

# Self-Service Documentation: How to Self-Select Your Housing

The following documentation will provide step-by-step instructions for:

- Completing the Housing Agreement
- Choosing Your Housing Assignment
- Choosing a Roommate
- Troubleshooting Questions

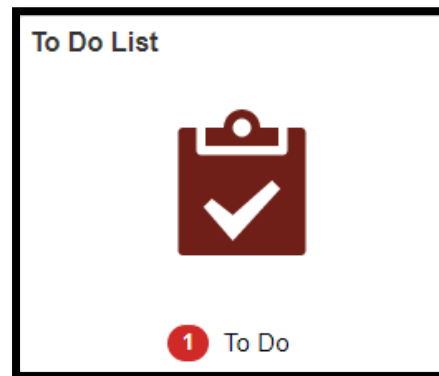
## Completing the Housing Agreement

Please note the Housing Agreement will not be available until mid-February.

If using self-service to select housing – you will want to be SURE to complete your Housing Agreement at least 24 hours prior to your self-service time.

**Step 1:** Log into *myPugetSound* from your Puget Sound Dashboard - <https://login.pugetsound.edu/>

**Step 2:** On your Student Homepage – you will see a task assigned in your “To Do List”. Here you should see the Housing Agreement link. The Housing Agreement is a guide with up to three pages. Click the link and a new tab will open with the pages to complete.



**Step 3:** Review the Housing Agreement Instructions on the Launch page and click the “Confirm” button, and then the “next” button to move to the next page.

### Housing Agreement

**Launch** Confirm

**Housing Agreement Instructions**

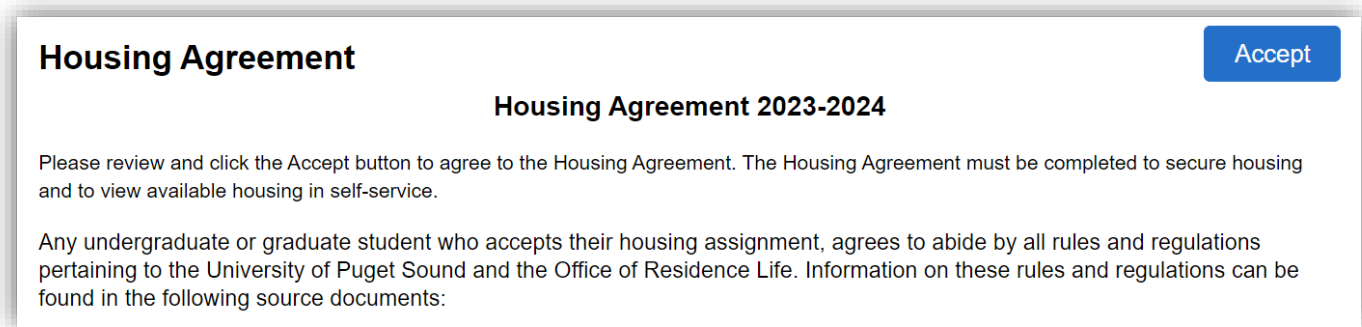
Students living on campus for the upcoming academic year are required to complete the Housing Agreement before being assigned a specific room. The Housing Agreement is a **binding agreement with the university for the full 2023-2024 academic year**. The Housing Agreement is not considered complete until you have received a specific room assignment.

Please click the *Confirm* button above, then the arrow in the upper right of the screen to move to the next page. You may follow your progress at any time by clicking the two white lines on the left of the screen to view the nested progress bar. Once you have completed the Housing Agreement you may close this tab, and the To-Do list item will be removed from your myPugetSound account.

**Step 4:** If you are a current sophomore, junior, or senior, you will be asked if you plan to live on campus the next academic year. **Current first-year students will move to the Housing Agreement page of this guide.**

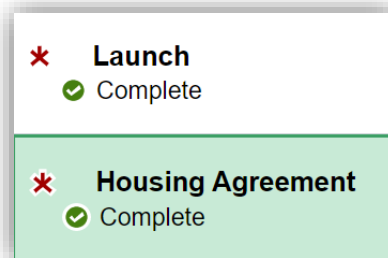
- If living on campus: Answer “Yes” to living on campus and then to move to the Housing Agreement terms and conditions.
- If living off campus: Select “No” to indicate that you are living off campus to complete the guide.

