

## Housing Portal Instructions

**IMPORTANT: Please read instructions carefully before you click on any of the links!**

### Instructions:

1. Talk with your next-year suite and select one member to be the group leader.
2. The group leader must then fill out the following Google form by 5 PM on Monday, March 27: <https://goo.gl/forms/SGdy65g12NL2TpaH3>. Only the group leader should fill out this form. Note that you must be logged into Google via your Yale email address for the form to work.
3. Every other suite member must fill out a different Google form at the following link by 5 PM on Monday, March 27: <https://goo.gl/forms/4d2zkeDiBRRjVXOn1>. The group leader should not fill out this form. Note that you must be logged into Google via your Yale email address for the form to work.
4. The results of the survey will be available at the following link, which you can use to keep track of which groups are being formed:  
<https://docs.google.com/spreadsheets/d/1pRNlIQ6UCtr07mJsgH5QYwBvbQU40w6pX8m-b9NxcU8/edit?usp=sharing>.

### Notes:

1. If any suite member fails to fill out the required Google form by 5 PM on March 27, that suite will be moved to last pick in the housing draw.
2. Although the online form is required, **you must also submit a paper housing form to the Dean's Office by 5 PM on Monday, March 27th for rising seniors or by 5 PM on Wednesday, March 29th for rising sophomores and juniors.** This paper form has the final say as to which suite configuration you are requesting.
3. How to read the spreadsheet of responses:
  - a. There is a column entitled "Verified." Once that column reads "Yes", the group in question is all set. There are two things that must happen for the group to be verified: (i) all group members (the group leader and the other members) must fill out an online housing form indicating that they belong to that group, and (ii) if the group is clipping, the group leader of its partner in clipping must also have filled out the form and indicated that a clip will be requested.
  - b. As non-group-leaders fill out their forms, their names within the group on the spreadsheet will be highlighted green to indicate that they have responded. All suite members must have their names highlighted green for the group to be verified.
  - c. Note that the highlighting and the changing of "Verified" to "Yes" must both be done manually by housing coordinators. Thus, don't be alarmed if the spreadsheet doesn't update immediately.
4. Once you fill out the form, you will not be able to go back and change it. If you do need to change your response, email [richard.mccoy@yale.edu](mailto:richard.mccoy@yale.edu) so that he can manually change it for you.
5. **If you have any questions about this process, direct them to [richard.mccoy@yale.edu](mailto:richard.mccoy@yale.edu).**