Account Creation & Event Inquiry Submission

Account Creation & Event Inquiry Submission

Submitting your Event Inquiry will take about **10 minutes** to complete. Please allow yourself uninterrupted time to complete the inquiry. To make the process smoother, please have the following details ready before you begin:

- **Event Details:**
  - Your event's estimated start and end date.
    - Please see the **NOTES** section for instructions for events with multiple dates.
  - The estimated number of attendees.
  - Any additional Information that will assist in coordinating your event.
    - Interest in utilizing On-Campus Dining or Catering
      - Type of meals (breakfast, lunch, dinner)
    - Location of your event (area on campus)
    - Anticipated number of break-out sessions
    - Number of classroom spaces & classroom capacities
    - Parking needs (bus parking/loading/unloading, number of spaces, dates)
- **Contact Information:**
  - Primary contact person for the event, including their name, email, and phone number.
  - Contract signing authority including their name, email, and phone number
- For **External** organization clients:
  - You must upload your **W-9** in order for the University to set up our invoicing and payment methods.
- For **Internal** University of Minnesota clients:
  - Your program's EFS (Enterprise Financial System) information
  - Your department's financial contact details
  - Your department's justification for the use of funds

If you have previously created an account please go to Step 2.

1. **Creating Your Account:**
   - Go to https://umn.starrezhousing.com/StarRezPortalXConference
   - Click on the **"Event Inquiry"** button,

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- On the next screen, create your account by clicking on the "Register here" button at the bottom of the screen.

Login

You need to be a logged-in entry contact to use Event Inquiry process. Please login if you already have PortalX account or otherwise click register.

Please enter your login details below.

Username:

Reservation@gmail.com

Password:

•••••••••••

☐   Remember Login for 1 day(s)

Forgotten password
Register here   **Login**

- Fill in your company/department/organization's contact information on the subsequent page.
- Click "save and continue".

PLEASE NOTE: When creating an account that will be shared among different staff members, please follow these guidelines to ensure smooth access and collaboration:

- Use your **company/organization or departmental email address** as the primary email for the account.
  - This ensures that all account-related communications are sent to a shared and monitored email address.
- Choose a **password that can be securely shared** with your staff members who need access to the account. Ensure the password is strong and meets security requirements while remaining easy to manage within your team.
- Share the login credentials only with authorized staff members and remind them to keep the information confidential.

2. **Previously Created Account**
   - Go to https://umn.starrezhousing.com/StarRezPortalXConference

- Click on the **"Event Inquiry"** in the menu bar.

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- On the next screen, log into your account by entering your account **User Name** and **Password** then click **Log In.**

Login

> You need to be a logged-in entry contact to use Event Inquiry process. Please login if you already have PortalX account or otherwise click register.

Please enter your login details below.

Username (Required)

EventInquiry@gmail.com

Password (Required)

••••••••••••••

☐ Remember Login for 1 day(s)
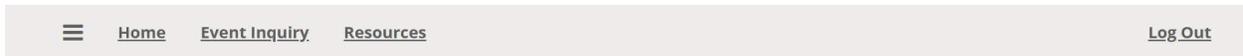
Forgotten password
Register here

Login

- If you do not remember your Log In information - please email us at **uces@umn.edu**.

3. **Event Inquiry Selector**
   - Once your account is created and you are logged in, click on **New Inquiry**.

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Event Inquiry Selector

Please select an event inquiry from the options below or click New Inquiry if you are submitting a new reservation request.

NOTE: once you click "Save and Continue", you will no longer be able to return to that screen to modify your responses. Please ensure all your information is correct before moving forward. If you find any inaccuracies, do not submit the form and start a New Inquiry instead.

Instructions

New Inquiry

- Fill out the New Inquiry form:

a. Include as many details about your event as you are able to share at the time of submission.
b. If you logged in under a previously used account, your organization's contact information will be automatically entered into your new Inquiry submission.
● Review your information and click **"Submit"** to complete your Inquiry.

NOTES:

● Groups that are **INTERNAL** to the University of Minnesota must select **YES** to the question: Is this a University Event?
● Please submit only **ONE** event inquiry request per event.
  ○ **Per event** refers to any sessions or overnight stays that fall under one Event Name, even if there are gaps in dates (e.g., leaving and returning) or if the event has separate sections.
    ■ For example: If your event includes multiple stays on different dates, these should still be submitted as part of the same inquiry if they are under the same Event Name and billed to the same department/organization.
    ■ Make note of the different dates in the comments section within the form.
● If your event spans multiple series of dates, use the following method:
  ○ Select the **first day** of all your dates of stay as your **arrival date**.
  ○ Select the **last day** of all your dates of stay as your **departure date**.

One Request Per Event Example:

Summer Conference:

Session Date 1	Session Date 2	Session Date 3
5/31 - 6/7	6/15 - 6/26	7/3 - **7/14**

  ○ The event's dates of stay would be **5/31** - **7/14.**

Our Conference & Events Staff will review your request and provide the requested information as soon as possible. If you encounter issues with the form, need to make any changes to your reservation, or have questions about your reservation status, please email us at **uces@umn.edu**.