

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 "Housing" 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 Service Desk. The Service 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: ITService@shawnee.edu. Once you have entered into your MySSU, you need to click on the "Housing" Tab. Please see the images below for more assistance.

The image contains two screenshots of the MySSU website. The top screenshot shows the login page with a green arrow pointing to the User ID and Password fields. The bottom screenshot shows the MyInfo page with a green arrow pointing to the 'Housing' tab in the navigation menu.

Top Screenshot: MySSU Login Page

- Header: ShawneeState UNIVERSITY | MySSU
- Navigation: Home
- Portal: Home, Course Search, Tutoring, Course Search
- Search: Search... [Search]
- Quick Links: Apply For Admission, Request More Information, Online Catalog, Shawnee State University, Email, SSU Calendar
- Course Search: SSU Course Search. Please click Course Search to interactively search for up to date course section information for a specific session and year.
- Tutoring: Peer Tutoring. The Student Success Center, first floor Massie Hall, provides free peer tutoring in many courses. Click on Request a Tutor, fill form out and submit. The tutoring appointment confirmation is sent to your Shawnee MyMail account. Cancellations can be made online by clicking View/Cancel.
- SIGN UP NOW: Request a Tutor, Become a Tutor, View / Cancel Tutoring
- Default username and password is your student ID number.

Bottom Screenshot: MyInfo Page

- Header: ShawneeState UNIVERSITY | MySSU
- Navigation: Home, MyInfo, Admissions, Orientation, Financial Aid, Campus Life, Student, Housing, Re-Enrollment, Employee Info, My Pages
- You are here: MyInfo > Default Page
- MyInfo: Default Page, Official Notifications, Aviso Advising, Security Notice, Blackboard, Online Training with Hoonuit, System Updates, Emergency/SSU Alert, SSU JMP Software Download
- Search: Search... [Search]
- Official Notifications: Need Assistance? Please refer to the appropriate office below.
 - Office of Admission: Admission Questions, Phone: (740) 351-4778, Email: info@shawnee.edu, Web Site
 - Office of Financial Aid: Financial Aid Questions, Phone: (740) 351-4357, Email: fin_aid@shawnee.edu, Web Site
 - Office of the Registrar: Class Registration Questions, Phone: (740) 351-4357
 - Office of the Bursar: Billing Questions, Phone: (740) 351-4357
- Blackboard: Blackboard. Please use your MySSU user
- Online Training with Hoonuit

Step 4: Select MyHousing Self-Service.

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.

The screenshot shows the 'Housing' overview page. The top navigation bar includes 'Home', 'MyInfo', 'Financial Aid', 'Campus Life', 'Student', 'Housing', and 'My Pages'. The main content area is titled 'Housing' and features a 'Move-In Details' section with the heading 'Move in day for Spring 2019 : Sunday, January 13'. Below this, a message states: 'New housing students are required to check-in the Sodexo Ballroom in the Morris University Center prior to moving into their residence hall'. To the right, the 'MyHousing Self-Service' section contains a message: 'To apply for housing for Spring 2019 click the MyHousing Self-Service button below.' and a 'MyHousing Self-Service' button. Below that is a 'Handouts' section with a link to 'Online Application Guide (.pdf, 564K)' and a 'Go to Main Screen' button. A left sidebar contains 'Quick Links' and 'My Pages'.

Step 5: Select the correct Student Application.

The screenshot shows the Shawnee State University student application selection screen. The top navigation bar includes 'Home', 'Applications', 'Personal Information', 'Room Selection', 'Dining', and 'More Tasks...'. The 'Applications' dropdown menu is open, showing two options: 'NEW Student Application (Spring 2019)' and 'NEW Student Application (Fall 2019)'. A green arrow points to the 'NEW Student Application (Spring 2019)' option. Below the navigation bar, the user's profile information is displayed: 'Jonathan James', '155743', 'jonathanjames@hotmail.com', and 'Box No.: 0'. The main content area is divided into several 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 corner. An 'Information' box on the right side contains the following text: 'Welcome to Self Service! If you have any questions, please contact the Office of Housing & Residence Life at housing2@shawnee.edu or call us at (740) 351-3222. For assistance with online processes, please review the dropdown menu within the light blue "Links" button above.'

NEW STUDENTS

- From the navigation panel, click on the “New Student Application (Fall 2020) or appropriate term”
- 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 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 for one academic year (August-May)!**
- 2.) Fill out your application by answering some important lifestyle questions. **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.) Select your preferred meal plan.
- 5.) If applicable, pay your Housing Deposit. *Please note that using a credit card will result in a convenience charge, but using an electronic check will not.*

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 or stop in and see us in UC 222. Thank you!