**Step 5:** Read carefully the terms and conditions of the Housing Agreement. Click the “Accept” button to complete the guide and exit.



**Step 6:** Your Housing Agreement is now complete. You will see it marked complete in the left hand navigation bar.

**Step 7:** Click *Exit* in upper left and then the *Student Homepage* arrow to navigate back to the homepage.



**The system will refresh at 3:00am and 3:00pm updating your Lottery Status from view only to the ability to select a space. You will need to complete the Housing Agreement at least 24 hours prior to selecting a room via Self-Service.**

## Self Service: Choosing Your Housing Assignment

**Step 1:** After you have agreed to the terms and conditions of the Housing Agreement on your To-Do list, log in to myPugetSound and navigate to your Housing Tile. You will see a tile called **My Lottery Numbers**.



**Step 2:** Click on **My Lottery Numbers**. You will see your begin date/time as well as your end date/time. This is the window in which you may log in to select housing for next year.

In the example below, the student has between February 22, 2023 at 12:00am until March 15, 2023 at 11:00pm to select a housing assignment in self-service.

Lottery Room Assignment							
Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2023 Fall	15	02/22/2023	03/15/2023	12:00AM	11:00PM	<a href="#">Lottery is available</a>

**Step 3:** Click the hyperlink **Lottery is available** to view room spaces to choose from. Available buildings will be sorted alphabetically by quad and then building name. Note in Self-Service, only two quads are available: Houses and Residence Halls. You are not able to sort by building.

Rooms that have been filled will appear with the hyperlink **NO VACANCY – View Occupants**. This is how you may view who is already occupying a house, a suite, or an adjacent room.

Note the capacity of the room versus the occupancy. A single room has a capacity of 1. Double rooms (i.e. rooms where you have a roommate sharing the same bedroom) will have a capacity of 2.

You may view the occupant who has already signed up for a double room by clicking the hyperlink *View Occupant(s)*.

Select a Room: \*Sort By: Quad

Select Room										First	1-10 of 196	Last
Campus	Quad	Building	Floor	Room	Partition	Theme	Capacity	Occupancy	View Occupant(s)			
Main Campus	CAMPUS HOUSE	1003 N Lawrence	0	<a href="#">004</a>			2	1	<a href="#">View Occupant(s)</a>			
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	201			1	1	<a href="#">NO VACANCY - View Occupant(s)</a>			
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	<a href="#">203</a>			2	1	<a href="#">View Occupant(s)</a>			
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	<a href="#">204</a>			2					

**Be sure your browser allows popups.** The name and email address of the student who has selected the room space already will appear in this new *Room Details* window.

Occupancy	View Occupant(s)
1	<a href="#">View Occupant(s)</a>

### Room Details

**Institution:** University of Puget Sound  
**Campus:** Main Campus  
**Building:** 1101 N Lawrence  
**Floor:** Second Floor  
**Room:** Apt E  
**Term:** 2023 Fall

Room Occupants			Find   View All	First	1 of 1	Last
	Name	Email Address				
1	Logger, Grizz	<a href="mailto:ps_cs_tst@pugetsound.edu">ps_cs_tst@pugetsound.edu</a>				

**Step 4:** Review available options. To sort through the options, use the arrow buttons to scroll through pages. In the example you can see there are 196 options currently:

Occupancy	View Occupant(s)
1	<a href="#">View Occupant(s)</a>

**Step 5:** Select a space by clicking on the room number.

Select a Room: \*Sort By: Quad

Select Room										
Campus	Quad	Building	Floor	Room	Partition	Theme	Gender	Capacity	Occupancy	View Occupant(s)
Main Campus	CAMPUS HOUSE	1107 N Lawrence	1	<a href="#">101</a>			Co-ed	1	0	
Main Campus	CAMPUS HOUSE	1107 N Lawrence	1	<a href="#">102</a>			Co-ed	1	0	

A warning will appear in red reminding you that by clicking submit you are creating a room assignment which completes the Housing Agreement. All terms and conditions of the Housing Agreement are binding at this point. If you are choosing a double room with a roommate – their Student ID can be added to this page. Note your roommate must have an active lottery at the time of selection. The roommate may also go into self-service and select the room with you once their lottery is active.

