

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

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

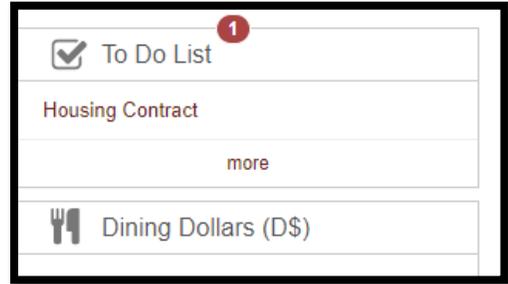
- Completing the Housing Contract
- Selecting a Housing Assignment
- Choosing a Roommate
- Troubleshooting Questions

## Completing the Housing Contract

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

**Step 1:** Log into [my.pugetsound.edu](http://my.pugetsound.edu).

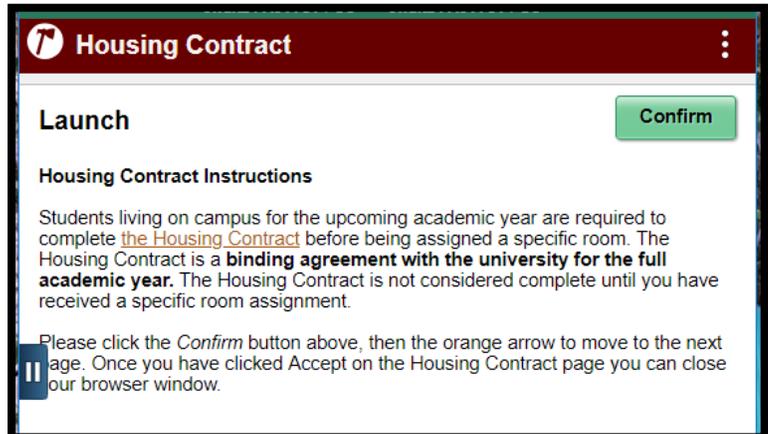
**Step 2:** Navigate to your To Do List. Here you should see a link Housing Contract. The Housing Contract is a guide with up to 3 pages. Click the link and a new tab will open with multiple pages to complete.



**Step 3:** Click the green Confirm button and an orange arrow  will appear 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.

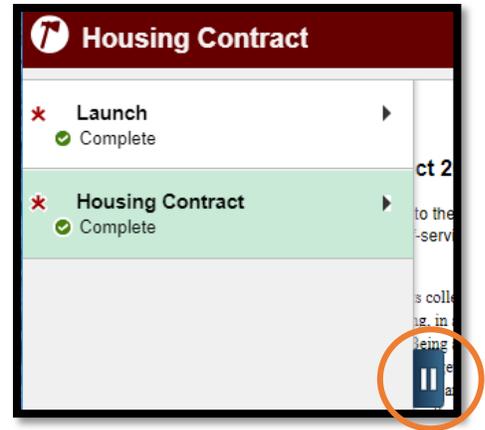


**Step 5:** Read carefully the terms and conditions of the housing contract. Click the green Accept button to complete the guide and exit.



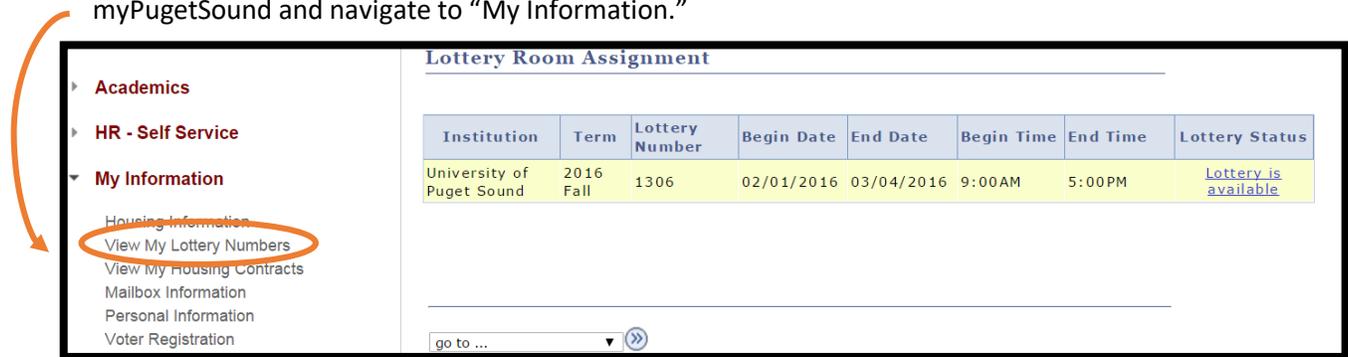
**Your housing contract is now complete! The system will refresh at 3am and 3pm updating your Lottery Status from view only to the ability to select a space.**

To verify you have completed each step, you can click the two white lines (the nested tray) to reveal your progress. Once you see a green circle with a check inside indicating your Housing Contract is complete you can close your tab to exit.



### 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 “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.

In the above example, the student has between February 1, 2016 at 9am until March 4, 2016 at 5pm to select a housing assignment in self-service.

