

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

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

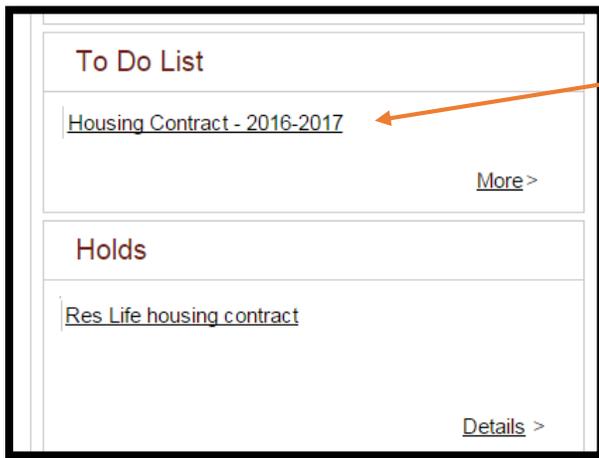
- Completing the Housing Contract
- Selecting a Housing Assignment
- Choosing a Roommate
- Troubleshooting Questions

Complete the Housing Contract First

Please note the housing contract will not be available until after February 10!

Step 1: Log into my.pugetsound.edu.

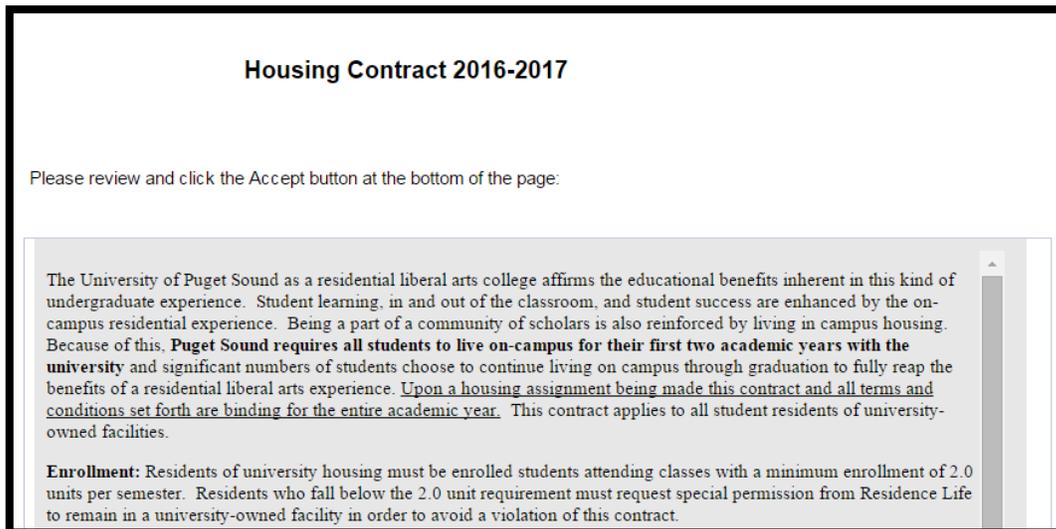
Step 2: Navigate to your “To Do” List. Here you should see a link “Housing Contract 2016-2017.”



Click on this link.

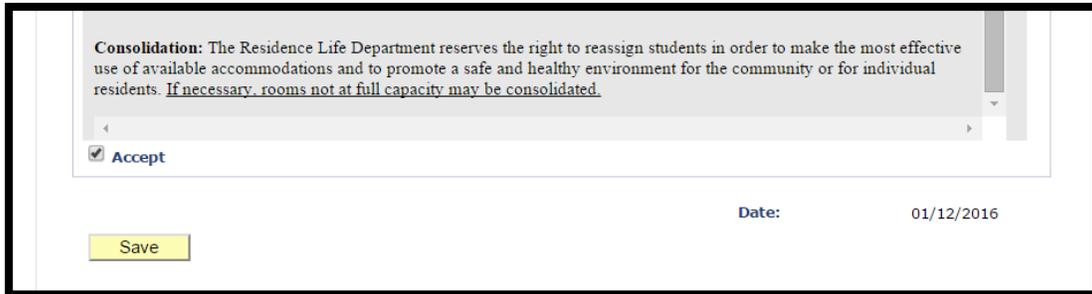
Note: The “Hold” on your account refers to the fact you must complete your Housing Contract before being able to select a room assignment in self-service. If you are electing not to live on campus next year, you may ignore this hold.

