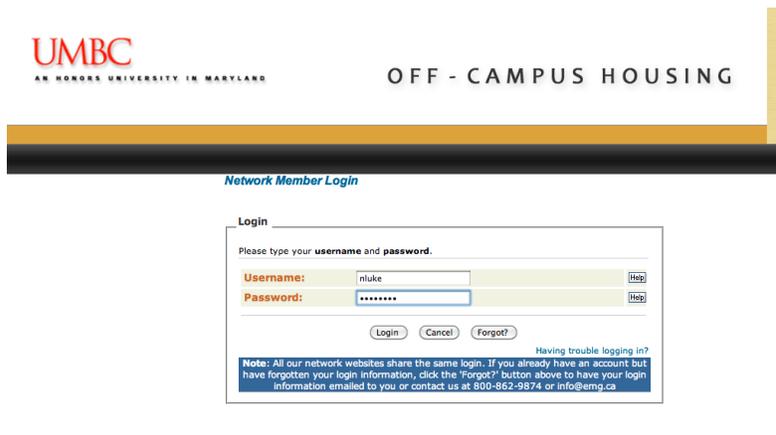
<b>Your First Name:</b>	<input type="text" value="Student name"/>	<a href="#">Help</a>
<b>Your Last Name:</b>	<input type="text" value="Student last name"/>	<a href="#">Help</a>
<b>Desired Password:</b>	<input type="password" value="••••"/>	<a href="#">Help</a>
<b>Confirm Password:</b>	<input type="password" value="••••"/>	<a href="#">Help</a>
<b>Phone Number:</b>	<input type="text" value="(410) 555-5555"/>	<a href="#">Help</a>
<b>Fax Number:</b>	<input type="text" value="(410) 000-0000"/>	<a href="#">Help</a>
<b>Email Address:</b>	<input type="text" value="offcampus@umbc.edu"/>	<a href="#">Help</a>
<b>Street Address:</b>	<input type="text" value="1000 Hilltop Circle"/>	<a href="#">Help</a>
<b>City of Residence:</b>	<input type="text" value="Catonsville"/>	<a href="#">Help</a>
<b>State/Province:</b>	<input type="text" value="Maryland"/>	
<b>Zip/Postal Code:</b>	<input type="text" value="21227"/>	<a href="#">Help</a>

Please ensure your information is correct,

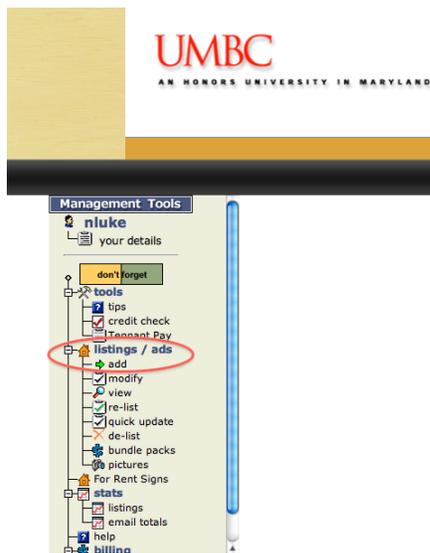
Step 6: - Click on “add listings here”



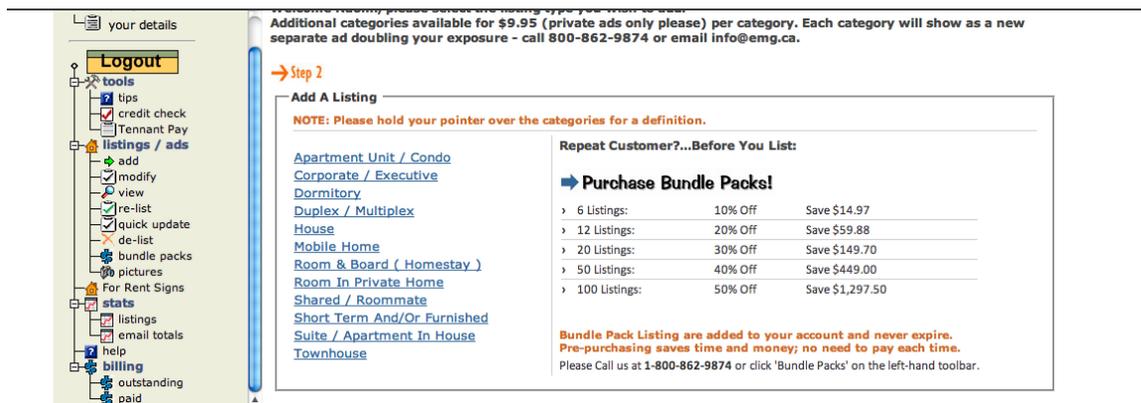
## Step 7: login with your name and password



## Step 8: Add listings



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



## Step 10: Click on the “green plus sign”

your details

**Logout**

tools

- tips
- credit check
- Tenant Pay

listings / ads

- add
- modify
- view
- re-list
- quick update
- de-list
- bundle packs
- pictures
- For Rent Signs

stats

- listings
- email totals
- help

### MyIdealHome.com Network Property Management

Naomi Luke, please select property type to add:

**Option 1**

 Add listing for private or single unit landlords here

Advertise a single unit in an apartment building or complex (not the whole building or community - see Option 2 below) house, townhouse, duplex, room etc.

First Listing Always Free. Subsequent Listings Only \$24.95/month before any discounts.

 [click here for our price list and current specials](#)

## Step 11: Fill out all the information

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

Please click [Help](#) for online help. \*Required Field

Help	Property Information	
	<p><b>Headline or Building Name</b></p> <input type="text"/> <a href="#">Help</a>	 <b>New Users:</b> 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 lose all the information not submitted and you will have to re-enter the information.
	<p><b>Street Address*</b></p> <p>Note: This address will show online - see help --&gt;</p> <input type="text"/> <a href="#">Help</a>	
	<p><b>Select Area*</b></p> <p><input type="button" value="select location"/> <a href="#">Help</a></p>	
	<p><b>ZIP/Postal Code*</b></p> <input type="text"/> <a href="#">Help</a> <a href="#">Look up Zip Code</a> <a href="#">Look up Postal Code</a>	
Help	Current Contact Info.	Change Contact Info.
	<p>Be sure to utilize the 'alternate contact' to display alternate contact info.</p> <p>First Name: <input type="text" value="Naomi"/></p> <p>Last Name: <input type="text" value="Luke"/></p> <p><input type="button" value="Default Contact"/></p>	

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

Help	Select Ad Duration
	<p>select the length of time you wish your listing to run for:</p> <p>Select One <input type="button" value="Help"/></p>
	<p><b>Pets Policy*</b> no pets <input type="button" value="Help"/></p>
	<p><b>Disability Access</b> <input type="checkbox"/> Available</p>
	<p><b>Smoking</b> <input type="checkbox"/> Permitted</p>
	<p><b>Please review the listing information before clicking submit.</b> <input type="button" value="Submit"/></p>

The My Ideal Home Network