

## *How to Renew, Remove and Modify:*

### **RENEW**

1. Go to OCHA's Web site: [www.columbia.edu/ocha](http://www.columbia.edu/ocha).
2. On the left side of the screen, click on “List Available Housing”
3. Scroll down and click on “LIST a Room or Apartment in the Housing Registry”.
4. If a window opens up with a “Security Warning” click “Yes”.
5. A window will open up asking for a **USER NAME & PASSWORD**. Type in the User Name and Password that was assigned to you. You will now seeing the blue Housing Registry page.
6. Click on "Modify Listing".
7. When prompted, **enter the confirmation number (H + 9 numbers) and either the phone number or e-mail address in the listing.** (The confirmation number both appeared on the screen and was e-mailed to you when you submitted the listing initially). Your listing will open up and you will now be able to **Renew, Remove or Modify**.
8. To **RENEW**, go to the bottom of the page and click on "Save" and “Confirm”. This will automatically renew your listing for 3 weeks.

### **REMOVE**

Follow steps 1 – 7 above. To **REMOVE**, go to the bottom of the listing and click on “Remove”.

### **MODIFY**

Follow steps 1 – 7 above. To **MODIFY**, make the changes to your listing then click on "Save" and "Confirm." You'll keep the same confirmation number and the listing will be automatically renewed for another 3 weeks.