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 early February!*

**Step 1:** Log into my.pugetsound.edu.

**Step 2:** Navigate to your “To Do” List. Here you should see a link “Housing Contract 2017-2018.”

Click on this link.

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.

Note: The “Exit” button does not work. Please close the tab, or click “sign out” in the upper right.

Selecting a Housing Assignment

Step 1: 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 3 at 9am January 20 at 9am 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 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, or suite, or 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).”

Note: Please see page 7 for details on how to sign up for housing with a roommate.

By clicking the “View Occupant(s)” link a new tab will open. Be sure your browser allows popups!

Different browsers will have different icons in the search bar. Click on this icon to adjust your browsers’ pop up settings.

A new tab will open with details of the room you have clicked on. This is how you may view the names of students have already selected the same house or room.

Note: Many students will be logged on at the same time making selections at the same time, The system will automatically update however there may be a few minutes of delay depending on the number of users logged on at that time.
The student’s name and email address will appear in this new “Room Details” window:

**Step 4:** Review available options. To sort through the options, use the arrow buttons to scroll through pages. You can see there are 431 options currently:

**Step 5:** Select your desired space by clicking on the room number. 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.
Step 6: Select your desired meal plan.

A meal plan is required in all residence halls including Thomas 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.

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.”

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.
Confirm Your Housing Assignment

You may view your chosen housing assignment by clicking the “View My Housing Contracts” link under “My Information.”

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<thead>
<tr>
<th>Student Menu</th>
<th>Room Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>This is a summary of your room assignments. Click a link to view the Residence Life staff assigned to a specific area.</td>
</tr>
<tr>
<td>HR - Self Service</td>
<td>Institution</td>
</tr>
<tr>
<td>My Information</td>
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<tr>
<th>Meal Plan Assignments</th>
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<tbody>
<tr>
<td>This is a summary of your meal plan assignments.</td>
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<tr>
<td>Institution</td>
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<tr>
<td>Puget Sound</td>
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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 you 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.

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?**
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 contract. Students must first complete a housing contract to view available inventory during their selection time. These permissions refresh at 3am and 3pm, therefore it is important to complete your housing contract in advance. Access will not resolve instantly.

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

**I am getting an error message “you have a different gender than the occupants” even though this is a single room. Why?**

This is the default error if a room has been selected by another student. This means another student has already chosen this room since you’ve logged on and attempted to pick this room. Rooms in certain communities will go fast and are first come, first assigned.
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. Your Puget Sound user ID and password is required to access these floor plans:

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 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. Please note, selfselecting a room assignment completes the terms and conditions of the housing contract. All requests to be released from the housing contract must be filed as a contract appeal. Please visit our website for more information.

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.