



## **How to Complete the Housing Application:**

- 1.) Log into your Housing Self-Service Account
- 2.) Once you do this at the top of the screen you will see a red bar and you will press the word "Application"
- 3.) An option to click on "Room Selection 2020" will appear and you will click on that link
- 4.) You will then read through the Room and Board Agreement and at the end you will see a box where you will electronically sign the Room and Board Agreement
- 5.) You will then press "Continue"
- 6.) On the following page you will acknowledge and fill out the appropriate information
- 7.) You will then press "Continue"
- 8.) A screen will then appear telling you that your application is complete
- 9.) You will receive a follow up email saying you filled out the needed Housing Application
- 10.) In order to receive a lottery time, you will still need to register for at least one class between March 30-April 3 and clear any financial holds from your account by April 3