**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.

Select a Room: \*Sort By: Quad

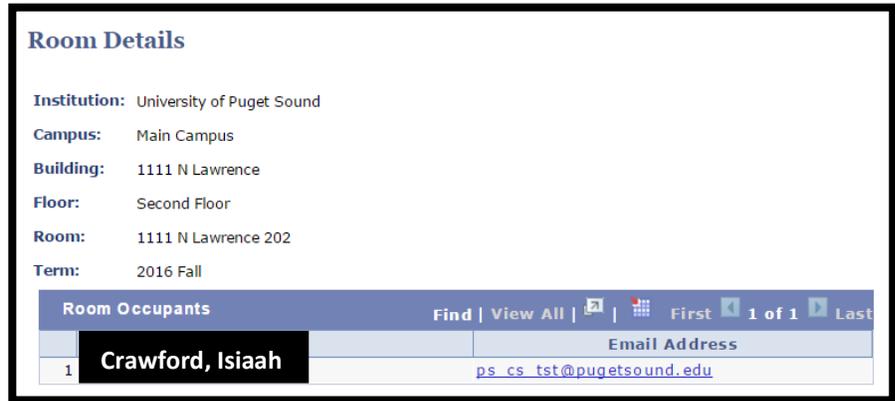
Campus	Quad	Building	Floor	Room	Partition	Theme	Capacity	Occupancy	View Occupant(s)
Main Campus	CAMPUS HOUSE	1003 N Lawrence	0	<a href="#">004</a>			2	1	<a href="#">View Occupant(s)</a>
Main Campus	CAMPUS HOUSE	1003 N Lawrence	2	201			1	1	<a href="#">NO VACANCY - View Occupant(s)</a>
Main Campus	CAMPUS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

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)*.



**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.



**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:



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

Select a Room:											*Sort By:	Quad	
Select Room											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	<a href="#">105</a>			Co-ed		1	0			
Main Campus	CAMPUS HOUSE	1108 N Alder	2	<a href="#">201</a>			Co-ed		2	1	<a href="#">View Occupant(s)</a>		
Main Campus	CAMPUS HOUSE	1108 N Alder	2	<a href="#">202</a>			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.

**Select Roommate(s):**

Enter Required Information for Roommate

Student ID	Name	Remove
<input type="text"/>	<input type="text"/>	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 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	Room	Theme	Capacity	Occupancy	View Occupant(s)
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>

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	<a href="#">Lottery is available</a>

**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
<input type="text"/>	<input type="text"/>	Remove

**Select a Meal Plan:**

Select Meal Plan
<a href="#">Meal Plan</a>
<a href="#">Off Campus - \$1025</a>
<a href="#">Hearty - \$2740</a>
<a href="#">Light - \$2485</a>
<a href="#">Medium - \$2590</a>
<a href="#">Mega - \$2835</a>

**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"/>

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, and Trimble. [Meal plans and prices](#) are listed on the website.

**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="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

You may view your housing assignment by clicking the “View My Housing Contracts” link under “My Information.” The “Housing Information” link will update in May from your current housing assignment to next year’s housing assignment.

Student Menu	Room Assignments																												
<ul style="list-style-type: none"> <li>▶ <b>Academics</b></li> <li>▶ <b>HR - Self Service</b></li> <li>▼ <b>My Information</b> <ul style="list-style-type: none"> <li>Housing Information</li> <li><a href="#">View My Lottery Numbers</a></li> <li><a href="#">View My Housing Contracts</a></li> <li>Mailbox Information</li> <li>Personal Information</li> <li>Voter Registration</li> </ul> </li> </ul>	<p>This is a summary of your room assignments. Click a link to view the Residence Life staff assigned to a specific area.</p> <table border="1"> <thead> <tr> <th>Institution</th> <th>Term</th> <th>Date</th> <th>Quad</th> <th>Building</th> <th>Floor</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>University of Puget Sound</td> <td>Fall 2016</td> <td>03/03/2016</td> <td>RES HALLS</td> <td>Trimble Hall</td> <td>Garden Level</td> <td><a href="#">Trimble Hall 002D</a></td> </tr> <tr> <td>University of Puget Sound</td> <td>Spring 2016</td> <td>11/25/2015</td> <td>RES HALLS</td> <td>Anderson/Langdon Hall</td> <td>Garden Level</td> <td><a href="#">Anderson/Langdon Hall 024</a></td> </tr> <tr> <td>University of Puget Sound</td> <td>Fall 2015</td> <td>07/08/2015</td> <td>RES HALLS</td> <td>Anderson/Langdon Hall</td> <td>Garden Level</td> <td><a href="#">Anderson/Langdon Hall 024</a></td> </tr> </tbody> </table>	Institution	Term	Date	Quad	Building	Floor	Room	University of Puget Sound	Fall 2016	03/03/2016	RES HALLS	Trimble Hall	Garden Level	<a href="#">Trimble Hall 002D</a>	University of Puget Sound	Spring 2016	11/25/2015	RES HALLS	Anderson/Langdon Hall	Garden Level	<a href="#">Anderson/Langdon Hall 024</a>	University of Puget Sound	Fall 2015	07/08/2015	RES HALLS	Anderson/Langdon Hall	Garden Level	<a href="#">Anderson/Langdon Hall 024</a>
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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.

**Select Roommate(s):**  
Enter Required Information for Roommate

Student ID	Name	Remove
1234584	Chadick, Jennifer	Remove

Add Roommate Save Roommates

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](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! Our office is open 8:30 am to 5:00 pm M-F, and located at 3206 N. 15<sup>th</sup>, near the Alder Street campus entrance & across from the new welcome center: 253-879-3317. Email: [reslife@pugetsound.edu](mailto:reslife@pugetsound.edu).