

# Online Application Guide

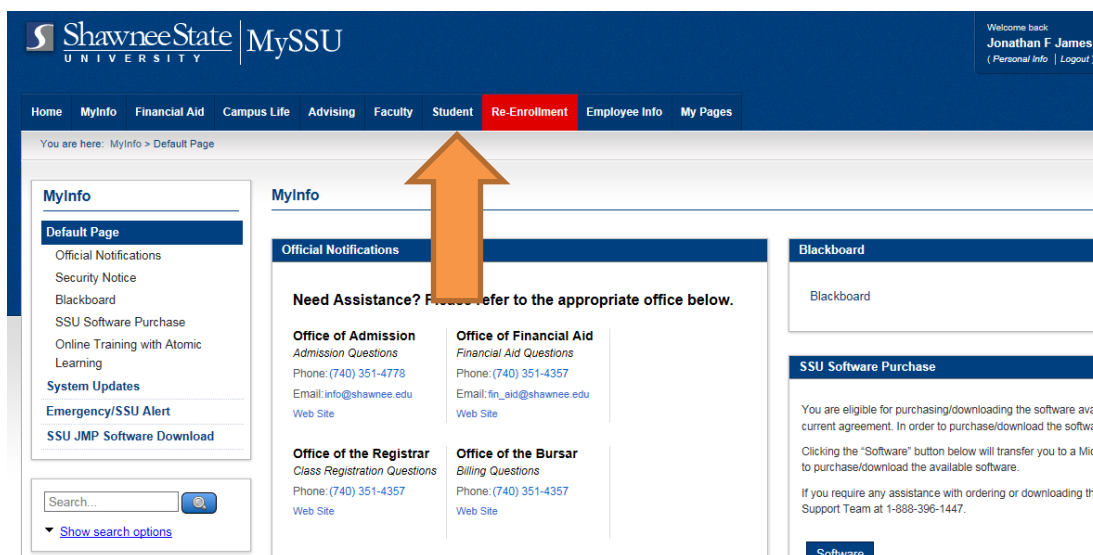
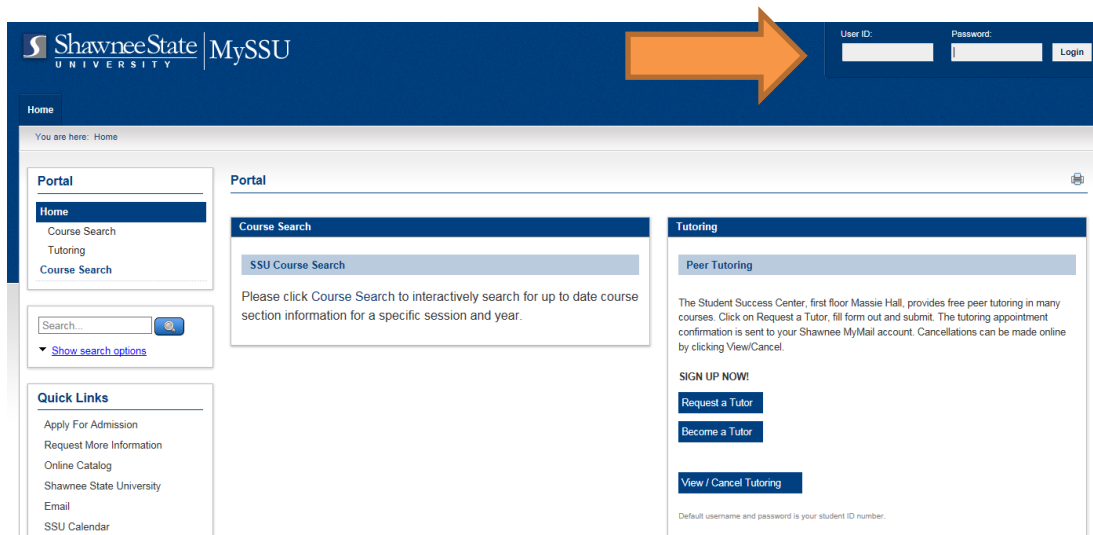
## SHAWNEE STATE UNIVERSITY - Office of Housing & Residence Life

