

After navigating to the reservation site (<https://brown.starrezhousing.com/StarRezPortalConference/>) click the “Login” button on the top right corner of the portal.



Login



If this is your first time visiting this reservation site, you will need to register by clicking on the “Register here” button.



BROWN

☰

## Login

Please enter your login details below.

Username:

Password:

Remember Login for 1 day(s)

[Forgotten password](#)

[Register here](#)

The registration page will ask you to fill out some personal information and set a password to create your account. Click “Save & Continue” to create your account and proceed to the home page.

## Register

First Name  
 ⓘ

Last Name  
 ⓘ

Lived Name

Date of Birth  
 ⓘ

Cell Phone  
 ⓘ

Other Phone (if applicable)

Graduation Date (Enter May 1st of the Year You Graduated)  
 ⓘ

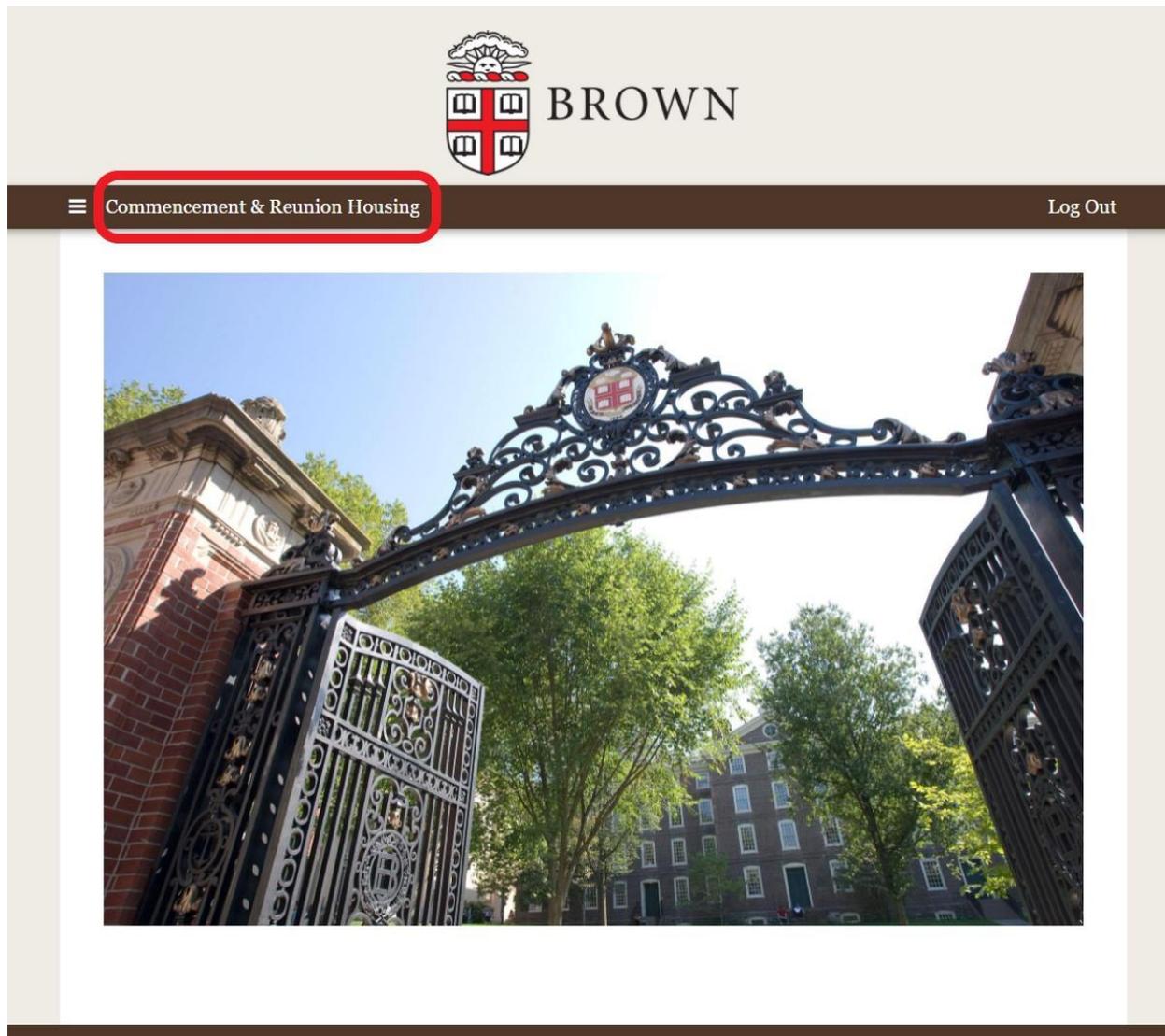
Email:  
 ⓘ

Password:  
 ⓘ

Confirm Password:  
 ⓘ

**SAVE & CONTINUE**

Once on the home page, navigate to the “Commencement & Reunion Housing” process on the top of the screen.



