

# How to Register

The screenshot shows the Western University Off-Campus Housing Services website. At the top left is the Western University logo. The main header reads "Off-Campus Housing Services" and "Housing." A navigation bar contains links for Home, Services, Students, Landlords, Rental Listings, and Support. The main content area features a welcome message and a registration form. The form includes fields for "Email" (with a sub-label "Your Email Address") and "Password", a "Forgot password?" link, and a "REGISTER" button highlighted with a red box. A large yellow arrow points from the registration form area down towards the "REGISTER" button. To the right of the form are three grey buttons: "How to place an ad", "How to edit an ad", and "How to repost an ad". An inset image shows a video player with the title "How to Post an Ad" and a play button. Below the video player, text reads: "Scroll over the Rental Listings tab and click on Place or Edit a Listing."

**Step 1:** Select the 'REGISTER' option.

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## Step 2:

Fill out all the information in the form and click 'Save' when you are finished.

Register a account on Western's Off-Campus Housing Rental Listing Service  
**Please provide the email address and password you want to log in with.**

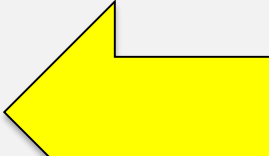
Email	Password	Confirm Password
<input type="text"/>	<input type="text"/>	<input type="text"/>

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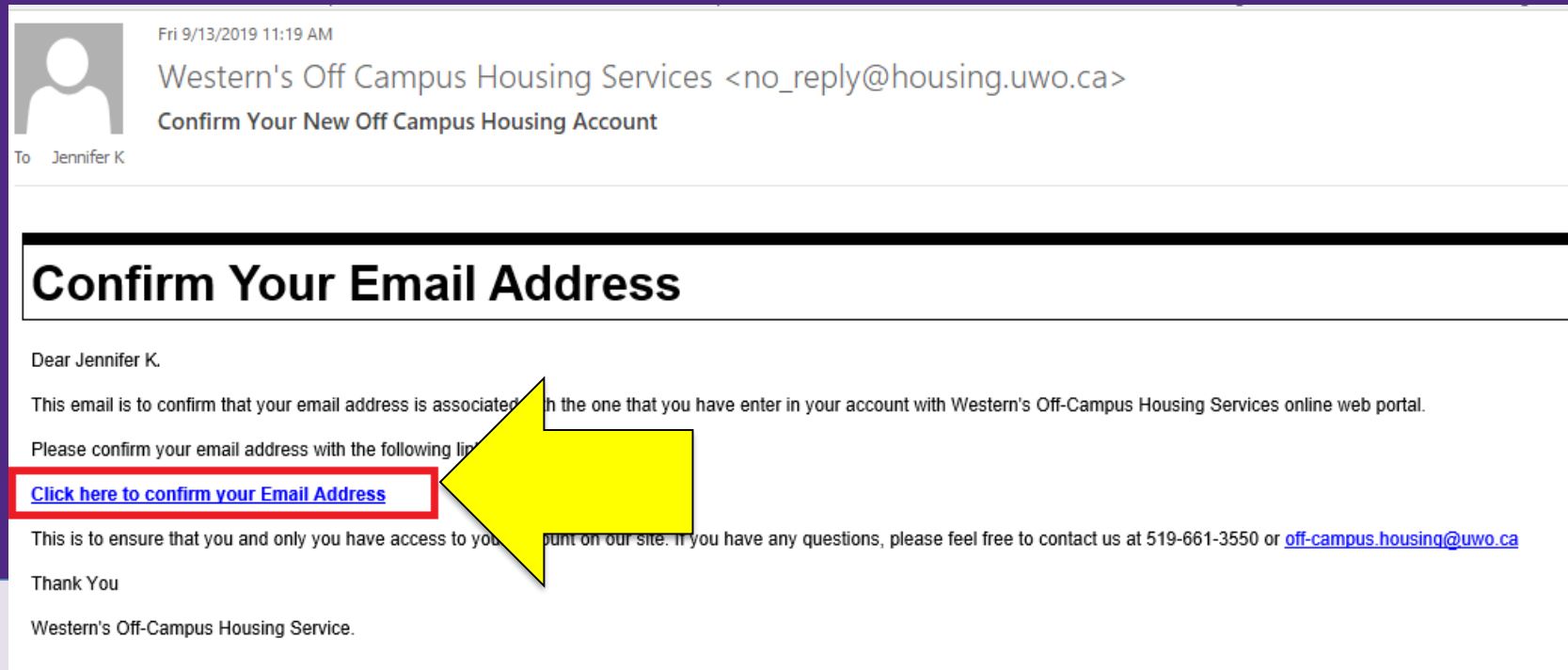
**Client Information**

