

# Online Application Guide

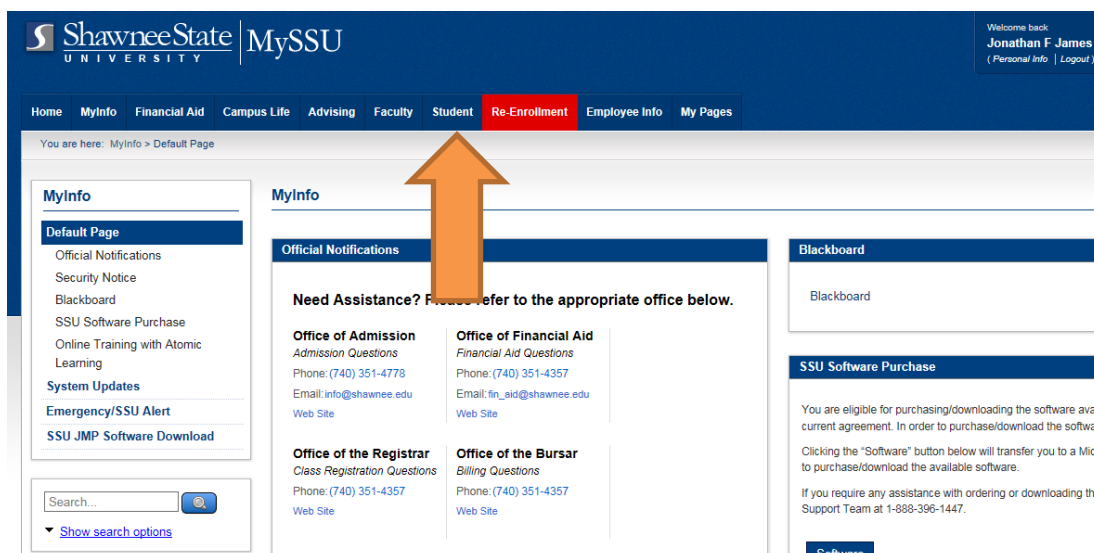
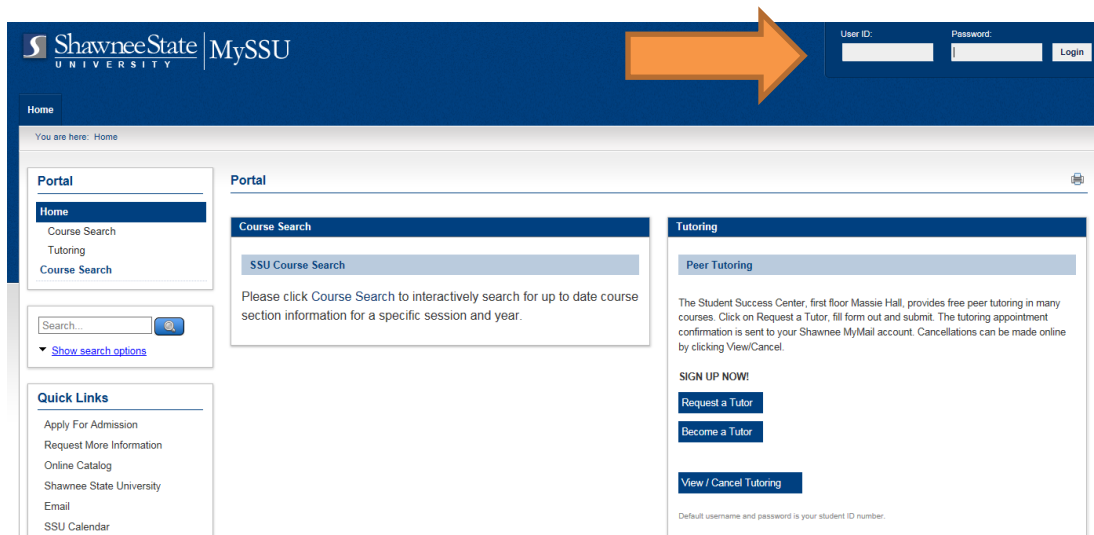
## SHAWNEE STATE UNIVERSITY - Office of Housing & Residence Life

