

# 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

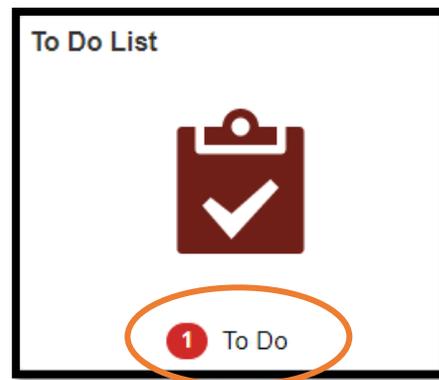
## Completing the Housing Contract

**Please note the housing contract will not be available until early to mid February!**

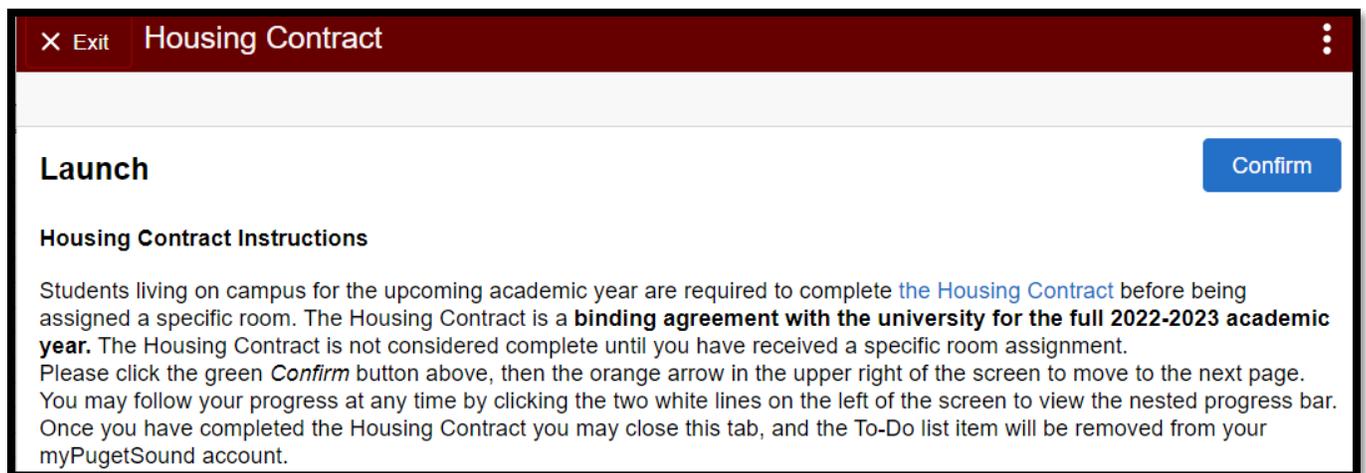
**If using self-service to select housing – Be SURE to complete your housing contract 24 hours prior to your self-service time.**

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

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



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



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

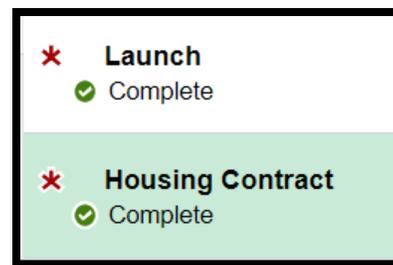
- If living on campus: Answer *Yes* and click and then to move to the Housing Contract terms and conditions.
- If living off campus: Select *No* and click if you are living off campus & to complete the guide.

**Step 5:** Read carefully the terms and conditions of the housing contract. Click the blue Accept button to complete the guide and exit.



**Step 6:** Your housing contract is now complete! You will see it marked complete in the left hand navigation bar and you'll see the agreement date posted at the bottom of the contract.

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



The system will refresh at 3am and 3pm updating your Lottery Status from view only to the ability to select a space.

## Self Service: Choosing Your Housing Assignment

**Step 1:** After you have agreed to the terms and conditions of the Housing Contract on your To-Do list, log in to *myPugetSound* and navigate to your Housing Tile. In your housing tile – you'll see a tile called *My Lottery Numbers*.



**Step 2:** Click on *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.

In the example below, the student has between February 5, 2022 at 12 am until February 28, 2022 at 11 pm 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	2022 Fall	15	02/05/2022	02/28/2022	12:00AM	11:00PM	<a href="#">Lottery is available</a>

**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, 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					

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

**Be sure your browser allows popups!** The name and email address of the student who is already occupying that will appear in this new *Room Details* window.