## Commencement or Reunion Guest

Please indicate whether you are an alumni guest celebrating a class year reunion (Reunion Guests), or a family member or friend of the members of the Classes of 2020 and 2022 (Commencement Guests)

Select Next Step:

Please select next step ▼

SAVE & CONTINUE

From there, you'll select either the Commencement Guests or Reunion Guests option.

From there, you will get to an overview page that will give you detailed instructions on how the booking process itself works. After the overview page, you can proceed to view available buildings and book your room.

The Initial Selection page will show you which buildings are available, as well as what types of rooms are available in each building.

### Initial Selection

Building	Room Types Available
345 Thayer	Singles, Singles in Suites/Apartments
Andrews Hall	Singles, Doubles, Triples
Metcalf Hall	Singles, Doubles, Triples
Miller Hall	Singles, Doubles, Triples
New Pembroke 1-4	Singles and Doubles
Sternlicht Commons	Singles, Singles in Suites/Apartments

The Initial Selection page allows you to indicate which nights you will be staying on campus. As a reminder, there is a two-night minimum.

Please select your occupancy dates:

Fri, 27 May 20: 📅

Mon, 30 May 2 📅

3 nights

At the bottom of the Initial Selection page, you can pick a building so you can view available rooms there.

Please select a building below to view the available rooms located in that building.

315 THAYER  <a href="#">SELECT</a>	ANDREWS HALL  <a href="#">SELECT</a>	METCALF HALL  <a href="#">SELECT</a>
MILLER HALL  <a href="#">SELECT</a>	NEW PEMBROKE 1  <a href="#">SELECT</a>	NEW PEMBROKE 2  <a href="#">SELECT</a>
NEW PEMBROKE 3  <a href="#">SELECT</a>	NEW PEMBROKE 4  <a href="#">SELECT</a>	STERNLICHT COMMONS  <a href="#">SELECT</a>

On the room selection page, several filters are available to help you narrow down the room you would like to book.

Each room listing shows helpful information about the room. Below you can find a guide to that information.

The image shows three room listing cards side-by-side. Each card has a bed icon at the top. The first card is for room 315THAYER 340 347, the second for 315THAYER 340 348, and the third for 315THAYER 415. Each card includes a '1' bed icon, a 'Calculate Total' link, the room name and number, the room type 'Single (Suite/Apartment)', a 'Show Room Info' link, and a red 'ADD TO CART' button. A grey vertical bar on the right has three callout lines pointing to the room number, the bed icon, and the room type text on the third card.

Room

Number of Beds

Room Type

The image shows two room listing cards side-by-side. Each card has a bed icon at the top. The first card is for room 315THAYER 220 221, and the second for 315THAYER 220 222. Each card includes a '1' bed icon, a 'Calculate Total' link, the room name and number, the room type 'Single (Suite/Apartment)', a 'Show Room Info' link, and a grey 'REMOVE FROM CART' button.

If you select a room within a suite or apartment, the system will automatically select the entire suite so you don't have to. Partial suite bookings are not available.

Housing rates are \$90 per bed per night, so the overall capacity of the room will determine how much it costs to reserve. Each room listing will show you how much that specific room would cost to reserve. For suites and apartments, you can determine the total by adding up the rate for each room within the suite/apartment.