A new tab will open with the terms and conditions laid out:



Step 3: Read carefully the terms and conditions of the housing contract.

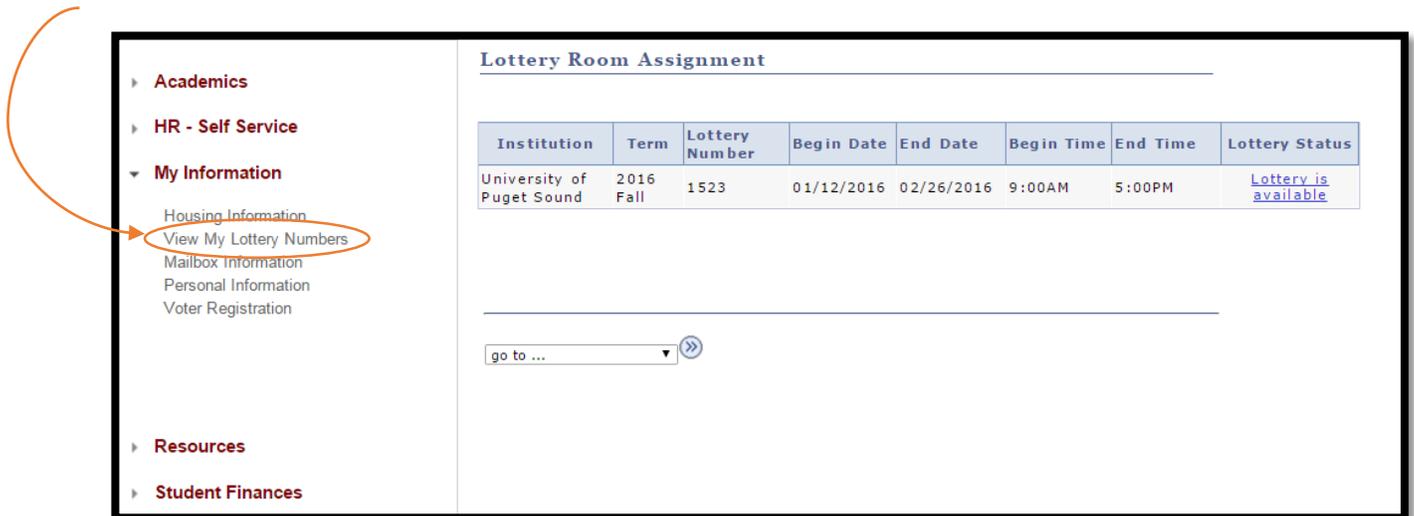
Step 4: To accept the terms and conditions, check the “Accept” box at the bottom of the screen. Click the yellow “Save” button to confirm your submission. You will see the “Task Progress” bar fill completely when you are complete.



Your housing contract is now complete! The system will refresh at 3am and 3pm updating your Lottery Status from view only to the ability to select a space.

Selecting a Housing Assignment

Step 1: Once your permissions have been refreshed, log in to myPugetSound and navigate to “My Information.”



Step 2: Click on “View My Lottery Numbers” and you will see your begin date and time and end date and time. This is the window in which you may log in to select housing. For this student, they have between January 12, 2016 at 9am until February 26, 2016 at 5pm to select a housing assignment.

Step 3: Click the hyperlink “Lottery is available” link to view what is available!

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.

