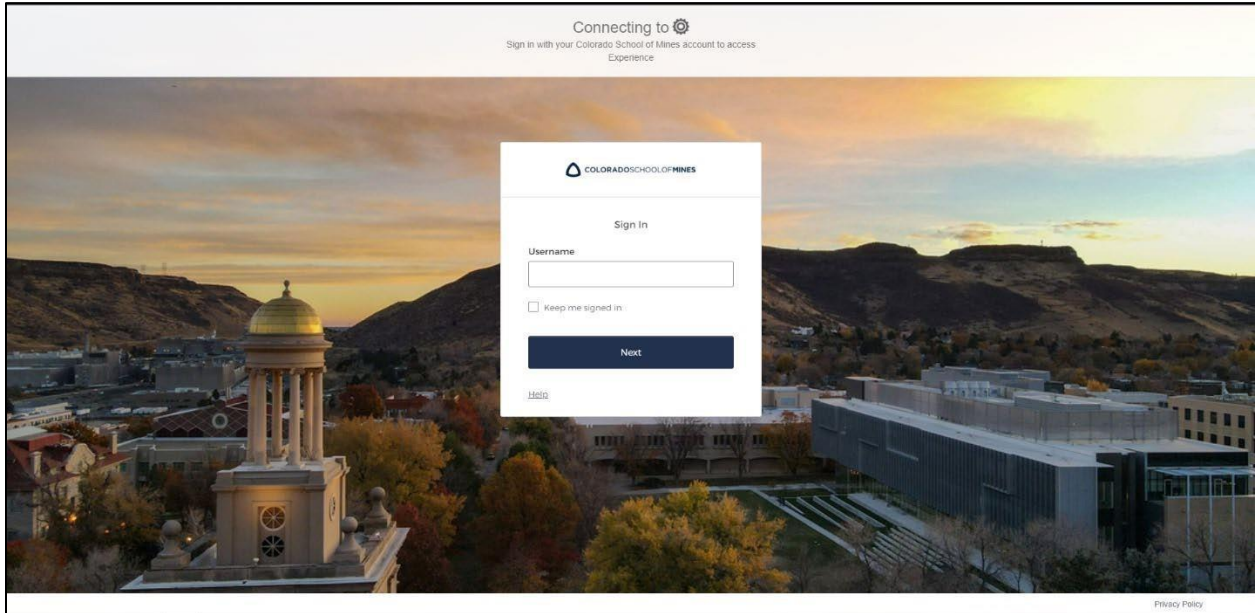


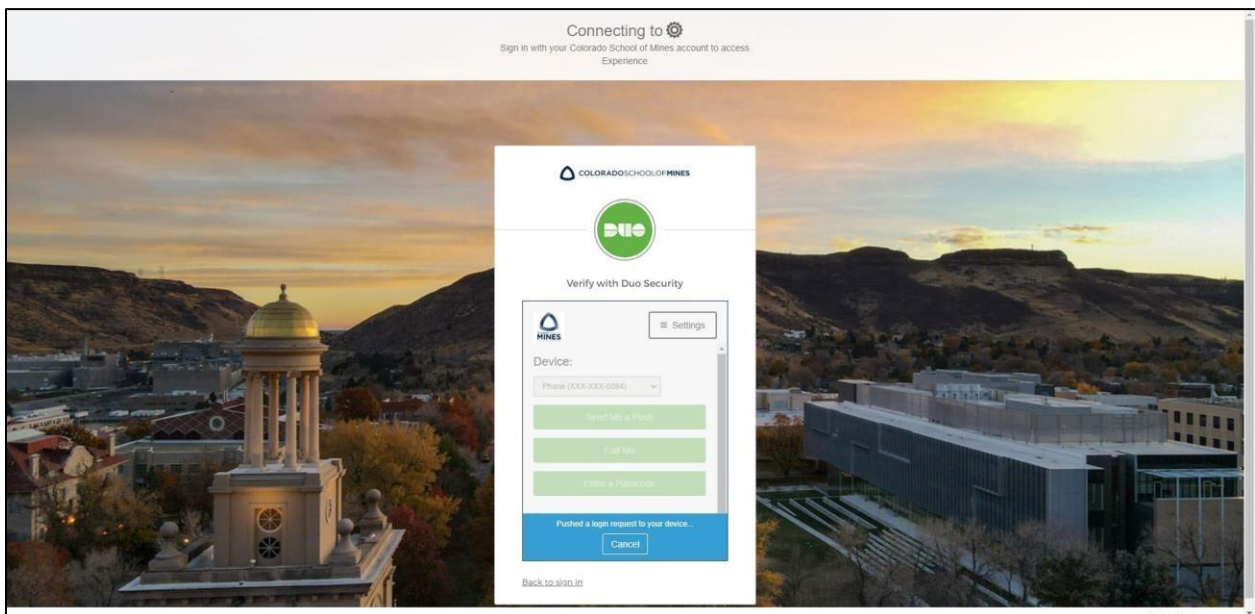
How to Access the Housing Portal



1. Navigate to Trailhead: trailhead.mines.edu
2. Log-in using your Mines credentials. Your username is the first part of your Mines email (before *@mines.edu*).



