

Housing Online Registration



Before you register, you'll need an email address. If you don't have one, you'll need to set one up as you can't use one that is already registered with us.

If you need to, you can sign up for a free email account from a number of providers such as:

<http://gmail.com>

<http://mail.yahoo.com>

<http://live.com>

You'll also need your application reference or rent account reference number and these can be found on letters we've sent you.

- 1) Go to housingonline.nottinghamcityhomes.org.uk and you will see the screen below. Click **Create an account** to start the registering process

A screenshot of a web form titled "Login to your account". It contains fields for "Username/Email Address" (with placeholder "Enter your email address here"), "Forgot username?", "Password" (with placeholder "Enter your password" and a "Show" checkbox), and "Forgot password?". At the bottom, there are two buttons: a green "Log In" button and a white "Create an account" button with a red oval around it.

- 2) Now you'll need to put in your email address and a new password.

A screenshot of the registration form showing two main sections. The first section is "Email Address *" with a text input field containing the placeholder "Enter your email address". The second section is "Provide a Password *" with a text input field containing the placeholder "Enter your password" and a "Password strength" indicator below it.

Your password must have the following as a minimum:

- Eight characters
- One character in upper case
- One character in lower case
- One number
- You can't use special symbols such as **:**, **,** **** or **/**

- 3) After clicking on **Next**, you'll get a confirmation message like the below.

Register Check Email

✉ We have sent an email to ***@nottinghamcityhomes.org.uk with a link to continue registration

⌘ Check your email and activate the link before it expires in 3 hours.

You need to check your emails and open up the email that has just been sent. (*Please note the email may be in your junk/spam folder*).

- 4) The email will look like the below and you'll need to select or click on **Verify Me**. This will open up a web browser

Step 2: Provide your details to complete registration

Press this link to provide your details. This link is active for 3 hours from the time it was sent.

[Verify me](#)

If the button doesn't work, please copy and paste this into your browser:

https://housingonline.nottinghamcityhomes.org.uk/pls/houlive_selfserv/f?p=13000:205:0:INITIALISE:NO:RP:CO

You've been sent this email because this address was registered for an account at the Housing website.

- 5) Now you'll need your rents reference number or your application reference (these can be found on letters we have sent you). Answer all of the questions that are asked on the screen
- 6) Once you have entered all the details information read our terms and conditions and tick the box to confirm you accept. Now you can select **Finish**.

By clicking the "I accept" button I acknowledge that I have read and accept the terms of the above agreement

I accept the [terms here](#)

[Finish](#) [Cancel](#)

- 7) You'll get the following confirmation...

Successfully Added New Person

You have successfully Registered

... and you should be able to login using your newly created account. You are now ready to start bidding using our new system when we go live on Friday 11 October.