### PHASE ONE: ONLINE APPLICATION

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

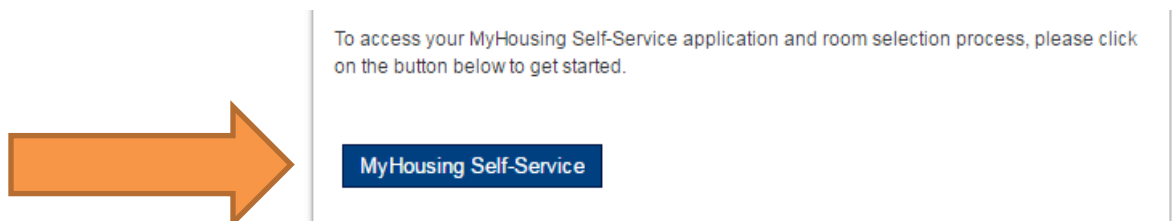
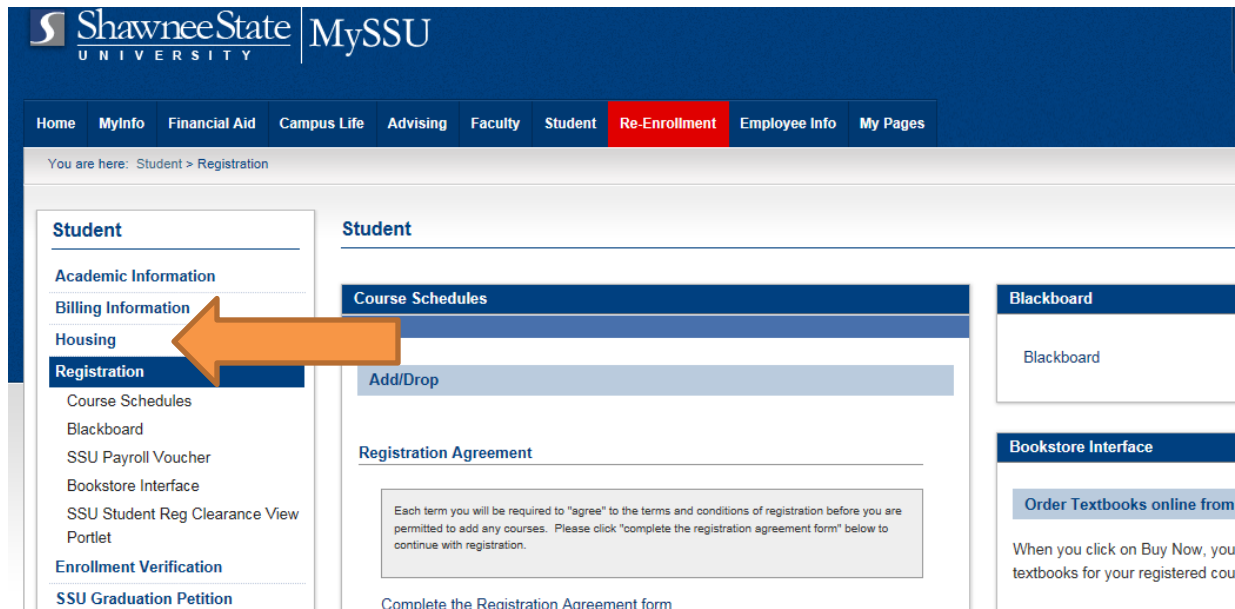
**Step 2 & 3: LOGIN to MySSU and click on "Student" Tab.**

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.

### NEW STUDENTS

- From the navigation panel, click on the “New Student Application (Deposit Paid) (Spring 2018)”
- If you have been accepted into the university as a new student, and you do not see this option, please email us at [housing2@shawnee.edu](mailto:housing2@shawnee.edu) or call the Housing & Residence Life Office at 740-351-3222 for assistance/verification.

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 contract!**
- 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.

The screenshot shows the Shawnee State University Self Service portal. The browser address bar displays the URL: [https://shawnee.datacenter.adironacksolutions.com/SHAWNEE\\_THDSS\\_PROD/overview.cfm](https://shawnee.datacenter.adironacksolutions.com/SHAWNEE_THDSS_PROD/overview.cfm). The navigation menu includes Home, Applications, Personal Information, Room Selection, Dining, and More Tasks. A dropdown menu under 'Applications' shows 'Spring Incoming Student Application (Spring 2018)' and 'FALL Incoming Student Application (FALL 2018)'. The user profile for Jonathan James (ID 155743, jonathanjames@hotmail.com, Box No.: 0) is displayed. The main content area has sections for Messages, Room Selection, Room Assignments, and Dining Plans, all showing 'No active... to list.' A 'Sign Out' button is visible. An 'Information' box on the right provides contact information for the Office of Housing & Residence Life.

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.

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!