Your Step-By-Step Guide to Online Housing Selection

Housing & Residential Learning
Login to MyHousing using your Student Username and Password. This would be the same as if you were logging into the Albright Network and Moodle, and your Albright e-mail. If you do not have this information, contact the Help Desk at helpdesk@alb.edu, or 610-921-7676.
To apply online, click on “Login” on the left hand side where it says “ApplyOnline”.
Using the drop down menu box, select the “Returning Housing Application (Fall 2011)” and click Next.
Please carefully read the contract terms in entirety.
Please carefully continue reading the contract terms in entirety.
Once you've carefully reviewed the contract terms in entirety, click “I Agree” and then Next.

Note: If you click “I do not agree”, you will not be able to move on with the application/selection process!
Please review and update your cell phone and emergency contact information if applicable. For questions 8 and 9, use the drop down menu to select your 1st and 2nd preferred room selection processes. Online Help is available on the right side of this screen. Click on “Complete Application” to continue.
This is the final step in the online application process. E-mail notification regarding the roommate selection, room and dining selection processes will follow. Please close the window to exit MyHousing.
Login to MyHousing using your Student Username and Password. This would be the same as if you were logging into the Albright Network and Moodle, and your Albright e-mail. If you do not have this information, contact the Help Desk at helpdesk@alb.edu, or 610-921-7676.
To select your roommates, rooms and dining plans, click on “Login” on the right hand side where it says “MyHousing”.

NOTICE: If you are having trouble logging into the system please try deleting your cookies.
Directions: Internet Explorer | Mozilla Firefox

© 2011 Albright College
This is the “Home/Overview” screen for Bryan Wilson. You will see at the bottom of the screen that Bryan has applied for the “Mohn House Honors Room Selection” process.
Now, Bryan must select his roommate. On the top left “Navigation” area, scroll to “Room Selection” and then click on “Roommate Selection”.
In the “Roommate Selection” fields, enter your requested roommate’s first and last names, or Albright e-mail address. Then click on “Request Student as Roommate”.
You will notice that this roommate request does not yet match because Sean Crossley now needs to confirm Bryan’s roommate request.
This is Bryan’s overview screen again showing that he has an unmatched roommate group because Sean Crossley has not yet confirmed his request.
Welcome to Sean Crossley’s Home/Overview Screen! You will notice that he has also applied for the “Mohn House Honors Room Selection” at the bottom of the screen.
Sean is now going to follow the “Navigation” tool bar area for his “Roommate Selection”.
Sean already has a pending roommate request from Bryan Wilson, so all he has to do is “Decline” or “Confirm” this request.

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Request From</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 2011</td>
<td>Bryan Wilson</td>
<td>Decline</td>
</tr>
</tbody>
</table>
Rest assured, that Sean has clicked “Confirm” to this request and the roommate group for Bryan Wilson and Sean Crossley is now fully matched.
The next step is selecting a room. Please note that only one roommate has to complete this step. Using the “Navigation” tool bar, scroll down to “Room Selection” and click on “Select a Room/Suite”.
Click on “Find Available Rooms”. This will give you a list of all available rooms, based upon your application living preferences, when it is your turn to select. Note: If a room is flagged as “gender-specific”, it will only list available rooms that are “neutral” or specific to your gender! Thus, you will not have the option to select a “female” room if you are a “male”.
Scroll down the list of available rooms and click “Select Room” once you have decided on a room. (Note: the fees listed are 2010-2011 room rates. 2011-2012 room rates will be seen during the actual selection process.)
As you can see, Sean has selected Mohn 111 for him and Bryan. Now he must click “I Agree – Submit My Room Selection” to confirm the assignment. Notes: Once this happens, students can not change their room! Also, Bryan will not have to select or confirm the room request since the roommate request was previously confirmed!
This screen confirms that the room assignment has been saved! Both roommates will receive e-mail confirmation of the room assignment.
Back at Sean’s “Home/Overview” page you will now notice more information listed under “My Assignments”. But there is still one more step to complete – selecting a meal plan!
Under the “Navigation” tool bar, scroll down and click on “Dining”.

MyHousing Overview

My Info
Name: Sean Crosby

My Assignments
Assignment            Roommate(s)/Submate(s)
FALL 2011             Bryan Wilson - Room: 111 - Bed: 2
Mohn Hall - Floor: 1 - Room 111 - Bed: 1
Room Type: Double    bryan.wilson11@albright.edu
PO Box: 332           Check-In: 08/29/2011 - Check-Out: 12/16/2011

My Dining
You do not have any current or future dining plans.

My Future Roommate Requests
Time Frame  Requested Roommate  Status
FALL 2011    Bryan Wilson        STUDENT ASSIGNED

Please note that any roommate that is marked as “STUDENT ASSIGNED” or “STUDENT INELIGIBLE” will not be included in your roommate list if you participate in an online room selection because he/she is already assigned to a room or is ineligible for housing.

My Future Room Selection Process
You are not involved in any upcoming room selection processes.
Under “Fall 2011”, be sure to highlight “Select a New Dining Plan” and click on “Continue”.
From the drop down menu, you will need to select a meal plan option. Only available meal plan options will appear based upon your room assignment. Once you have decided on a meal plan, click on “Submit My Dining Plan Selection”. (Note: the fees listed are 2010-2011 meal plan rates. 2011-2012 meal plan rates will be seen during the actual selection process.)
This screen indicates that Sean has selected the “Silver 14 Flex” dining plan for Fall 2011.
One more time, back at Sean’s “Home/Overview” screen, you can now see that Fall 2011 housing / roommate assignment and dining plan information is now confirmed! Click on “Logout of MyHousing” at the top of the screen to exit the program!
GOOD LUCK😊