Select Roommate(s):

Enter Required Information for Roommate

Student ID	Name	Remove
<input type="text"/>		<input type="button" value="Remove"/>

Selected Room

Floor	Room	Description	Theme	Academic Level	Room Type	Capacity	Rate	Submit
1	101	1107 N Lawrence 101			Single Room	1		<input type="button" value="Submit"/>

Click Submit to create your room assignment, those of any roommates you have entered, and your meal plan assignment. Or select a different room and/or meal plan.

*Note: at this time, the system will not allow students to select a bed space occupied by someone of the opposite sex as defined by traditional male/female binary. A warning will appear. Requests to occupy a single bed space with differing genders should be sent to [reslife@pugetsound.edu](mailto:reslife@pugetsound.edu). Each request will be reviewed on a case-by-case basis.*

Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
9	01/12/2016	02/26/2016	9:00AM	5:00PM	<a href="#">Lottery is available</a>

**Message**

This room is a Coed room and you have a different gender than the occupants. Please select a different room.

The PeopleCode program executed an Error statement, which has produced this message.

Lawrence 1	<a href="#">101</a>			Co-ed	1	0
Lawrence 2	<a href="#">202</a>			Co-ed	2	1 <a href="#">View Occupant(s)</a>

A meal plan is required in all residence halls including Langlow, Thomas, Smith, Oppenheimer, and Trimble. Meal plans and prices are listed on the website.

**Step 6:** Select your desired meal plan.

Select a Room: \*Sort By: Quad

Campus	Quad	Building	Floor	Room	Partition	Theme	Capacity	Occupancy	View Occupant(s)
Main Campus	CAMPUS HOUSE	1415 N Washington	1	<a href="#">104</a>			1	0	
Main Campus	CAMPUS HOUSE	1415 N Washington	2	<a href="#">201</a>			1	0	
Main Campus	CAMPUS HOUSE	1415 N Washington	2	<a href="#">202</a>			1	0	

Select Roommate(s):  
Enter Required Information for Roommate

Student ID	Name	Remove
		<a href="#">Remove</a>

[Add Roommate](#) [Save Roommates](#)

Select a Meal Plan:  
Select Meal Plan

Meal Plan

- [Off Campus - \\$1025](#)
- [Hearty - \\$2740](#)
- [Light - \\$2485](#)
- [Medium - \\$2590](#)
- [Mega - \\$2835](#)

Selected Room

Floor	Room	Description	Theme	Academic Level	Room Type	Capacity	Rate	Submit
1	104	1415 N Washington 104			Single Room	1		<a href="#">Submit</a>

*Click Submit to create your room assignment, those of any roommates you have entered, and your meal plan assignment. Or select a different room and/or meal plan.*

*A meal plan is required in all residence halls including Langlow, Thomas, Smith, Oppenheimer, and Trimble. Meal plans and prices are listed on the website.*

**Step 7:** Click the “Submit” button to confirm your selection. The final warning dialog box will appear. Click “Yes” to complete the housing selection self-service process.

Campus HOUSE 1111 N Lawrence 2 [202](#) Co-ed 2 1 [View Occupant\(s\)](#)

Main Campus HOUSE

Main Campus HOUSE

Main Campus HOUSE

Main Campus HOUSE

Main Campus HOUSE

Main Campus HOUSE

Main Campus HOUSE

Main Campus HOUSE

Main Campus HOUSE

Main Campus HOUSE

Main Campus HOUSE

1114 N Alder 2 [201](#) Co-ed 2 0

**Message**

Press Yes to confirm your room selection. When you click Yes, you and the roommates entered will be assigned the room you have selected.

