

Dear Rockefeller University Housing Residents,

The Rockefeller University Housing Department is happy to introduce BuildingLink, a new internet based service, to the residents of Rockefeller University. Through this web service, you can submit repair requests, read management notices and building documents, receive package notifications via email or text message, and post notices to your building's resident bulletin board.

To Login and begin to use BuildingLink open your Internet browser and go to [Http://www.rockefelleruniversityresidents.com](http://www.rockefelleruniversityresidents.com) and login using your BuildingLink issued username and password.

Once you have logged in, you can access the edit profile tab to change your password or to change any of the preferences that control how BuildingLink will work for you (emergency instructions, email notification preferences, etc.). Make sure that your correct email address is stored for you so that you can be reached successfully through the system.

iPhone and Android users can download the BuildingLink app, so you will always have these services at your fingertips.

If you need help using the BuildingLink website or wish to submit a question to BuildingLink, log in and click on the "HELP" button at the top of your screen. (For questions regarding your property that are not related to the website, please contact your property manager.)

Please email buildingservices@rockefeller.edu to receive your log in credentials.

Thank you.