 <b>BARBOUR 104</b> 1  <a href="#">Calculate Total</a> From \$90.00 per day BARBOUR 104 BARBOUR HALL Single <a href="#">Show Room Info</a> <b>ADD TO CART</b>	 <b>BARBOUR 105</b> 3  <a href="#">Calculate Total</a> From \$270.00 per day BARBOUR 105 BARBOUR HALL Triple <a href="#">Show Room Info</a> <b>ADD TO CART</b>
 <b>BARBOUR 108</b> 2  <a href="#">Calculate Total</a> From \$180.00 per day BARBOUR 108 BARBOUR HALL Double <a href="#">Show Room Info</a> <b>ADD TO CART</b>	 <b>BARBOUR 201</b> 2  <a href="#">Calculate Total</a> From \$180.00 per day BARBOUR 201 BARBOUR HALL Double <a href="#">Show Room Info</a> <b>ADD TO CART</b>

Once you have selected the room(s) you want, scroll to the bottom of the page and click “Select Room Spaces”

	
<b>315THAYER 220 221</b>	<b>315THAYER 220 222</b>
1  <a href="#">Calculate Total</a>	1  <a href="#">Calculate Total</a>
315THAYER 220 315 THAYER Single (Suite/Apartment)	315THAYER 220 315 THAYER Single (Suite/Apartment)
<a href="#">Show Room Info</a>	<a href="#">Show Room Info</a>
<a href="#">REMOVE FROM CART</a>	<a href="#">REMOVE FROM CART</a>

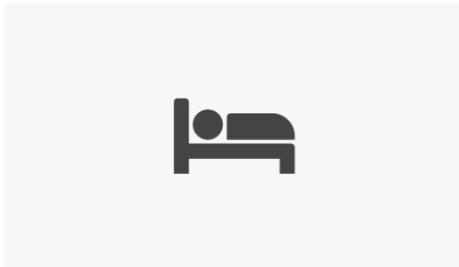
[Previ...](#)

**SELECT ROOM SPACES**

If you selected multiple room spaces, you can pick which room space you will live in, and which will be spaces for other members of your group.

## Assign Beds

My Room



Nick .Greene

Select Bed

Select Bed

- ARCH BRON A109 (2 total spaces, 2 available, 0 unavailable)**
- ARCH BRON A109-1
- ARCH BRON A109-2

GO BACK

ASSIGN BEDS

You will have the opportunity to provide information on your group members at the end of the process.

## Confirmation

**315THAYER 220 221, 315THAYER 220, 315 THAYER**

1. 315THAYER 220 221-1:
- 

**315THAYER 220 222, 315THAYER 220, 315 THAYER**

1. 315THAYER 220 222-1: Additional Occupant
- 

GO BACK

SAVE & CONTINUE

After confirming the room spaces, you will see a checkout page, which will show a summary of your order.

## Shopping Cart Checkout

Item Description	Total Tax (\$)	Total Amount (\$)
BARBOUR 104-1 for N. Greene	\$0.00	\$180.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$180.00</b>

[CONFIRM ORDER](#)

If you click “Confirm Order” you will be redirected to our online payment site so you can pay for your reservation.

Here is what the online payment site looks like, as well as the information you will need to have in order to complete your payment.

### Payment Information

\* Indicates required information

Total: \$180.00

Payment Method:\*

Credit Card



### Account Information

\* Indicates required information

Credit Card Type:\*

Select a Credit Card Type

Account Number:\*

Expiration Date:\*

04

2022

Security Code:\*

[View Example](#)

Name on Card:\*

### Billing Information

\* Indicates required information

Street Address 1:\*

Street Address 2:

City:\*

State:\*

Rhode Island

Zip Code:\*

Country:\*

United States

### Contact Information

\* Indicates required information

Email:\*

name@email.com

Mobile Phone:

(555) 555-5555

Cancel

Continue

After paying for your order, you will receive a confirmation email, and you will get to a receipt page, which you can print for your records. You will receive a separate online receipt from our online payment site.

## Shopping Cart Receipt

### Booking Successful!

Your booking was successfully processed.

Your booking was successfully processed. You can review the item(s) you booked for below, as well as your receipt number and other important details. You may want to print this page for future reference.

You will be able to provide the information for your Additional Occupants on the next page.

Full Name: Greene, Nicholas (Nicholas Greene)

### Items Booked

Item Description	Total Tax (\$)	Total Amount (\$)	Status
315THAYER 220 221-1 for N. Greene	\$0.00	\$0.00	Success
315THAYER 220 222-1 for additional occupant	\$0.00	\$0.00	Success
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	



Additional Occupant Information

To provide information about your classmate group members, click “Save & Continue”

The Additional Occupants page should be completed for each classmate group member you have.

## Additional Occupant Details

Please fill in the details of the additional occupant:

First Name

 ⓘ

Last Name

 ⓘ

Lived Name

Date of Birth

 ⓘ

Cell Phone

 ⓘ

Email

 ⓘ

Relationship

 ⓘ

After providing information for each classmate group member, you can click “Finish Reservation” to close out the process.