Create an Account:

1. Click on the Sign Up link located in the top right hand of the page.
2. Click on the Landlord button.
3. If you do not have a UMN Internet ID, create a U of MN Guest Account.
4. Instructions will appear after you have created an account. Click on the link in the instructions to return the OCHLS site. A Guest User window may pop-up, you can close this window.
5. Read the Policy Agreement; if you agree, click I Agree button.
6. Select your payment method and click either the Submit Online Payment button or Mail Payment button.
7. Complete the OCHLS My Account form. Click the Create Profile button.

Change Profile Info:

1. From the Landlord Account page click the pencil icon. An edit window will open allowing you to change your information.
2. Click Submit.
3. If you need to change the email address that was used to create your account, email housing@umn.edu with both the original email address and the new email address.

No UMN Internet ID? Create a Guest Account!

If you are trying to sign up and create a listing on the Off-Campus Listing Service, but don't have a UMN Internet ID, follow these steps to create a guest account.

1. On the right side of the Sign In page, under the Need an Account banner, and click the Internet Account link.
2. Under Guest Account, click Create.
3. The Guest Internet Account ID or username will be the same as the email address you enter. Set your initial password, and click Create Account.
4. Please note:
   - You must use the same email address for your Guest Internet Account and your OCHLS My Account.
   - Only one UMN Internet ID or Guest Account can be associated with an OCHLS My Account.
   - If you forget your password, go to: http://z.umn.edu/offcampusreset
Create a Listing:

1. From the Landlord Account dashboard, click the Create Listing icon.
2. Complete the relevant sections of the listing form, including:
   - Upload photos at 800 x 600 pixels. The first photo you upload will be displayed as the primary image.
   - Complete Basic Information about the property.
   - Complete Amenities
   - Complete Primary Contact and Secondary Contact.
   - Complete Additional Information.
   - Complete Comments.
   - Click Submit.
3. A preview of your listing will be displayed. The status will be Pending.
4. Our staff will review the listing, and once approved, change it to Live.
5. Our staff will email you after the listing is approved. The email will include a link for you to review your listing.
6. When you receive the email, you can login to My Account, and click on View Listings. Your new listing should display Active status

Edit a Listing

1. From the Landlord Account dashboard, click View Listings.
2. On the My Listings page, click Edit to change information.
3. Click the Manage Photos button on the Edit Listing page to update photos.
4. Click Choose File to change the primary photo. Click Upload.

PicMonkey is a free tool we recommend to change your photo size to 800 x 600.

Remove a Listing

1. From the Landlord Account dashboard, click View Listings.
2. Click Edit to edit a listing.
3. In the Listing Status section, set the status to Inactive.
4. Click Submit.

Renew a Listing

1. Our staff sends landlords invoices via US Mail. You can mail in your payment or make your payment online.
2. If you pay online, login to My Account.
3. Click Pay Bill.
4. Follow the instructions to process a credit card payment.

Questions or comments?
Email: housing@umn.edu or call 612-624-2994.

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