This information is used to contact you and is not displayed with your ad.

First Name	Last Name	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Apt	City
<input type="text"/>	<input type="text"/>	<input type="text" value="London"/>
Province	Country	Postal Code
<input type="text" value="Ontario"/>	<input type="text" value="Canada"/>	<input type="text"/>
		Phone Number
		<input type="text"/>



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## Step 3:

Log into your email account to find a registration email from us. You must confirm your email address by selecting 'Click here to confirm your Email Address'.

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Off-Campus Housing Services

Housing.

Home

Services

Students

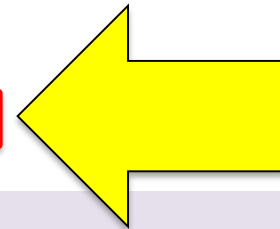
Landlords

Rental Listings

Support

## Congrats!

You have successfully confirmed your email address, please feel free to [login.](#)



### Step 4:

A confirmation message will appear. You can access your account by selecting 'login'.



Off-Campus Housing Services

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The screenshot displays the Western University Off-Campus Housing Services website. At the top left is the Western University logo. The main header reads "Off-Campus Housing Services" and "Housing." Below this is a navigation menu with "Home", "Students", "Landlords", "Rental Listings", and "Support". A large yellow arrow points from the "Rental Listings" menu item down to the registration form. The registration form includes fields for "Email" (with the placeholder "Your Email Address") and "Password", a "Sign In" button, and a "Forgot password?" link. Below the form is a "REGISTER" link. To the right of the form are three links: "How to place an ad", "How to edit an ad", and "How to repost an ad". An inset image shows a tablet displaying the website with a video overlay titled "How to Post an Ad" and text that says "Scroll over the Rental Listings tab and click on Place or Edit a Listing."

**Step 5:** You can now login to access your portal and place an ad.

# Portal Overview

The screenshot shows the user interface of the Off-Campus Housing Rental Listing Services portal. At the top, there is a navigation menu with links for Home, Services, Students, Landlords, Rental Listings, and Support. Below the navigation, the user's current information is displayed: Jennifer K, London Ontario Canada, and an access validity period until July 26, 2020. A green button labeled 'Add New Listing' is prominently featured. To the right, there is a 'Shopping Cart (0 items)' button and a section for 'Listing(s) Currently Online (1)'. This section displays a listing for '123 Test St.' with Listing ID: 42140, expiring on September 18, 2019, for a price of \$500 per month. The listing has a 'No image available' placeholder. Below the listing title, there are buttons for 'Boost Ad', 'Upgrade to Top Ad', and 'Renew Ad'. At the bottom of the listing card, there are buttons for 'View Ad', 'Edit', and 'Take Down Posting'. Below this, there is a section for 'Listing(s) Currently Offline (3)'. This section displays a listing for Listing ID: 43836, priced at \$0 per month. It also has a 'No image available' placeholder and a 'Renew Ad' button. At the bottom of this listing card, there are buttons for 'View Ad' and 'Edit'.

Post a new ad

View tutorials for each function in your portal

Checkout here to pay for your ad

If you have any ads posted on our website, you can view & work with your active ads here

You can find your past ads here. You are able to edit & renew your inactive ads