**Room Details**

**Institution:** University of Puget Sound  
**Campus:** Main Campus  
**Building:** 1101 N Lawrence  
**Floor:** Second Floor  
**Room:** Apt E  
**Term:** 2022 Fall

**Room Occupants** Find | View All | First 1 of 1 Last

Name	Email Address
Peter Parker	ps_cs_tst@pugetsound.edu

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

First 1-10 of 196 Last

View Occupant(s)

1 View Occupant(s)

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

**Select a Room:** \*Sort By: Quad

Select Room | First 11-20 of 201 Last

Campus	Quad	Building	Floor	Room	Partition	Theme	Gender	Capacity	Occupancy	View Occupant(s)
Main Campus	CAMPUS HOUSE	1107 N Lawrence	1	101			Co-ed	1	0	
Main Campus	CAMPUS HOUSE	1107 N Lawrence	1	102			Co-ed	1	0	

A warning will appear in red reminding you 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.

**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 (that they will share with you) later.

**Select Roommate(s):**

Enter Required Information for Roommate

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

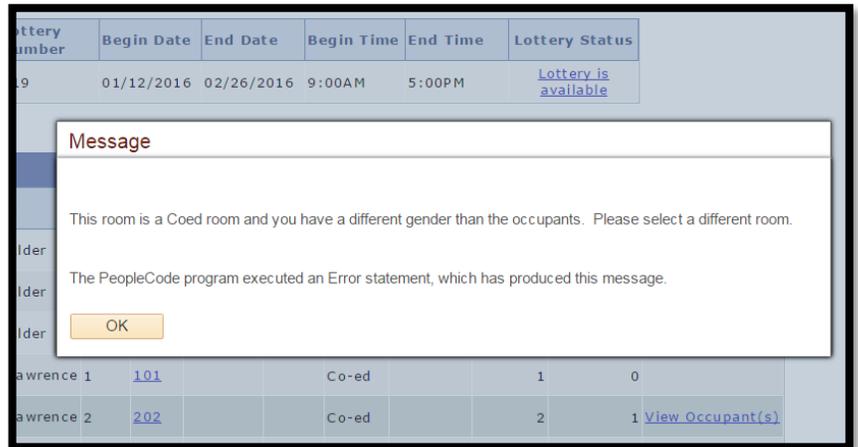
Add Roommate Save Roommates

**Selected Room**

Floor	Room	Description	Theme	Academic Level	Room Type	Capacity	Rate	Submit
1	101	1107 N Lawrence 101			Single Room	1		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.



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

Main Campus	CAMPUS HOUSE	1108 N Alder	2	<a href="#">202</a>		Co-ed	1	0
Main Campus	CAMPUS HOUSE	1111 N Lawrence	1	<a href="#">101</a>		Co-ed	1	0
Main Campus	CAMPUS HOUSE	1111 N Lawrence	2	<a href="#">202</a>		Co-ed	2	0

**Select Roommate(s):**

Enter Required Information for Roommate

Student ID	Name	Remove
<input type="text" value="5568361"/>	<input type="text" value="Draco Malfoy"/>	<input type="button" value="Remove"/>

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.

**Select a Meal Plan:**

Select Meal Plan

Meal Plan
<a href="#">Off Campus - \$1285</a>
<a href="#">Plan D (Hearty) - \$3435</a>
<a href="#">Plan B (Light) - \$3115</a>
<a href="#">Plan C (Medium) - \$3250</a>
<a href="#">Plan E (Mega) - \$3560</a>
<a href="#">Plan A (Very Light) - \$2930</a>

A meal plan is required in all residence halls including Langlow, Thomas, and Trimble. [Meal plans and prices](#) are listed on the website.

**Selected Room**

Floor	Room	Description	Theme	Academic Level	Room Type	Capacity	Rate	Submit
2	201	1107 N Lawrence 201			Double Room	2		<input type="button" value="Submit"/>

**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.

The screenshot shows a web interface for housing selection. At the top, there is a list of campus houses. A central message box contains the text: "Press Yes to confirm your room selection. When you click Yes, you and the roommates entered will be assigned the room you have selected." Below the message are "Yes" and "No" buttons. Below the message box is a section titled "Select Roommate(s):" with a table for entering roommate information. At the bottom, there is a "Selected Room" table with the following data:

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	2022 Fall	15	02/05/2022	02/28/2022	12:00AM	11:00PM	Complete

You may view your housing assignment by clicking the **My Housing Contracts** tile on your **Housing** Page. The **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	02/06/2022	CAMPUS HOUSE	1107 N Lawrence	First Floor	<a href="#">1107 N Lawrence 102</a>
University of Puget Sound	Spring 2022	12/09/2021	RES HALLS	Todd/Phibbs Hall	Second Floor	<a href="#">Todd/Phibbs Hall 244</a>

## 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.

**Select Roommate(s):**

Enter Required Information for Roommate

Student ID	Name	Remove
1234584	Draco Malfoy	Remove

Add Roommate Save Roommates

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

**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.**

Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2022 Fall	15	02/05/2022	02/28/2022	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.

Institution	Term	Lottery Number	Begin Date	End Date	Begin Time	End Time	Lottery Status
University of Puget Sound	2022 Fall	73	02/05/2022	02/28/2022	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 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](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 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! Please email us at [reslife@pugetsound.edu](mailto:reslife@pugetsound.edu).