

COLUMBIA RESIDENTIAL
UPDATING YOUR TENANT PROFILE
in the Housing Portal



1. LOG INTO THE HOUSING PORTAL
<https://residential.cuf.columbia.edu/>

Sign In using your Columbia UNI
Your UNI is the key to accessing computer services and electronic resources at Columbia. Please remember to type your UNI in lower case when you log in. **Applicants must activate their Columbia UNI before signing up for housing**

Forgot UNI Password?

UNI Sign In

2. CLICK 'TENANT PROFILE' THEN 'TENANT'

COLUMBIA UNIVERSITY FACILITIES HOUSING

Home | Application | Assignment | **Tenant Profile** | Transfer | Support

STUDENT HOUSING SELECTION: Please note, you are viewing all the units currently becoming available. Keep in mind, availability is limited and the majority of remaining change your preference in the Tenant Profile tab.

Tenant Affiliation
Tenant

3. CONFIRM FAMILY STATUS

Preferred Name (First,Last):
Legal Name (First,Last):
Gender:

Marital Status:

Occupants

Occupant Information Not Available.

Select
Couple
Family With Children
Single

FAMILY STATUS:
Choose **single** if you live alone, **couple** if you live with your partner, and **family** if your dependent children live with you.

4. REVIEW AND UPDATE CONTACT INFORMATION

Contact Information

Country:

Address 1:

Address 2:

City:

State/Province/Region:

Zip/Postal Code: required for US only

Phone 1: include country & area code

Phone 2: include country & area code

Columbia Email:

Alternate Email:

5. CLICK 'UPDATE TENANT'

Emergency Information

Kin Name/Relationship:

Phone: include country & area code

Email:

The University does not discriminate on the basis of race, religion, sexual orientation, national or ethnic origin.

Before you hit the submit button please make sure that all the required fields are completed.

Update Tenant

COUPLES & FAMILIES - SEE NEXT PAGE!

UPDATING OCCUPANTS

in the Housing Portal

Tenant Status: Active

Personal Information

CUID:
 Preferred Name (First,Last):
 Legal Name (First,Last):
 Gender:
 Marital Status:

Occupants Edit Occupants

Occupant Information Not Available.

Contact Information

Country:
 Address 1:
 Address 2:

IF YOUR STATUS IS COUPLE OR FAMILY:

CLICK 'EDIT OCCUPANTS'

For more information about who is eligible to live with you, review [Couple and Family Housing](#)

IN THE POP-UP THAT OPENS, ADD ALL ELIGIBLE OCCUPANTS OTHER THAN YOU

For guidance on disabling a pop-up blocker in Google Chrome, see [here](#).

1. Enter first and last name of occupant #1
2. Choose the relationship from the drop-down list
3. Provide their contact information (email address and phone number; not required for dependent children)
4. For dependent children, choose their birth year
5. Indicate whether they are a Columbia affiliate. If they are, add their UNI
6. Click "Add"
7. Repeat for any additional eligible occupants

NOTE:
 ONLY ONE SPOUSE OR PARTNER MAY BE LISTED

Occupants Management

Please ensure that couples designate one partner, and families include at least one child in the Occupants section. For information about occupant eligibility, please visit: [Couple and Family Housing](#)

FirstName	LastName	Relationship	Email	Phone	Birth Year (Children)	UNI	CU Affiliate?	Action
<input type="text" value="Partner"/>	<input type="text" value="Partner"/>	<input type="text" value="Spouse/Partner"/>	<input type="text" value="partner@test.co"/>	<input type="text" value="2121212121"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text" value="Add"/>

records

Occupants Management

Please ensure that couples designate one partner, and families include at least one child in the Occupants section. For information about occupant eligibility, please visit: [Couple and Family Housing](#)

FirstName	LastName	Relationship	Email	Phone	Birth Year (Children)	UNI	CU Affiliate?	Action
<input type="text" value="Child"/>	<input type="text" value="Child"/>	<input type="text" value="Dependent Child"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2020"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text" value="Add"/>
Partner	Partner	Spouse/Partner	partner@test.co	2121212121			N	<input type="text" value="Edit"/> <input type="text" value="Delete"/>

1 records

CLOSE THE POP-UP WINDOW TO RETURN TO YOUR TENANT PROFILE.

Click 'Tenant' to reload the page, and the occupants you entered should now show up on the screen.

Occupants Edit Occupants

FirstName LastName	Relationship	Phone Email	Year	UNI CU Affiliate?
Partner Partner	Spouse/Partner	2121212121 partner@test.co		N
Child Child	Dependent Child		2020	N