



Pierce Law

Housing Marketplace

Getting Started

for students seeking housing

Students Searching for Rentals

- I. Getting Started
 - a. Account Registration
 - i. On the main page, click "Create Account" in the left side bar.
 - ii. For **Account Type**, select the "Student/Tenant" option.
 - iii. Enter the following information:
 - E-Mail Address**
 - First Name**
 - Last Name**
 - Street Address**
 - City**
 - State**
 - Zip Code**
 - Phone Number**These fields, marked by a red asterisk (*), are required.
 - iv. Click "Submit Registration" when you are done.
 - b. Account Approval
 - i. When you register, a confirmation e-mail is set to the address you provide. This e-mail includes your username (your e-mail address) and your password (randomly assigned).
 - ii. The Housing Office must approve your account before your username and password will work.
 - iii. If three days go by and your account remains unconfirmed, please contact Christine Boisvert at housing@piercelaw.edu.
 - c. Initial Log In
 - i. Once your account has been confirmed, click "Student/Tenant Log In" in the left side bar on the main page.
 - ii. Enter your username (your e-mail address) and your password (randomly assigned in the confirmation e-mail).
 - d. Password Update
 - i. The first thing you should do when logging in for the first time is change your password.
 - ii. To do this, click "Update Password" in the left side bar.
 - iii. Enter your **Current Password** for security purposes, and enter your **New Password** twice to confirm it.
 - iv. Note that Passwords are case-sensitive.
 - v. Click "Update Password" when you are done.

II. Searching Rentals

a. To start, click "Search Rentals" in the left side bar.

b. Listings

i. By default, the Search Rentals page shows all rental listings that the Housing Office has approved for display.

ii. This view of the listings shows only basic information:

of Rooms

Date of Availability

Monthly Rent

Security Deposit


Lease Term (in months)


Date of Expiration of the Listing


Utilities Included in the Rent

iii. To select one or more listings to view on a map, check the box next to each listing you want to view. Then click the "Map" button.

To select/deselect all displayed listings, check the box at the top of the column.

iv. To view a particular full listing click the  icon. Full listings include landlord information.

v. To add a particular listing to your favorites, click the  icon.

vi. To remove a particular listing from your favorites click the  icon.

c. Filters

i. You can restrict the listings to those which meet certain criteria:

minimum # of bedrooms and/or **maximum # of bedrooms**

minimum rent and/or **maximum rent**

minimum deposit and/or **maximum deposit**

minimum lease term and/or **maximum lease term**

earliest date available and/or **latest date available**

ii. You can apply any criterion by setting only a minimum, or only a maximum, or both. Leaving a field blank is okay.

iii. You can also select as a criterion those utilities which have to be included in the rent:

d. Sorters

i. In addition to filtering, you can sort the result set of listings by any of the six numerical fields:

of Rooms

Date of Availability

Monthly Rent

Security Deposit

Lease Term (in months)

Date of Expiration of the Listing

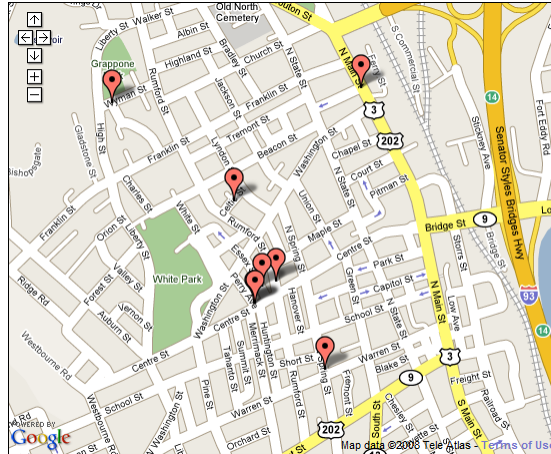
ii. To use a sorting rule, select the field by which you want to sort as well as the order (ascending or descending).

iii. To add additional sorting rules, click the "Add Level" button.

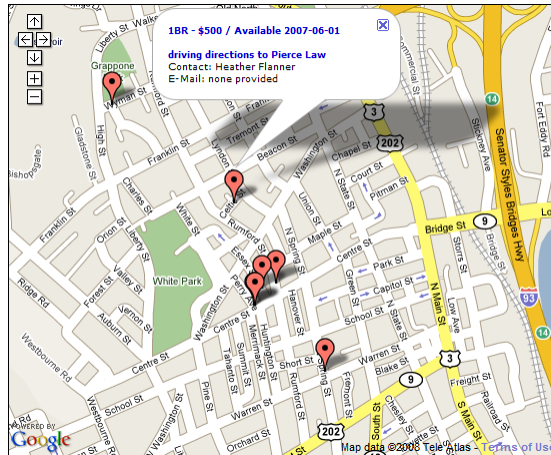
iv. To delete a sorting rule, just leave it blank and it will be ignored.

e. Maps

- i. The listings you select on the Search Rentals page can be displayed on a map. See above at II(b)(iii).
- ii. The map places a geographical marker at the address provided for each rental listing as shown:





- iii. Click on a marker to open a dialog box with basic information about the listing:



- iv. Click the first line of the dialog box to view the full listing.
- v. Click "driving directions to Pierce Law" in the dialog box to get directions from the listing address to 2 White Street.

III. Managing Favorite Rentals

- a. To start, click "View Favorites" in the left side bar.
- b. By default, the Search Rentals page shows all rental listings that the Housing Office has approved for display.
- c. As with the Search Rentals page, the Favorites view of the listings shows only basic information:
 - # of Rooms**
 - Date of Availability**
 - Monthly Rent**
 - Security Deposit**
 - Lease Term (in months)**
 - Date of Expiration of the Listing**
 - Utilities Included in the Rent**
- d. By default, all your favorite listings are displayed on a map below.
- e. To select one or more listings to view on a separate map, check the box next to each listing you want to view. Then click the "Map" button. To select/deselect all displayed listings, check the box at the top of the column.
- f. To view a particular full listing click the  icon.
- g. To remove a particular listing from your favorites click the  icon.