Lottery Room Assignment

Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2016 Fall	1523	01/12/2016	02/26/2016	9:00AM	5:00PM	Lottery is available

No Rooms Available.

*Sort By:

Quad

Select Room							
Campus	Quad	Building	Floor	Room	Partition	Capacity	Occupancy
Main Campus	CAMPUS HOUSE	1003 N Lawrence	0	004		2	0
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	201		1	0
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	203		2	0
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	204		2	0
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	205		1	0
Main Campus	CAMPUS HOUSE	1101 N Lawrence	1	1A		1	0

Step 4: Review available options. To sort through the options, use the arrow buttons to scroll through pages. You can see there are 574 options currently:

*Sort By:				
Building				
1-10 of 574				
Room	Capacity	Occupancy		
004	2	0		

To view if there are any occupants in the space, click on the View Occupant(s) hyperlink:

Select a Room:											
*Sort By: Quad											
Select Room											
Campus	Quad	Building	Floor	Room	Partition	Theme	Gender	Academic Level	Capacity	Occupancy	View Occupant(s)
Main Campus	CAMPUS HOUSE	1108 N Alder	1	105			Co-ed		1	0	
Main Campus	CAMPUS HOUSE	1108 N Alder	2	201			Co-ed		2	1	View Occupant(s)
Main Campus	CAMPUS HOUSE	1108 N Alder	2	202			Co-ed		1	0	
Main Campus	CAMPUS HOUSE	1111 N Lawrence	1	101			Co-ed		1	0	
Main Campus	CAMPUS HOUSE	1111 N Lawrence	2	202			Co-ed		2	1	View Occupant(s)

By clicking the “View Occupant(s)” link a new tab will open. **Be sure your browser allows popups!** The student’s name and email address will appear in this new “Room Details” window:

Room Details

Institution: University of Puget Sound
Campus: Main Campus
Building: 1111 N Lawrence
Floor: Second Floor
Room: 1111 N Lawrence 202
Term: 2016 Fall

Room Occupants Find | View All | [grid icon] First 1 of 1 Last

	Name	Email Address
1	Thomas, Ronald	ps_cs_tst@pugetsound.edu

Step 5: Select your desired space by clicking on the room number.

Select a Room: *Sort By: Quad

Select Room | [grid icon] First 21-30 of 574 Last

Campus	Quad	Building	Floor	Room	Partition	Theme	Gender	Academic Level	Capacity	Occupancy	View Occupant(s)
Main Campus	CAMPUS HOUSE	1108 N Alder	1	105			Co-ed		1	0	
Main Campus	CAMPUS HOUSE	1108 N Alder	2	201			Co-ed		2	1	View Occupant(s)
Main Campus	CAMPUS HOUSE	1108 N Alder	2	202			Co-ed		1	0	

A warning will appear in red reminding the user that by clicking submit you are creating a room assignment which completes the housing contract, all terms and conditions of the Housing Contract are binding at this point.

Select Roommate(s):

Enter Required Information for Roommate

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

Selected Room

Floor	Room	Description	Theme	Academic Level	Room Type	Capacity	Rate	Submit
2	201	1108 N Alder 201			Double Room	2		<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 directly to Assistant Director of Residence Life, Jenni Chadick, at jchadick@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	Lottery is available

Message

This room is a Co-ed 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	101		Co-ed	1	0
Lawrence 2	202		Co-ed	2	1 View Occupant(s)

Step 6: Select your desired meal plan.

Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2016 Fall	3377	02/01/2016	02/10/2016	9:00AM	5:00PM	Lottery is available

Select a Room: *Sort By:

Campus	Quad	Building	Floor	Room	Partition	Theme	Capacity	Occupancy	View Occupant(s)
Main Campus	CAMPUS HOUSE	1415 N Washington	1	104			1	0	
Main Campus	CAMPUS HOUSE	1415 N Washington	2	201			1	0	
Main Campus	CAMPUS HOUSE	1415 N Washington	2	202			1	0	

Select Roommate(s):

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

Select a Meal Plan:

Meal Plan
Off Campus - \$1025
Hearty - \$2740
Light - \$2485
Medium - \$2590
Mega - \$2835

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.

