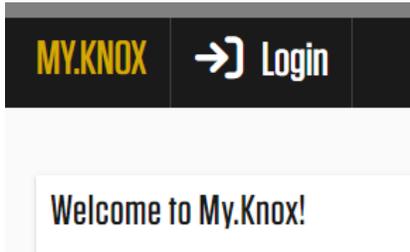
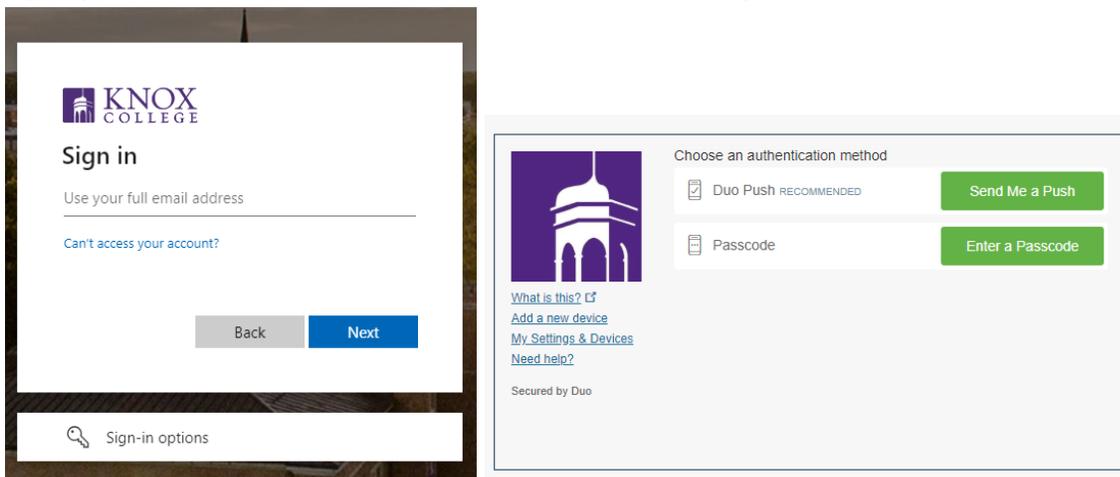


Step 1

Navigate and login to [MyKnox](#) by clicking "Login" in the top left corner.

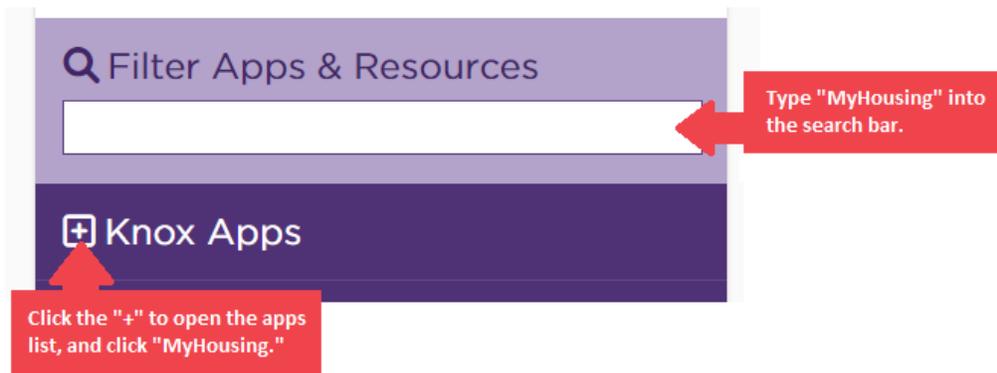


You will need to complete the Single-Sign On (SSO) steps in order to login. If you have issues signing in or with the SSO, please contact the Knox College ITS HelpDesk at 309-341-7700.



Step 2

Locate the MyHousing app. You will find it in the application list underneath "Knox Apps", or you can search for it in the search bar.