### PHASE ONE: ONLINE APPLICATION

**Step 1: Register for your next semester coursework.**

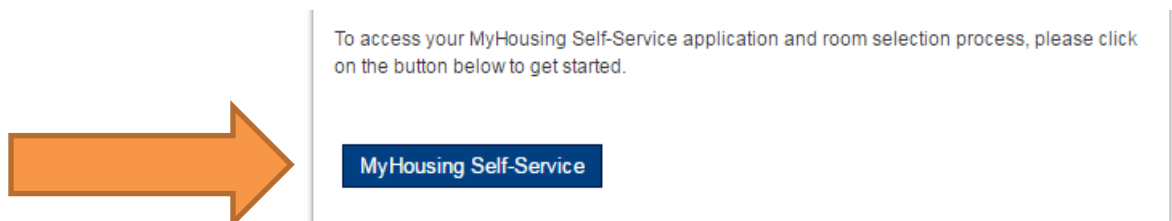
**Step 2 & 3: LOGIN to MySSU and click on "Student" Tab.**

Access your MySSU account at <https://myssu.shawnee.edu>. Login into the system using your student identification number and password for MySSU. By default, your password is your date of birth in yyyymmdd format unless you have changed this password. For assistance with trouble accessing MySSU, please contact the Information Technology Services Help Desk. The Help Desk is located in the basement of the Clark Memorial Library - Room 118. They can also be reached by phone at: 740-351-3538 or email: [help\\_desk@shawnee.edu](mailto:help_desk@shawnee.edu). Once you have entered into your MySSU, you need to click on the "Student" Tab. Please see the images below for more assistance.



## Step 4: Click on Housing Sub-Page and then the MyHousing Self-Service Button

Once you have accessed the Student Tab, click on the **Housing sub-page**, link located on the side navigation bar. Then select the **MyHousing Self-Service Button** to access the MyHousing Overview page at the bottom of the page.



## Step 5: Select the correct Student Application.

Selecting the **MyHousing Self-Service** Button will bring you to the overview page, where basic information regarding your housing and dining information as well as other important housing information will be displayed. All Self-Service options are available to students on the top Navigation Panel.

### RETURNING STUDENTS

From the navigation panel, click on the **Applications drop down menu** and select the **“Fall Returner Student Application (Fall 2018)”** if you are a returning student who has lived on campus for at least one semester. *Please note that if you are planning to live off campus, you should NOT complete a Returner Student Application.*

When you select the correct application, you will then be taken to a screen that allows you to complete the following:

- 1.) Electronically sign your Housing Contract. **Note: This is a legally binding one-year contract! Hit continue after you read your thank you note from housing.**
- 2.) Fill out your application by answering some important lifestyle questions.
- 3.) Input important Emergency Contact or Guardian/Emergency Contact information. *For students under 18, please place a parent/guardian in the Guardian contact so they can approve your application.*
- 4.) Select your preferred meal plan.
- 5.) **Please read the help text along the right side of the screen. This should help answer any of your questions you may have about the application.**

The screenshot shows a web browser window with the URL [https://shawnee.datacenter.adironacksolutions.com/SHAWNEE\\_THDSS\\_PROD/overview.cfm](https://shawnee.datacenter.adironacksolutions.com/SHAWNEE_THDSS_PROD/overview.cfm). The page header includes the Shawnee State University logo and navigation tabs: Home, Applications, Personal Information, Room Selection, Dining, and More Tasks... A dropdown menu under 'Applications' lists 'Spring Incoming Student Application (Spring 2018)' and 'FALL Incoming Student Application (FALL 2018)'. The user profile for Jonathan James is displayed, including his name, ID number 155743, email jonathanjames@hotmail.com, and Box No.: 0. The main content area features four sections: Messages (no important messages), Room Selection (no room selection processes to list), Room Assignments (no active room assignments to list), and Dining Plans (no active dining plans to list). A 'Sign Out' button is located in the top right. An 'Information' box on the right contains a 'Welcome to Self Service!' message and contact information for the Office of Housing & Residence Life, including the email housing2@shawnee.edu and phone number (740) 351-3222. It also provides instructions on how to use the dropdown menu for assistance.

It is important to note that students who sign their contract, fill out and submit their application will be bound to living in housing for the following academic year, unless they are granted contract release for reasons stated in the contract and Resident Handbook.

- Returning students will be able to revisit their applications to make changes until Friday, May 11, 2018, after this date, students will need to contact the Housing & Residence Life Office.

These revisit dates are the cutoff points before we complete room selection and room assignment processes through self-selection (returning students) and assignment processes (new students).

Congratulations! After you submit your application, you have completed the online application. Should you have any questions, concerns or comments, please email the Office of Housing & Residence Life at [housing2@shawnee.edu](mailto:housing2@shawnee.edu) or stop in and see us in UC 222. Thank you!!!