

April 2011
Proxy Instructions for MyHousing
Office of Campus Life

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, Campus Life staff had to administratively log a student into MyHousing as for their proxy. Starting this year (April 2011), students can log into MyHousing as their proxy without the administrative override by Campus Life staff.

Why is this different from prior years?

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

What if I have questions?

- Campus Life staff will be available in the Info Commons Classroom (in the Library) starting at 5:30PM on each night of room selection.
- Students can also come to Campus Life during normal business hours (Monday-Friday, 8:30AM-4:30PM) for assistance.