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.

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.
STEP 4: Select MyHousing Self-Service Button

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).

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.*

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