

# WE ARE ESSEX



## My Essex

This site provides online services for applicants. You will need to have a current application open, either with UCAS or directly with the University, in order to make use of these services. Prospective applicants should either visit the [undergraduate](#) or [postgraduate](#) information pages for details on submitting an application to the University.

**Login to My Essex for Applicants (or if the first time here, [register](#) with us)**

Email Address:

Passphrase:  [Forgotten your password?](#)

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1. Access the the My Essex Applicant Portal:  
<https://www.essex.ac.uk/apply>

2. Type in your email address

3. Type in your password

4. Click 'Login' to continue

Updated 17/01/2019

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University of Essex

Home

Applying

Learning

Living

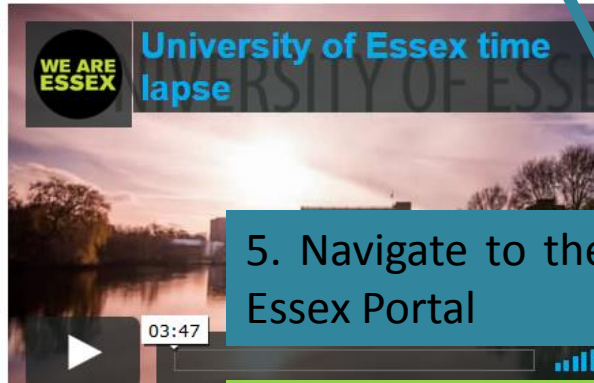
My Essex for

## Life and leisure

- [Employability and Careers](#)
- [Student's Union](#)
- [Sports](#)
- [Arts](#)
- [Explore more about Life at Essex](#)

## Accommodation

- [My accommodation application: \*\*You do not have an application. Apply for Colchester Campus accommodation \(to start in October\) online.\*\*](#)
- [Information about your accommodation choices](#)



5. Navigate to the Living section of the My Essex Portal

6. Locate the Accommodation box

7. Click the application link to be redirected to the accommodation application form

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## Accommodation

- My accommodation application: **Your application has been received.**
- [Information about your accommodation choices](#)

8. Log back into the My Essex Portal and navigate to the Living section

9. Check that your accommodation application status has updated to **'received'**

The application status will update again as soon as you have been made an offer of accommodation so feel free to check your Portal as often as you wish. Don't worry, you'll also get an email notification when your offer is ready.

# WE ARE ESSEX

Still can't apply for a room using My Essex? Here's a possible reason why you may not be able to:

a) Your Academic Application status has not updated. Check your status in the "Applying" section of My Essex. Remember, you need to accept an academic offer of study at Essex and, if you are a UG, we need to be your Firm university choice in order to apply for a room. If your status has not updated but you think it should have, then you can get in touch with Undergraduate or Postgraduate Admissions.

You should be able to apply if your status in the "Applying" section of My Essex is one of the following:

Application Status	PG students only
■ Accepted Conditional Offer	

Application Status	PG and UG students
■ Place confirmed	

Application Status	PG and UG students
■ Accepted Unconditional Offer	

Application Status	UG students only
■ Accepted Conditional Offer as Firm choice	

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Still can't apply for a room using My Essex? Here's a possible reason why you may not be able to:

b) Your PRID has not been created. The PRID is your unique university reference number, which will be created when you accept an offer of study. Sometime it may take up to 48 hours for your PRID to be created after accepting an offer of study. If you think your PRID should have been created by now you should get in touch with Undergraduate or Postgraduate Admissions.

You should be able to apply if you can see the PRID in the "Home" section of My Essex :

## Personal details

- Name: Name McName
- UCAS number: **1234567890**
- PRID: **ABCDE12345**  
(A PRID is your own unique University reference number. It will be displayed on your student registration card and any accommodation or tuition fee invoices.)
- Contact address:  
10 Somewhere  
OVER THE  
RAIN8 OW
- Email address: someone@gmail.co.uk
- Telephone number: 012345678910
- Mobile number: 012345678910
- [Change your contact details via UCAS](#)  
[changes made will normally be reflected here within 48 hours]
- [Update your email address or password](#)

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Still can't apply for a room using My Essex? Here's more possible reasons why you may not be able to:

c) You will be studying on a 2 year course in the Edge Hotel School. If this is the case please look for a pdf accommodation application form on the "Other students" tab of our application web page:

<https://www1.essex.ac.uk/accommodation/apply/default.aspx>

d) You are not eligible to apply for guaranteed accommodation. If you are not sure about your eligibility then please visit our latest allocation policy document:

[https://www1.essex.ac.uk/accommodation/documents/Allocation\\_Policy\\_2018-19.pdf](https://www1.essex.ac.uk/accommodation/documents/Allocation_Policy_2018-19.pdf)

e) Your course starts in January or April. If this is the case please look for a pdf accommodation application form on the "Other students" tab of our application web page:

<https://www1.essex.ac.uk/accommodation/apply/default.aspx>