PHASE ONE: ONLINE APPLICATION

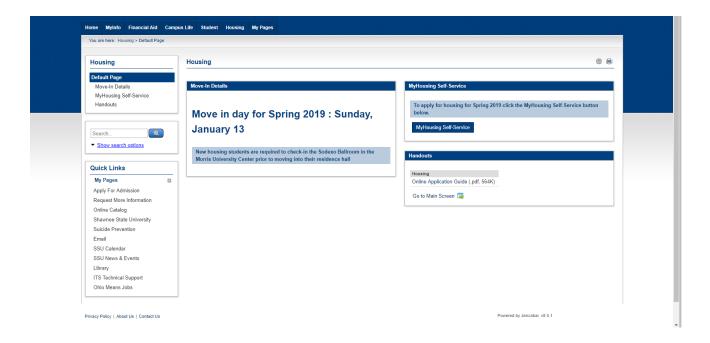### Step 1: Register for your next semester coursework.

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.
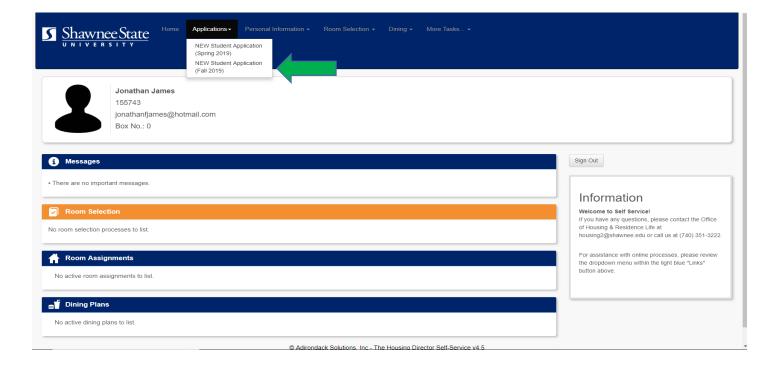
Step 4: Select MyHousing Self-Service.

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.

Step 5: Select the <u>correct</u> Student Application.

<u>**NEW STUDENTS**</u>

- **From the navigation panel, click on the "New Student Application (Fall 2019) 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!