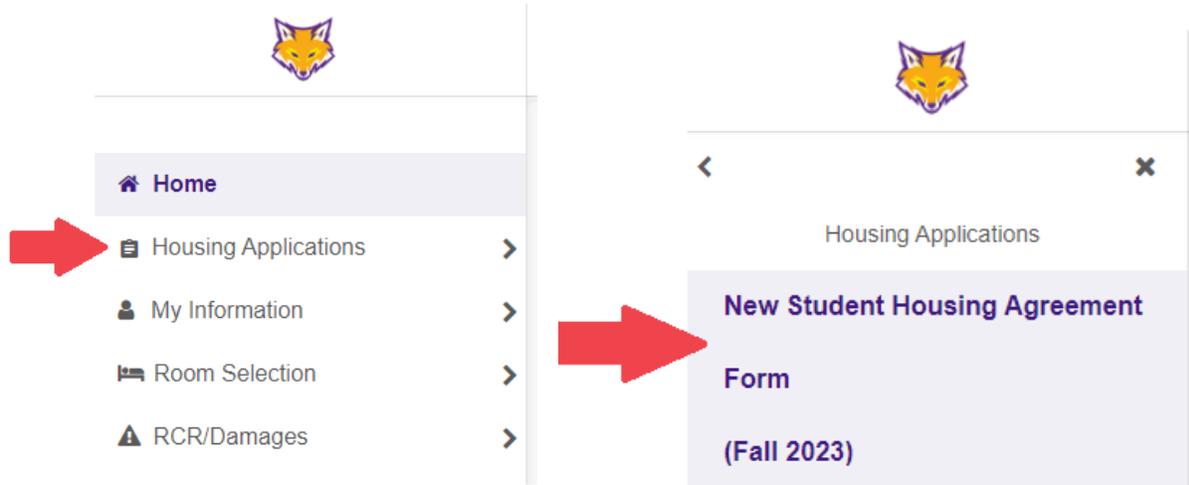
Step 3

Log into the [MyHousing Portal](#) using your Knox credentials. **Do not** include the @knox.edu as part of your Username. Passwords with special characters can sometimes be the cause of

log-in issues for the Housing Portal. If you have trouble logging in and your password has a special character, please visit password.knox.edu to reset your password. If you are still having trouble logging in after changing your password, please contact the ITS Helpdesk. When logging into the MyHousing portal, you may be asked to complete the Single-Sign On (SSO) steps again.

Step 4

Click on the drop-down menu on the left hand side of the page and select “Housing Applications.” Then, select the New Student Housing Agreement Form..



Step 5

Review the Housing Agreement by clicking “Please review the contract available here.” If you agree, sign your name electronically in the box and click continue.

Consent - New Student Housing Agreement Form

[Please review the contract available here \(Adobe Reader required\)](#)

If you do not have Adobe Reader, it may be downloaded [here](#).

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

Enter your full name

[Clear signature](#)

Step 6

Knox College has partnered with GradGuard to offer a discounted rate for students to purchase their own renter's insurance each year. Please review the information about GradGuard and click "Continue," which will take you to the GradGuard external website. You may choose to purchase coverage, and follow the steps to edit the coverage and purchase, or decline coverage. Once complete, you will be redirected back to the Housing Agreement Application page, where it will state which option you selected as confirmation. Click "Continue with Application."



We at GradGuard care about your college experience and want to help you **protect your investment**.

At Knox College, you are eligible for an exclusive renters insurance plan **designed for college students**.

[What GradGuard protects](#)

Here's what your school recommends:

YOUR RENTERS QUOTE	YOUR COVERAGE DETAILS
<p>PER MONTH*</p> <p>Annual Monthly</p> <p><small>*Includes a \$1.00 installment fee per payment</small></p>	<p>STARTING 09/01/2023</p> <p>Property ⓘ \$5K</p> <p>Liability ⓘ \$100K</p> <p>Deductible ⓘ \$100</p> <p>Edit your coverage</p>

[Purchase coverage](#)

[Decline coverage](#)

Step 7

Please enter the information for your emergency contact. Oftentimes, this is a parent, guardian, or other relative who is the primary contact and first person you would want Knox College to reach out to if there is an emergency.

My Information - New Student Housing Agreement Form

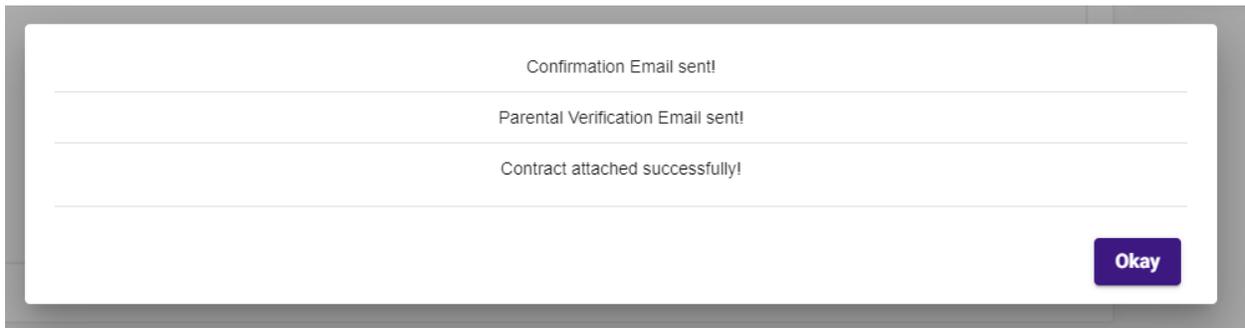
Please enter the first and last name of your emergency contact. (ex. Jake McLean) *

Please enter the phone number for your emergency contact. *

Please enter the relationship between you and your emergency contact. (ex. Parent/Guardian, Partner, Family/Friend) *

[Continue](#)

Once completed, click "Continue" to submit the application. A confirmation message will appear, and your housing agreement is completed!



A confirmation message box with a white background and a grey border. It contains three lines of text, each separated by a horizontal line. The text reads: "Confirmation Email sent!", "Parental Verification Email sent!", and "Contract attached successfully!". In the bottom right corner, there is a purple button with the text "Okay" in white.

Confirmation Email sent!

Parental Verification Email sent!

Contract attached successfully!

Okay