

## Spring 2024

### Pull-In Process

Person remaining on campus & initiating the pull-in:

1. In your WesPortal navigate to the Offices & Services>Residential Life>StarRez PortalX
2. Log in to PortalX using your Wesleyan Single Sign on credentials
3. Select Spring Housing Application in the header
4. Hit the Apply button for Pull In
5. Review personal details, hit Save & Continue
6. Review & sign your housing contract, hit save & continue
7. Once the person you want to pull in has signed their housing contract, you can search for them using the search by details function. Type in their WesID (including @wesleyan.edu) and add them to your group. Hit save & continue
8. Assign them to the anticipated vacancy. Continue through until you see the assignment has been made.

\*this only has to be done by one person living in the unit\*

Person being pulled in **must sign housing contract & join the group:**

1. In your WesPortal navigate to the Offices & Services>Residential Life>StarRez PortalX
2. Log in to PortalX using your Wesleyan Single Sign on credentials
3. Select Spring Housing Application
4. Hit the Apply button for Pull In
5. Review personal details, hit Save & Continue
6. Review & sign your housing contract, hit save & continue
7. Inform the person pulling you in that you have signed your housing contract so that you can be added to their group