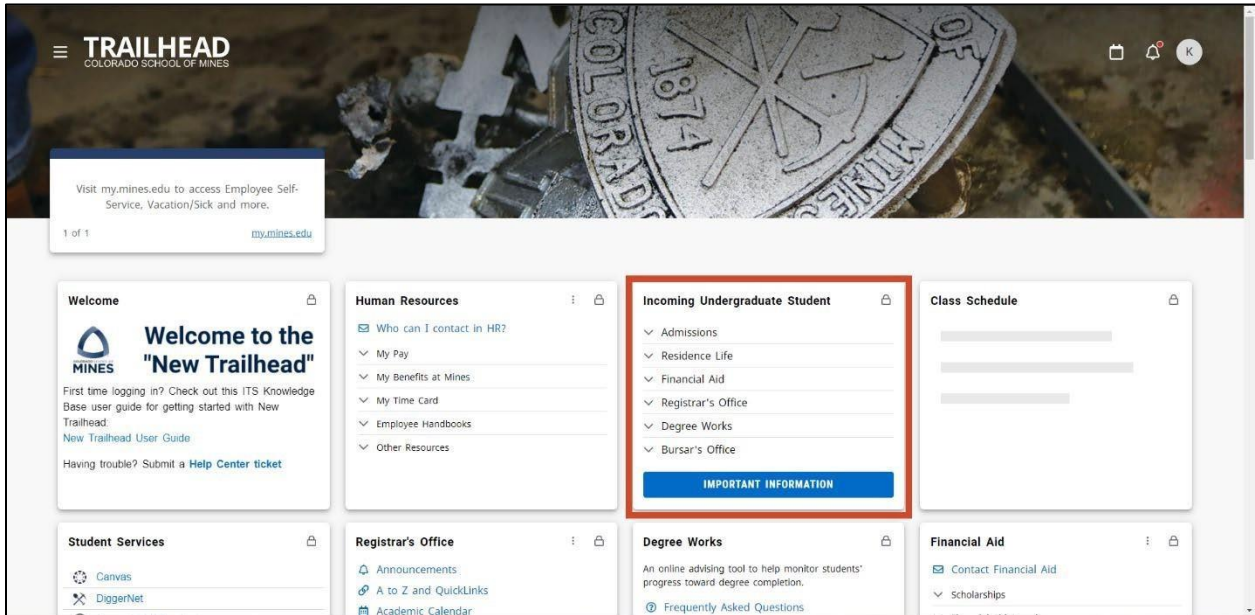
3. After entering your Mines credentials, you will need to DUO Authenticate to verify your credentials. Learn how to set up multi-factor authentication on the [Mines ITS website](#).



