

How to List a Harvard University Housing Sublet

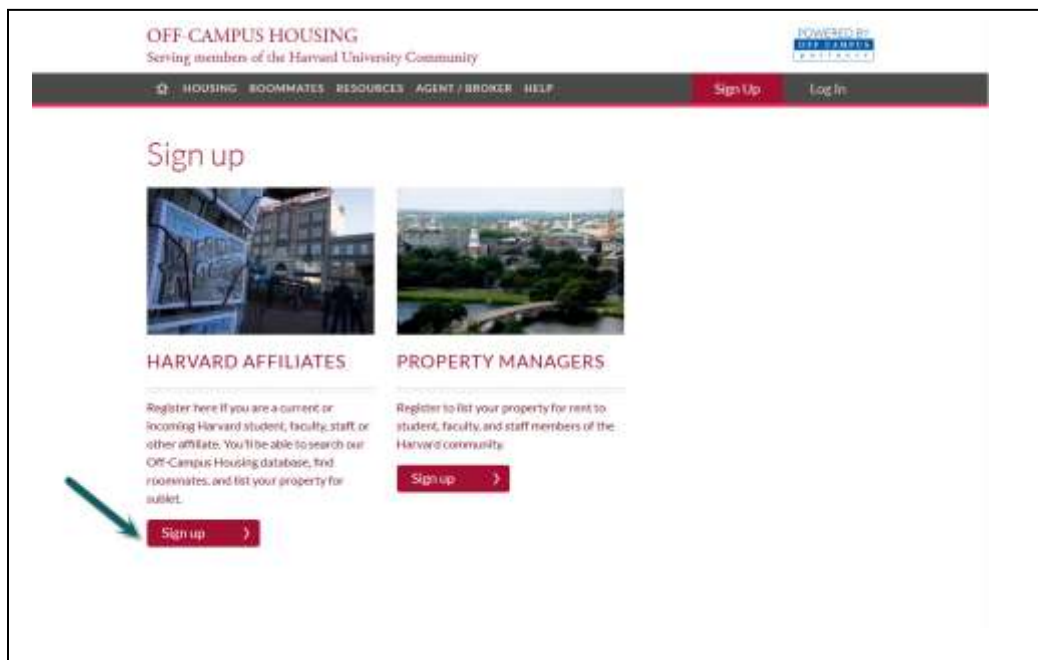
Step 1:

Go to: <http://harvardhousingoffcampus.com> and click "Sign Up" on the top right



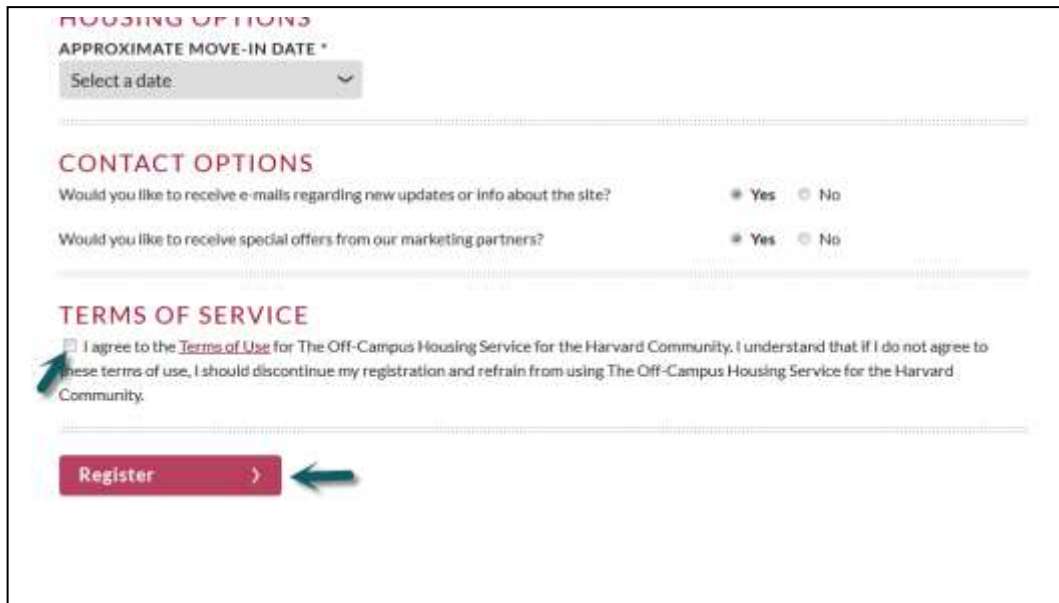
Step 2:

