

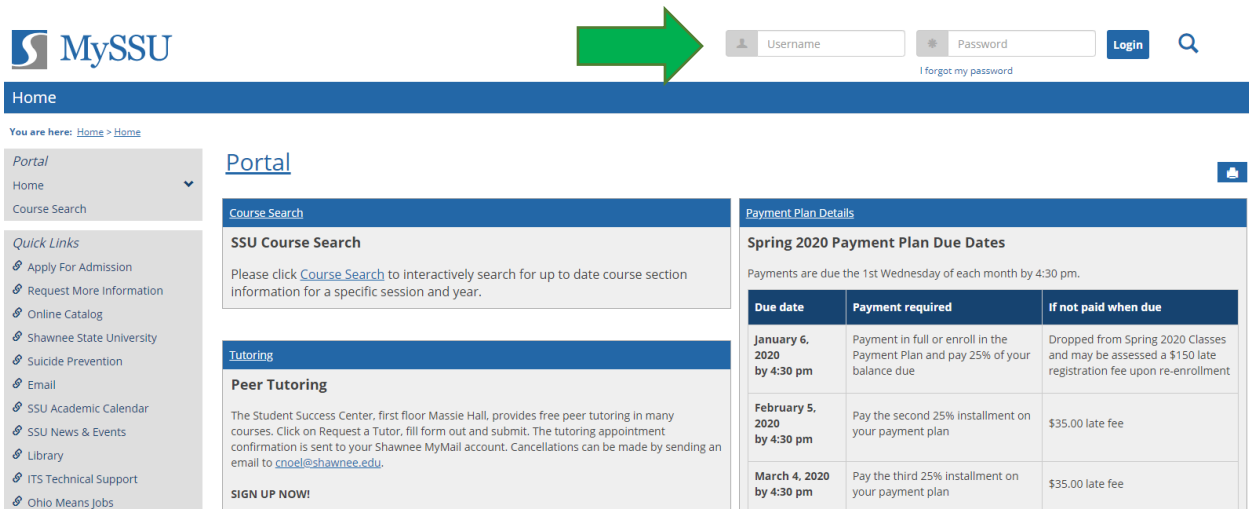
Shawnee State University - Office of Housing & Residence Life

NEW STUDENT HOUSING ONLINE APPLICATION GUIDE

STEP 1: Register for your next semester coursework.

STEP 2: Login to MySSU

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 (yyyymmdd) unless you have changed your password.

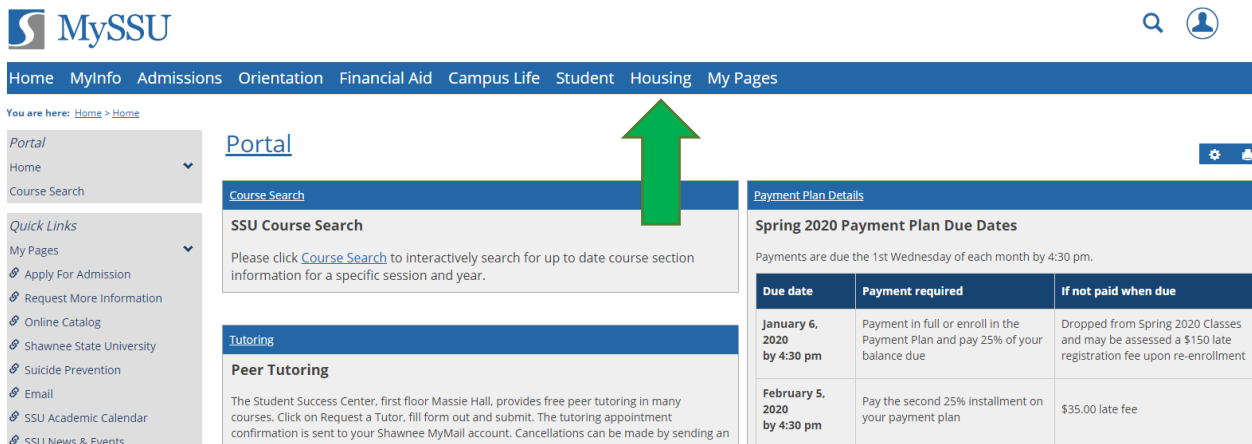


The screenshot shows the MySSU login page. At the top left is the MySSU logo. To the right of the logo is a green arrow pointing to the 'Username' input field. Next to it is a 'Password' input field with a small eye icon, a 'Login' button, and a search icon. Below the login fields is a 'Home' link and a '1 forgot my password' link. The main content area is titled 'Portal' and contains three sections: 'Course Search' (SSU Course Search), 'Tutoring' (Peer Tutoring), and 'Payment Plan Details' (Spring 2020 Payment Plan Due Dates).

| Due date | Payment required | If not paid when due |
|-----------------------------|---|---|
| January 6, 2020 by 4:30 pm | Payment in full or enroll in the Payment Plan and pay 25% of your balance due | Dropped from Spring 2020 Classes and may be assessed a \$150 late registration fee upon re-enrollment |
| February 5, 2020 by 4:30 pm | Pay the second 25% installment on your payment plan | \$35.00 late fee |
| March 4, 2020 by 4:30 pm | Pay the third 25% installment on your payment plan | \$35.00 late fee |

For assistance with trouble accessing MySSU, please contact the Information Technology Service Desk located in the basement of the Clark Memorial Library (Room 118). They can also be reached by phone at (740) 351-3538 or email ITService@shawnee.edu