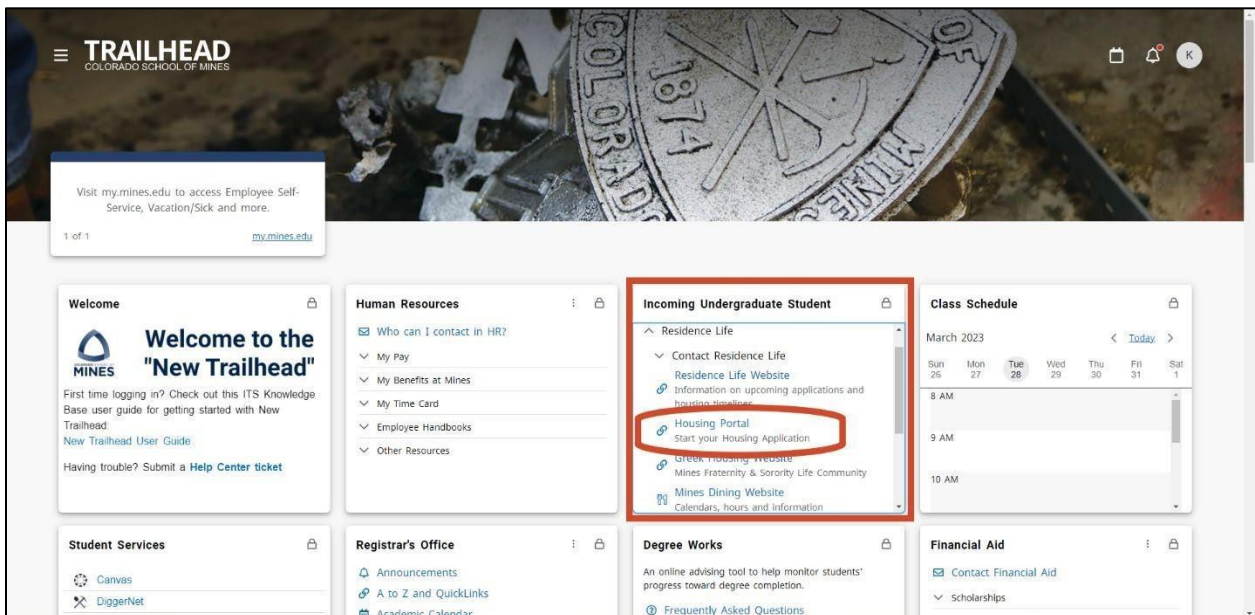
How to Access the Housing Portal



4. In Trailhead, find the Incoming Student tile or the Residence Life tile.



5. In the Incoming Student tile, click on the Residence Life dropdown to find the Housing Portal link.



How to Access the Housing Portal



6. If you land on the log-in page for the Housing Portal, click on the Mines – Student SSO button at the bottom of the page.

A screenshot of the Housing Portal login page. At the top, there is a dark blue navigation bar with a hamburger menu icon and the text "Student Log In". Below this, the word "Login" is prominently displayed. A message reads "Please enter your login details below (Residence Life Professional Staff Only):". There are two input fields: "Username:" with a placeholder "e.g. user@example.com" and "Password:". Both fields have an information icon to their right. Below the password field is a checkbox labeled "Remember Login for 1 day(s)". A dark blue "LOGIN" button is centered below the form. At the bottom, a red-bordered box highlights the text "Mines Students Login Here!" and a dark blue button labeled "MINES - STUDENT SSO LOGIN".

7. Find all available applications in the blue navigation bar. Click them to start or continue your application!

A screenshot of the Housing Portal home page. At the top, the Colorado School of Mines logo is visible, with the text "COLORADO SCHOOL OF MINES" and "EARTH • ENERGY • ENVIRONMENT". Below this is a dark blue navigation bar containing a hamburger menu icon, the text "Residence Halls Application", and a "Log Out" link. The main content area features the Department of Residence Life logo and the text "DEPARTMENT OF RESIDENCE LIFE" and "Learning Through Living at Mines". Below this is the heading "Residence Life Housing Portal" and a welcome message: "Welcome to the Colorado School of Mines Residence Life Housing Portal." A section titled "Let's Get Started!" contains three bullet points: "To apply for housing, please click on the available application link(s) in the upper left, dark blue header.", "Once on the Term Selector page of your desired application displays, you may click the 'Apply' or 'Continue' button to proceed with your application.", and "If you are currently residing on campus or if you have an assignment for the upcoming term then you may click the 'View Assignment Info' link for additional assignment information including your roommate(s)."

How to Access the Housing Portal



8. Having issues? Reach out to Residence Life!

A rectangular box with a thin brown border containing contact information. At the top left is the Department of Residence Life logo. To its right is the text 'DEPARTMENT OF RESIDENCE LIFE' and the tagline 'Learning Through Living at Mines'. Below this are four lines of contact information, each preceded by a small icon: a telephone handset for the phone number '(303) 869-LIFE (5433)', an envelope for the email address 'housing@mines.edu', a location pin for 'Campus Living Office (Elm Hall - West)', and a globe for the website 'www.mines.edu/residence-life'.