Click "Sign Up" under "Harvard Affiliates"



Step 3:

Enter credentials, agree to terms of service and click “Register”



The registration form is titled "HOUSING OPTIONS" and includes the following sections:

- APPROXIMATE MOVE-IN DATE ***: A dropdown menu with the text "Select a date".
- CONTACT OPTIONS**: Two questions with radio button options for "Yes" and "No".
 - Question 1: "Would you like to receive e-mails regarding new updates or info about the site?"
 - Question 2: "Would you like to receive special offers from our marketing partners?"
- TERMS OF SERVICE**: A checkbox with the text: "I agree to the [Terms of Use](#) for The Off-Campus Housing Service for the Harvard Community. I understand that if I do not agree to these terms of use, I should discontinue my registration and refrain from using The Off-Campus Housing Service for the Harvard Community." A green arrow points to the checkbox.
- Register**: A red button with a right-pointing chevron. A green arrow points to the button.

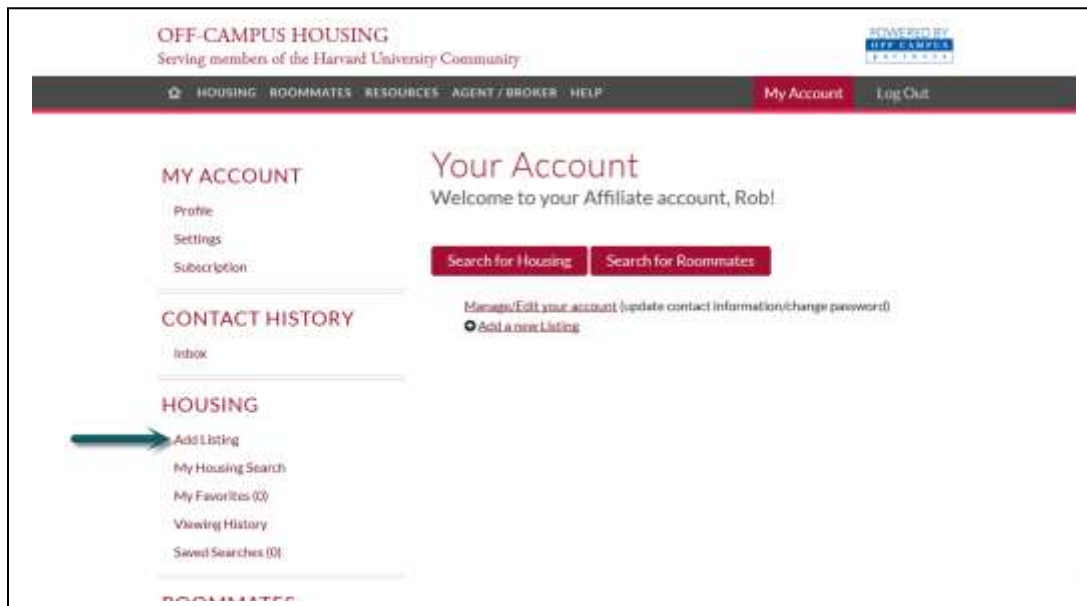
Step 4:

Click on “My Account” on the top right



Step 5:

Click on “Add Listing” under “Housing” on the left panel



Step 6:

Enter property information – under “Specifics” check “Listing is for a sublet” and a new box will appear. Then check new option “I want to sublet my Harvard University Housing unit” and complete the rest of the process (your listing will be placed in an approval queue for further review)