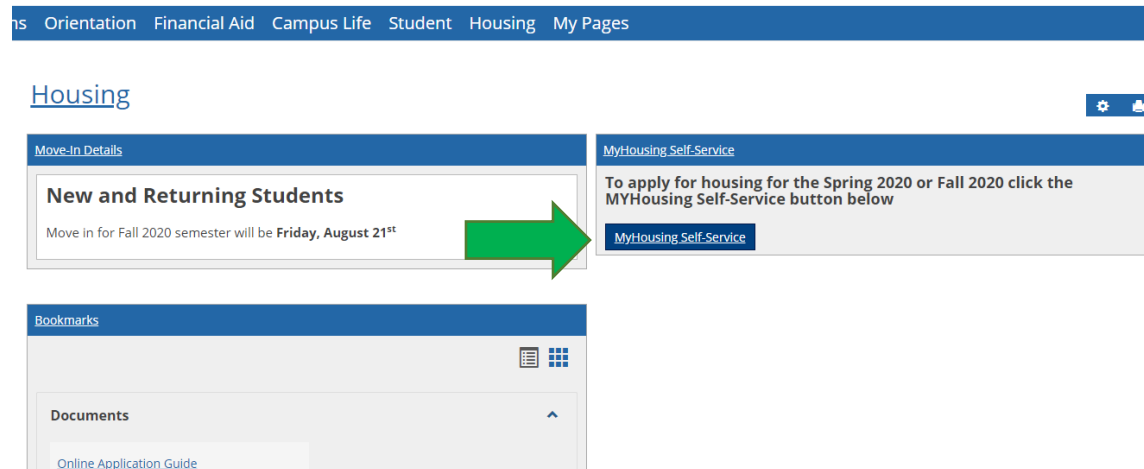
STEP 3: Click on “Housing” Tab.



The screenshot shows the MySSU navigation menu. At the top left is the MySSU logo. To the right of the logo is a search icon and a user profile icon. Below the logo is a navigation bar with the following tabs: Home, MyInfo, Admissions, Orientation, Financial Aid, Campus Life, Student, Housing, and My Pages. A green arrow points to the 'Housing' tab. Below the navigation bar is the 'Portal' section, which contains the same three sections as in the previous screenshot: 'Course Search' (SSU Course Search), 'Tutoring' (Peer Tutoring), and 'Payment Plan Details' (Spring 2020 Payment Plan Due Dates).

| Due date | Payment required | If not paid when due |
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STEP 4: Select MyHousing Self-Service Button



The screenshot shows a navigation bar with links for Orientation, Financial Aid, Campus Life, Student, Housing, and My Pages. Below the navigation bar is a "Housing" section with a settings icon and a user icon. The main content area is divided into two columns. The left column is titled "Move-In Details" and contains a "New and Returning Students" section with the text "Move in for Fall 2020 semester will be Friday, August 21st". A green arrow points from this text to the right column. The right column is titled "MyHousing Self-Service" and contains the text "To apply for housing for the Spring 2020 or Fall 2020 click the MYHousing Self-Service button below" and a "MyHousing Self-Service" button. Below the main content area is a "Bookmarks" section with a "Documents" sub-section containing a link for "Online Application Guide".

Selecting the MyHousing Self-Service button will bring you to the Housing overview page, which will be the main location for all housing related information including: Room Selection, Housing Assignment, Dining Plan, and any other important Housing information/messages.

STEP 5: Select the correct Housing Application (New Student Application).



The screenshot shows the Shawnee State University Housing Applications page. The navigation bar includes links for Home, Applications, Personal Information, Room Selection, Dining, and More Tools. The "Applications" menu is open, showing options for "NEW Student Application (Spring 2019)", "NEW Student Application (Fall 2019)", and "NEW Student Application (Fall 2020)". A green arrow points to the "NEW Student Application (Fall 2019)" option. Below the navigation bar is a user profile section for Jonathan James, with contact information including a phone number, email address, and box number. Below the profile section is a "Messages" section with a message icon and the text "There are no important messages." Below the messages section is a "Room Selection" section with a room selection icon and the text "No room selection processes to list." Below the room selection section is an "Information" section with the text "Welcome to Self Service! If you have any questions, please contact the Office of Housing & Residence Life at housing@shawnee.edu or call us at (740) 351-3222."

From the navigation panel, click on the “New Student Application (i.e. Fall 2020) or appropriate term. 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 for a whole academic year (August-May).**
2. Fill out your application by answering some important lifestyle questions (*My Information*). ***There are help texts along the right hand side of the screen to help you along the way.***
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. Provide your Living Preference Request ranking the choices with the following information:

- a. **New Student Halls:** Campus View, University Townhouse, Cedar House, Tanner Place
- b. **New Student Room Types:** Private/Single Occupancy or Double Occupancy
Note: Private/Single Occupancy is available only in Campus View, and it is a shared apartment with four residents, each with their own private bedroom.

Once an option is selected, please select **Add Request**. *This section of the application is very important! It will help Housing & Residence Life with your housing placement based on your priorities. Every effort (as long as space is available) will be made to assign you based upon the order of your preferences.*

Add a New Living Request

Choice #: 1

Request Type: New Student Halls

Campus View

Add Request

Continue >>

When this piece of the application is completed, it will look similar to this example:

Existing Living Requests for Fall 2017

1) New Student Halls

Campus View Remove

2) New Student Halls

University Townhouse Remove

3) New Student Room Types

Double Occupancy Remove

4) Living Learning Community Options

First Year Experience (FYE) Remove

5. Select your preferred meal plan.
6. Pay your Housing Deposit (if applicable). *Please note that using a credit card will result in a convenience charge, but using an electronic check will not.*

Congratulations! After you submit your application, you have completed the New Student Housing application. Should you have any questions, concerns or comments, please email the Office of Housing & Residence Life at housing2@shawnee.edu or stop in and see us in UC 222.

Thank you!