Secure Access for International Students

For security reasons, UWGB currently does not allow direct access to certain internal webpages from outside the United States. The UW-Green Bay Remote Lab service offers students secure access to a campus lab computer from any location on or off campus via an internet connection. A pool of 32 PCs can be logged into from either Windows or Macintosh clients any time of the day or night.

Print these instructions for easy reference during the application process.

In order to access the housing signup page, please follow these steps:

1. Open your browser to the Remote Lab page: https://remote.uwgb.edu
2. Authenticate using your UWGB user name and password.
3. You will be presented with a chart of available labs/computers similar to what is shown below. Click on the “General Remote Lab” to connect to a remote lab computer.

**IMPORTANT** – PLEASE make sure you log out of the REMOTE LAB machine when finished. Failure to do this may allow others to access your account, email, and files.

To log out of the remote PC, click on the Start menu and select Log Off. This should be done BEFORE you log out of the Remote Lab web page by clicking on the Blue Logout Button.
4. Depending on your PC’s java status, you may get a notice that your Java version is out of date. Click the “Later” link.

5. Next you will be prompted to run the J-Term Session Manager. Click Run.

6. When this process completes, you will be connected to a Lab computer.

7. After successfully connecting to and logging into the remote computer, you will be able to launch a browser from the remote desktop.

8. Open the browser on the remote lab machine and connect to the Housing site:

   http://www.uwgb.edu/housing/on-campus/application.asp
9. Click on the "International Student Housing Online Contracting" link

How do I apply/contract for housing?

New-to-Housing Students

Contracting for housing online is a simple process. Upon being admitted to the University, you will receive your campus User Name and default password and instructions for contracting online. The instructions for contracting online can be found in the housing booklet you received.

This housing contracting process is for new freshmen and transfer students.

International Students

For security reasons, UW-Green Bay does not allow direct access to certain internal webpages from outside the United States. The UW-Green Bay Remote Lab service offers students secure access to a campus lab computer from any location via an internet computer. View the Secure Access for International Students document for instructions on how to use this service.

The online housing contract process for Spring 2015 opened on November 1, 2014.

The online housing contract process for the 2015-16 Academic Year will open on January 5, 2015.

Current Students

If you need housing for the remainder of fall 2014 semester and spring 2015, contact the Residence Life Office/Community.

10. This will open a new page where you will need to enter your credentials. Enter your username and password. Then click on the Login button.
11. You will now be able to complete the housing application. Choose the Application Period for which you would like to apply at the bottom of the screen.

12. Next you will be asked to verify the application period you have selected. Be sure to carefully check the contract term dates. Click the Next Step button to continue.
13. Next, you will be able to indicate any room or roommate preferences you may have.

14. Add any room preferences by clicking the green plus sign in that section and selecting from the choices given. You may select up to 5 room preferences. Preferences are filled in the order listed.

15. Use the icons at the left of the table to make changes to your room preferences. Use the red x to delete a preference. Use the pencil to edit a preference. Use the arrows to move items up or down in the list.
16. Answer the roommate questions by choosing the appropriate radio buttons.

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prefer living with a nonsmoker</td>
<td>Yes ○ No ○ No Pref</td>
</tr>
<tr>
<td>2</td>
<td>Prefer going to bed early</td>
<td>Yes ○ No ○ No Pref</td>
</tr>
<tr>
<td>3</td>
<td>Prefer getting up early</td>
<td>Yes ○ No ○ No Pref</td>
</tr>
<tr>
<td>4</td>
<td>Prefer keeping room orderly/tidy</td>
<td>Yes ○ No ○ No Pref</td>
</tr>
<tr>
<td>5</td>
<td>Prefer studying in silence</td>
<td>Yes ○ No ○ No Pref</td>
</tr>
<tr>
<td>6</td>
<td>Prefer studying during the day</td>
<td>Yes ○ No ○ No Pref</td>
</tr>
</tbody>
</table>

17. You may add a named Roommate preference. To do so, click the green plus sign in that section. You must know the student’s 9-digit campus id.

18. Enter the Campus Id and click the Search button.
19. If the person is found, click the Select button to add them to your preferences.

![Roommate Preferences (optional)](image)

20. Click the Next Step button to continue.

21. In the next step, Contracting, you will be accepting the terms of a legally binding contract for housing at UW-Green Bay. Be sure you understand the terms of the contract before completing this step. If you have any questions, please contact the Housing & Residence Life office by email at housing@uwgb.edu or by phone at 920-465-2040.

22. Be sure to check each required assertion to indicate your acceptance of the terms and enter your Campus ID in the text box. You must click the “I Agree” button to electronically sign the contract. You can download or email a copy of the contract to yourself by clicking the appropriate link.

23. If you are under the age of 18, you will need to provide an email address for your parent or guardian. If you are over 18 years of age, the co-signature box will not appear.
24. A pop up dialog box will confirm your desire to accept the contract. Click the OK button.
25. Congratulations – you’ve completed your housing contract. Click the Finish button to return to the Landing Page.

26. Close all windows and log off the remote desktop system.

27. You will receive an email confirmation in your UW-Green Bay email account.

28. If you have any questions, please contact the Office of Residence Life:

   UW-Green Bay Housing & Residence Life  
   Residence Life Community Center  
   2420 Nicolet Drive  
   Green Bay, WI 54311-7001  
   Phone: (920) 465-2040  
   Email: housing@uwgb.edu