



Student Services

ACCOMMODATION PROVIDER INSTRUCTIONS FOR USING THE ONLINE HOUSING DATABASE

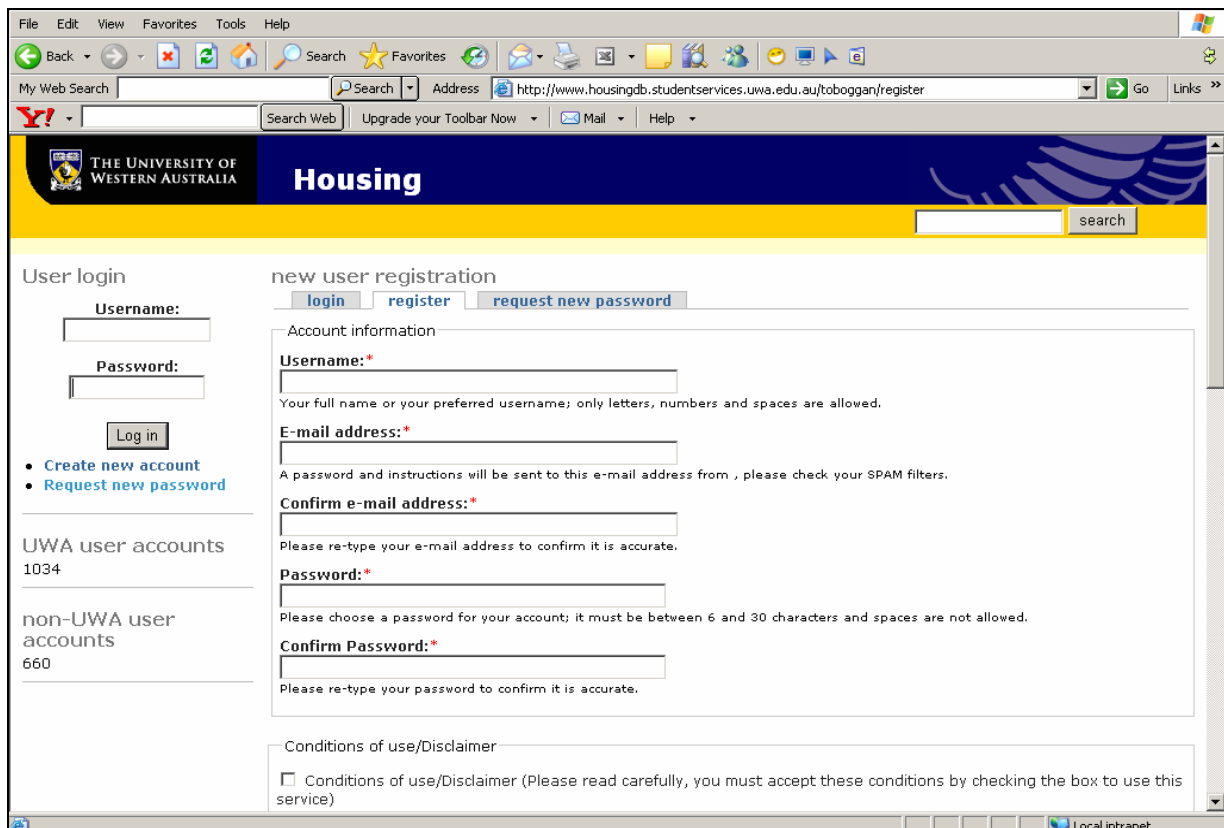
M302 The University of Western Australia 35 Stirling Highway CRAWLEY WA 6009

Phone +61 8 6488 2423, +61 8 6488 2258 Fax +61 8 6488 1119 Email housing@uwa.edu.au Web: www.studentservices.uwa.edu.au

The Housing Office within Student Services offers a free online Housing Database to advertise vacant rooms and properties to prospective and current UWA students and staff.

To list a vacant rental property or room to let, users are required to create an account and login to the service.

Create a new account/login at: http://www.housingdb.studentservices.uwa.edu.au/toboggan/register (case sensitive).



Please complete all sections, including your contact details not forgetting to check the 'Conditions of use/Disclaimer' box then clicking the 'Create new account button'.



Confirmation of your account will be sent to your email address.

Please make a secure note of your username and password. Once your account has been established you will not be able to create a new account using the same email address.

