

## 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. Select Create Group
8. Give group a name which you will share with the person you are pulling in
9. Once the person has joined your group (see steps below) you will be able to 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**:

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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. Select join group
8. Enter group name as shared with you & join group