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

The following documentation will provide step-by-step instructions for:
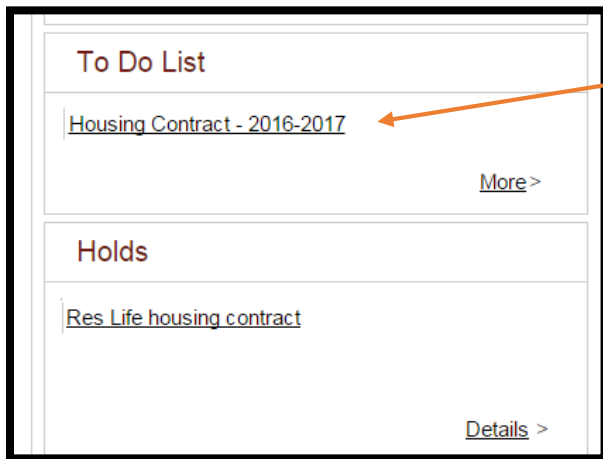
- Completing the Housing Contract
- Selecting a Housing Assignment
- Choosing a Roommate
- Troubleshooting Questions

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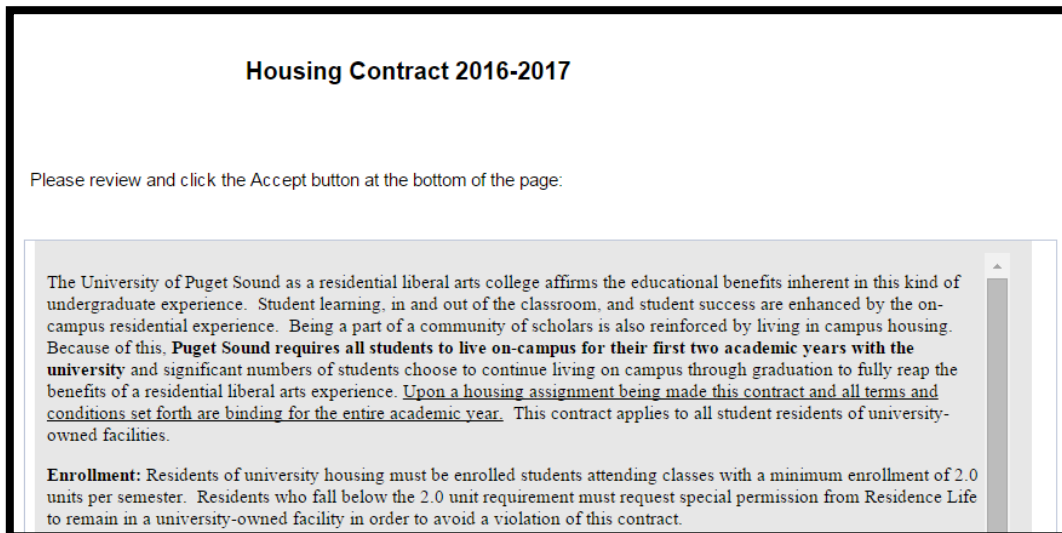
Step 3: Read carefully the terms and conditions of the housing contract.

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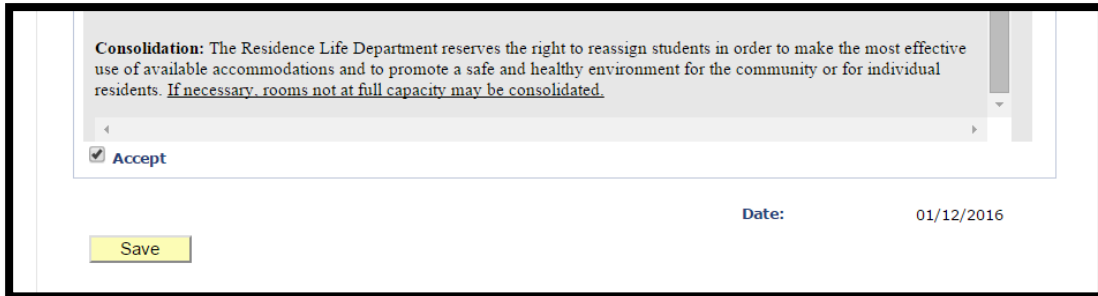
Your housing contract is now complete! The system will refresh at 3am and 3pm updating your Lottery Status from view only to the ability to select a space.

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 February 1, 2016 at 9am until March 4, 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.

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.
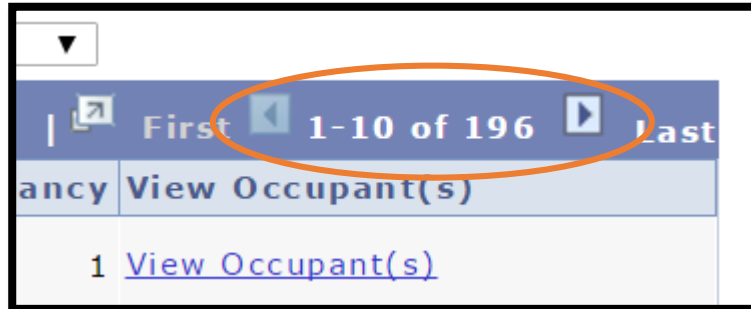
Note the capacity of the room versus the occupancy. A single room has a capacity of 1. Double rooms (i.e. rooms where you have a roommate sharing the same bedroom) will have a capacity of 2. You may view the occupant who has already signed up for a double room by clicking the hyperlink "View Occupant(s)."

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	004			2	1	View Occupant(s)
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	201			1	1	NO VACANCY - View Occupant(s)
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	203			2	1	View Occupant(s)
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	204			2	0	
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	205			1	1	NO VACANCY - View Occupant(s)
Main Campus	CAMPUS HOUSE	1101 N Lawrence	1	1A			1	1	NO VACANCY - 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 | 🔲 | ⊞ First ◄ 1 of 1 ► Last

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

Step 4: Review available options. To sort through the options, use the arrow buttons to scroll through pages. You can see there are 196 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.

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.

Step 6: Select your desired meal plan.

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.

		1111 N Lawrence 2	202		Co-ed		2	1 View Occupant(s)

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]

		1114 N Alder	2	201		Co-ed		2	0

Select Roommate(s):

Enter Required Information for Roommate

Student ID	Name		Remove
			[Remove]

[Add Roommate] [Save Roommates]

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
2	201	1108 N Alder 201			Double Room	2		[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

You may view your chosen housing assignment by clicking the "View My Housing Contracts" link under "My Information." This link will close once housing selection is complete March 25. The "Housing Information" link will update in May from your current housing assignment to next year's housing assignment.

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.

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.

Lottery Room Assignment								
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.

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	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. Your Puget Sound user ID and password is required to access these floor plans: https://www.pugetsound.edu/student-life/campus-living/residence-life/residence-halls-houses/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, self-selecting 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.