[Yes](#) [No](#)

Select Roommate(s):  
Enter Required Information for Roommate

Student ID	Name	Remove
		<a href="#">Remove</a>

[Add Roommate](#) [Save Roommates](#)

Selected Room

Floor	Room	Description	Theme	Academic Level	Room Type	Capacity	Rate	Submit
2	201	1108 N Alder 201			Double Room	2		<a href="#">Submit</a>

*Click Submit to create your room assignment, those of any roommates you have entered, and your meal plan assignment. Or select a different room and/or meal plan.*

**Be sure to confirm your housing assignment.**

**Step 8:** Close your browser window to exit. Once you have completed self-service, your lottery status will update to “Complete.”

Lottery Room Assignment							
Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2023 Fall	15	02/22/2023	03/15/2023	12:00AM	11:00PM	Complete

You may view your housing assignment by clicking the **My Housing and Meal Plans** tile on your **Housing** Page. The **My Housing Information** will update in May from your current housing assignment to next year’s housing assignment.

Room Assignments						
This is a summary of your room assignments. Click a link to view the Residence Life staff assigned to a specific area.						
Institution	Term	Date	Quad	Building	Floor	Room
University of Puget Sound	Fall 2022	06/21/2022	RES HALLS	Thomas Hall	Fourth Floor	Thomas 431
University of Puget Sound	Spring 2023	11/21/2022	RES HALLS	Thomas Hall	Fourth Floor	Thomas 431

## Choosing Your Roommate

**Step 1:** Determine who is a good match as a roommate and request their student ID number.

**Step 2:** Follow the steps 1-4 described in “Choosing Your Housing Assignment.”

**Step 3:** At the bottom of the screen, you will see a “Select Roommate(s)” section. Here you can input the ID number of the student you would like to be your roommate. Please note roommates can only be “pulled-in” to the capacity of the room, not suite, house, or flat. Individuals who wish to share a house, flat, or suite, must log on from individual devices to select their housing at the approximate same time.

Select Roommate(s):		
Enter Required Information for Roommate		
Student ID	Name	Remove
1234584	Peter Parker	Remove

Add Roommate   Save Roommates

Click “Add Roommate” and your roommate’s name will appear (Example: Peter Parker).

**Step 4:** Complete steps 5 through 7 of “Choosing Your Housing Assignment.”

## Troubleshooting

### **Why can't I see what housing is available?**

Double check you are logged on during the selection time given. If your window is open and "Lottery is available" is not hyperlinked, then you have not completed a housing agreement. Students must first complete a housing agreement to view available inventory during their selection time. These permissions refresh at 3:00am and 3:00pm, therefore it is important to complete your housing agreement in advance. Access will not resolve instantly.

Lottery Room Assignment							
Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2023 Fall	15	02/22/2023	03/15/2023	12:00AM	11:00PM	<a href="#">Lottery is available</a>

Once you have completed your housing selection, you will no longer be able to view what is available.

Lottery Room Assignment							
Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2023 Fall	15	02/22/2023	03/15/2023	12:00AM	11:00PM	Complete

### **Can I narrow my search besides the quads "res halls" or "houses?"**

Unfortunately, no, you cannot narrow the search in the system beyond that.

### **I clicked on a room and now it is no longer available. What happened?**

Since multiple students are logging on at the same time, rooms will appear as available until a student has completed the selection process. If you are logging on at the top of the hour to select your housing, there is a chance another student will be able to complete the process before you.

### **How can I see what the floor plan or layout of the house/flat/suite/room looks like?**

[All floor plans are available on our website.](#)

### **I understand that I can see if a room is currently occupied. Does that mean I add myself to a room that someone is already in without their input?**

Yes, you can. If you have concerns about a placement after it has been made, please contact [reslife@pugetsound.edu](mailto:reslife@pugetsound.edu) to make a request for a room change.

### **I no longer want the housing assignment I chose. Can I change it?**

Any requests to change your housing assignment can be made to [reslife@pugetsound.edu](mailto:reslife@pugetsound.edu). Please note, self-selecting a room assignment completes the terms and conditions of the agreement. All requests to be released from the Housing Agreement must be filed as an appeal. Please visit our website for more information.

**More questions about housing selection?** Email: [reslife@pugetsound.edu](mailto:reslife@pugetsound.edu).