

Student pad

Below please find instructions on how to register on the Studentpad website in order to advertise your rooms/properties on the accommodation service website.

This is a 3 step process

1. Register
2. Add property/room(s) to your profile
3. Advertise your property – each time you have an available space. Please note your property will not be live on the website until it has been advertised

Type the following link into your internet explorer tool bar

<https://www.accommodation.ul.ie/accommodaiton>

This link can also be found on our website www.studentliving.ul.ie

Click on 'Agent / Landlord'

The screenshot shows the 'Limerick Landlords' website interface. On the left is a vertical navigation menu with the following items: ACCOMMODATION MENU, Accommodation Search, My Studentpad, Student Housing Advice, Message Board, Agent/Landlord, and Contact Us. Below the menu are three red promotional boxes: 'Register Now / Log In' (with subtext 'Get details of new properties straight to your inbox!'), 'Fact Finder' (with subtext 'Accommodation Facts Compare rents for different areas. Plus property facts'), and a blue box for 'First time landlords register'. To the right of the menu, the main content area has a blue header 'Limerick Landlords' followed by text: 'Agents/Landlords can register on Limerick Studentpad to advertise student accommodation available in Limerick and the surrounding areas.' Below this is another paragraph: 'Once registered, you can start advertising property(ies) on this website. You will also have unlimited access to the Controlpad, our latest web based **property management software**.' A third paragraph states: 'Any landlord that is listing their room or property with us, is required to include refuse collection as part of the rent.' At the bottom of the main content area, there is a blue box for 'Already registered with us, log in to manage your property(ies)' and a link for 'Advertising Terms & Conditions'.

If you are new to Studentpad, click 'First time landlords register'. If you have already registered please log in using the email address and password you created.

Read and agree to the terms & conditions if you agree and wish to continue

Complete the sections as required.

Details

Account

Address

Create

Please enter your details

*Required Fields

Title:

First Name: *

Last Name: *

Company Name:

[?]

NEXT

Already registered?
[Login here](#)

Details

Account

Address

Create

Please enter your e-mail address and choose a password

*Required Fields

E-mail: *

[?]

Password: *

[?]

Strong

Re-type Password: *

NEXT

Already registered?
[Login here](#)

Details

Account

Address

Create

Please enter your business/home address

...your address will NOT be displayed on the website

*Required Fields

Address: *

Primary Telephone: *

Secondary Telephone:

Alternative Telephone:

NEXT

Already registered?
[Login here](#)

Details

Account

Address

Create

Finish and Register

Receive Enquiries Online?

[?]

 Yes No

How should we communicate with you?

[?]

 Email Post

How would you like to receive carefully selected marketing information from us?

[?]

 Email Post

Would you like to receive important email alerts?

[?]

(e.g. 'Gas certificate due for renewal' or 'Property has been approved' notifications)

 Yes No

How did you hear about us?

REGISTER

Already registered?
[Login here](#)

Once registered you can add properties/rooms for rent to your profile

A user manual can be found in the 'Resources' section of the site

The screenshot shows the 'Property Overview - University of Limerick' dashboard. At the top left is the University of Limerick logo and navigation menus for 'Properties', 'Resources', and 'Reports'. A 'To Do List' sidebar on the left shows 'No Tasks' and a 'View All' button. The main content area features a summary table:

Live	Not Live	Total
0	1	1

Below the summary table are five main sections:

- My Properties:** Add a new rental property, View/Change my properties, Re-advertise an existing property.
- My Account:** My Settings, Change my contact information.
- Information:** Scale of Charges, Help Guides, Landlord Forum.
- Statistics:** Property Statistics.
- Student:** View enquiries.

A URL bar at the bottom left shows <https://control.studentpad.com/Dashboard>.

Points to note:

- The accommodation service will approve adverts, properties, amendments once daily, Monday – Friday. They will not be live until approved by the accommodation office.
- Properties / Rooms will not be live on the website until they are advertised
- To amend a property or advert please click 'View or Change my properties'
- Adverts will be live for 2 months from the date the advert is live
- You will receive an email 1 week before the advert will disable, you can log in to amend the start date of the advert
- If your advert expires you should re-advertise by selecting 'Re-advertise an existing property'. You will need to create a new ad, you will not need to put all information about the property on the site again
- If your property/room is no longer available please disable the advert or contact us to do so for you. For further queries please contact us on 061-202331 or accommodation@ul.ie