



## Off Campus Housing Referrals

University of Massachusetts Amherst | 235 Whitmore Administration Building | 413-577-2187 | [www.housing.umass.edu](http://www.housing.umass.edu)

### How to Submit a Renter Profile

You are required to Register to submit a Renter Profile. Submit a Renter Profile if you do not have housing. Landlords, Rental Agents, and Tenants wanting to find someone to rent or sublet their spaces, and those who are looking to replace departing Housemates will search these profiles.

Once reviewed and posted to the website, Renter Profiles will remain active for 40 days. You can endlessly renew your Renter Profile for additional periods of 40 days.

- (1) Locate the "Login" link on the right, in the gray bar just below the pictures.
- (2) You will be prompted to enter your email address and password.
- (3) Click "Login."
- (4) Click the maroon Renter Profiles link on the left side of your screen. The menu will expand.
- (5) Click "Submit Renter Profiles."
- (6) You will be prompted through a series of screens: Living, Habits, Finances, Guests, Music, and Personal. At the bottom of each screen, click "Continue."
- (7) The final screen will allow you to review and confirm the information you have submitted. If you wish to make changes, click the "Back" button.
- (8) At the bottom of the screen, click "Submit for Approval."

### How to Edit/Deactivate Your Renter Profile

- (1) Login.
- (2) Locate and click the "My UMOCH" link on the right, in the gray bar just below the pictures.
- (3) You will be taken to a page where you will see several Tabs, under the words "My UMOCH."
- (4) Select the "My Renter Profile" Tab.
- (5) To Edit your Profile, click on your name, below the Heading "Personal."
- (6) To Deactivate your Profile, click on the word "Deactivate" below the Heading "Action."
- (7) If you are using a public computer, be certain to logout.