Selected Room								
Floor	Room	Description	Theme	Academic Level	Room Type	Capacity	Rate	Submit
1	104	1415 N Washington 104			Single Room	1		<input type="button" value="Submit"/>

A meal plan is required in all residence halls including Commencement and Trimble. Please note, meal plan prices are subject to change before the fall.

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

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.

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
2	201	1108 N Alder 201			Double Room	2		<input type="button" value="Submit"/>

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.”

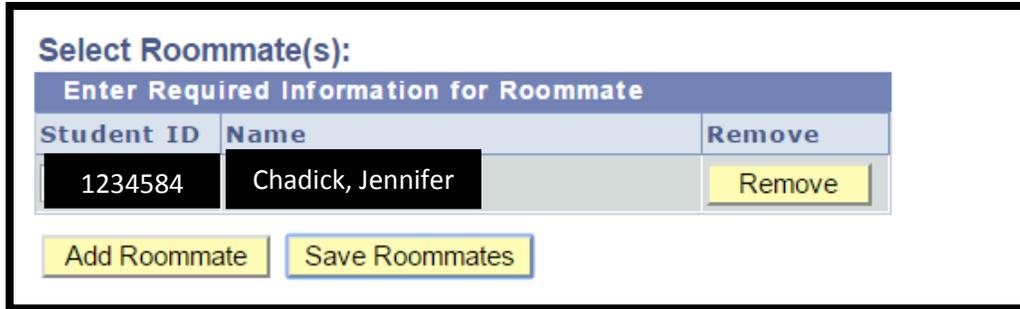
Lottery Room Assignment							
Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2016 Fall	119	01/12/2016	02/26/2016	9:00AM	5:00PM	Complete

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 “Selecting a 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 would like to sign up for a room with. 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.



The screenshot shows a web interface titled "Select Roommate(s):". Below the title is a blue header bar that says "Enter Required Information for Roommate". Underneath is a table with three columns: "Student ID", "Name", and "Remove". The first row contains the student ID "1234584", the name "Chadick, Jennifer", and a yellow "Remove" button. Below the table are two yellow buttons: "Add Roommate" and "Save Roommates".

Student ID	Name	Remove
1234584	Chadick, Jennifer	Remove

Click “Add Roommate” and your roommate’s name will appear (Jennifer Chadick)

Step 4: Complete steps 5 through 7 of “Selecting a Housing Assignment.”

Troubleshooting

Why can't I see what housing is available?

If a student's lottery window is open, however, "Lottery is available" is not hyperlinked, then the student has not completed a housing contract. Students must first complete a housing contract to view available inventory during their selection time.

<u>Lottery Room Assignment</u>							
Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2016 Fall	2816	01/12/2016	02/26/2016	9:00AM	5:00PM	Lottery is available

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

<u>Lottery Room Assignment</u>							
Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2016 Fall	1523	01/12/2016	02/26/2016	9:00AM	5:00PM	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 see 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 to make a request for a room change.

I have a group of rising juniors and seniors, how do we secure a house/flat/suite for the group?

For rising juniors and seniors, the selection process is first-come, first-served starting at 9am on February 15, there is not a group registration process for juniors and seniors. Residence Life suggests one member of your group signs on right at 9am to select the house you'd like to live in. Each member of the group will need to select your specific room within that house individually, which you can do by logging in on separate devices at the same time, or one at a time once a house is selected. Residence Life will not be able to "hold" rooms though, so you'll want to coordinate with your group timing.

More questions about housing selection?

Res Life is here for you! Our office is open 8a-6p, M-F, and located at 3209 N. 15th, across the street from Diversions. Phone: 253-879-3317. Email: reslife@pugetsound.edu.