There are on screen instructions for using the database, but please don't hesitate to contact us at Student Services if you experience any difficulties.

When you have created an account please log in then click on **Add a vacant rental property** or **Add a share property** to submit your listing.

When you list a property or room it is advisable to put a snappy descriptor in the title of the listing i.e. Room to let in Nedlands.

Preview full version

Room to let in Nedlands

Submitted by **Sarah Mather** on Tue, 2007-09-25 15:40. **Room only with use of facilities** | **<1km from UWA** | **Prof/Worker Household** | **1 Room available** | **Female** | **Non smoker** | **Crawley** | **\$101-\$150 p/w**

Description of property:

Full furnished double room to let in 3 bedroom town house in Crawley. Own private bathroom and use of kitchen, laundry and lounge/diner. Linen provided weekly. Please contact Sarah or Paula on 6488 3547.

Street Number:

00

Street Name:

Stirling Highway

Suburb:

Crawley

Post Code:

6009

Rent Per Week (\$):

150

Plus charges electricity/gas/phone:

Yes

Bond (\$):

500

Date Available:

Tue, 2007-10-02 00:00

Number of people currently occupying premises:

2

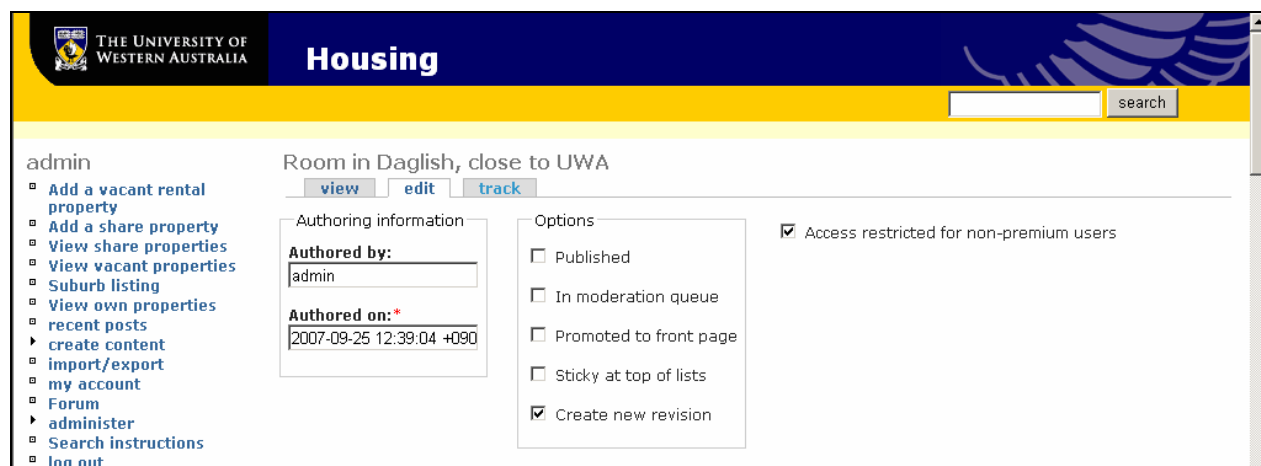
Only authenticated UWA students and staff can access certain areas of the database, such as contact details of the person listing the property. If you want all users to view your contact details, please list these in the 'description of property' field.

Your listing will be moderated by the Housing Office prior to being published.

Once the listing has been published you can log back into your account and review and edit your listing, or de-list your property when it has been taken.

If you amend your listing at a later date it will be automatically de-listed and require further moderation by the administrator before being published again.

To de-list your advert, you should uncheck the Published box.



The screenshot shows the 'Housing' interface for The University of Western Australia. The main content area displays a listing titled 'Room in Daghish, close to UWA' with 'view', 'edit', and 'track' buttons. The listing details include 'Authored by: admin' and 'Authored on: 2007-09-25 12:39:04 +0900'. There are two columns of options: 'Options' with checkboxes for 'Published', 'In moderation queue', 'Promoted to front page', 'Sticky at top of lists', and 'Create new revision' (checked); and 'Access restricted for non-premium users' (checked). A left sidebar contains a navigation menu with items like 'Add a vacant rental property', 'View own properties', and 'Forum'. A search bar is located in the top right corner.

To reduce inconvenience to yourself and students, we recommend you de-list your property as soon as it has been taken or it will be automatically de-listed after 2 months.