Spring 2014
Proxy Instructions for MyHousing
Residence Life & Housing

Eligibility

- Only students who are in a housing lottery (regardless of class year) can participate as another student's proxy.
    - For example, a graduating senior **CANNOT** proxy for a rising senior.
    - For another example, a rising senior who has accepted permission to live off-campus **CANNOT** proxy for a rising senior who is living on campus.

Navigation

- Proxying is done through the proxy tab under the "Navigation" section of the MyHousing Home/Overview screen. This is in the upper left corner of the Home/Overview screen.

Selection

- Any student(s) who have authorized you to act as their proxy will be listed in the Proxy tab under the "Navigation" section of the MyHousing Home/Overview screen.
- You can now log into MyHousing as this student. Please wait until shortly before your proxy's lottery time (no more than 5 minutes) to log into MyHousing.
- At your proxy's lottery time, you can go through MyHousing as that person.

How is this different from prior years?

- In prior years, Residence Life & Housing staff had to administratively log a student into MyHousing as for their proxy. Since April 2011, students can log into MyHousing as their proxy without the administrative override by Residence Life & Housing staff.

Why is this different from prior years?

- Administratively logging students into MyHousing for the proxying process was unnecessarily complicated and time-consuming.
- A software upgrade to MyHousing in early 2011 included a solution for the proxying process that we decided to implement after extensive testing with positive results.

What if I have questions?

- Residence Life & Housing staff will be available in Althouse 204 starting at 5:30PM on each night of room selection.
- Students can also come to Residence Life & Housing during normal business hours (Monday-Friday, 8:30AM-4:30PM) for assistance.