

Online Application Guide

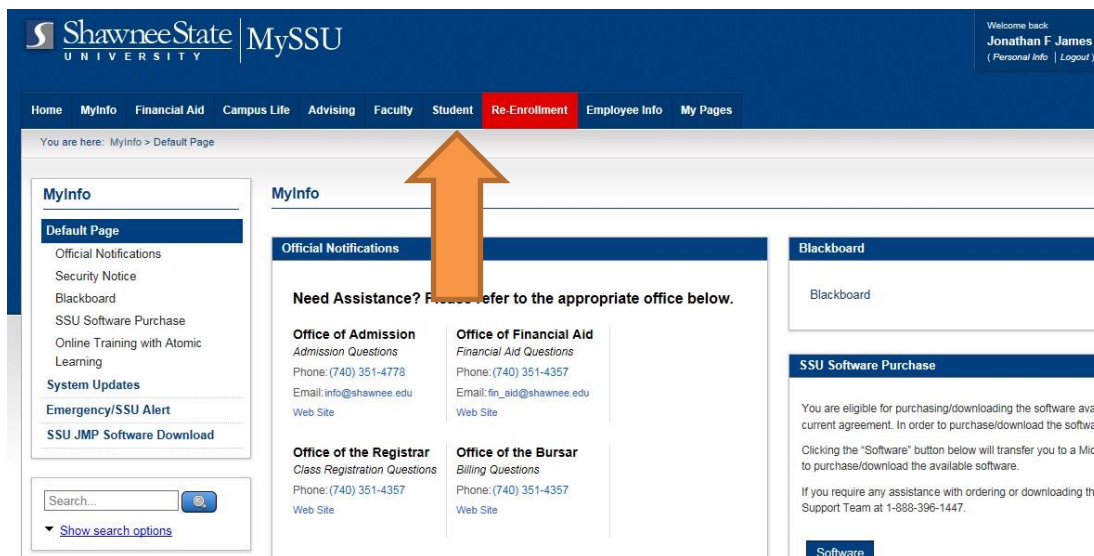
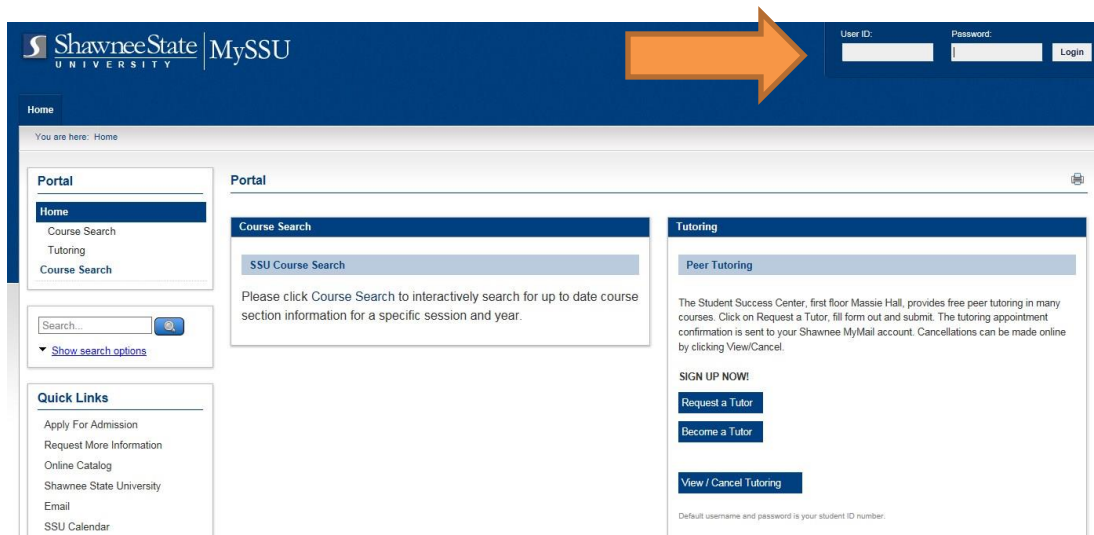
SHAWNEE STATE UNIVERSITY - Office of Housing & Residence Life

PHASE ONE: ONLINE APPLICATION

Step 1: Register for your next semester coursework.

Step 2 & 3: LOGIN to MySSU and click on "Student" Tab.

Access your MySSU account at <https://myssu.shawnee.edu>. Login into the system using your student identification number and password for MySSU. By default, your password is your date of birth in yyyymmdd format unless you have changed this password. For assistance with trouble accessing MySSU, please contact the Information Technology Services Help Desk. The Help Desk is located in the basement of the Clark Memorial Library - Room 118. They can also be reached by phone at: 740351-3538 or email: help_desk@shawnee.edu. Once you have entered into your MySSU, you need to click on the "Student" Tab. Please see the images below for more assistance.



Step 4: Click on Housing Sub-Page and then the MyHousing Self-Service Button

Once you have accessed the Student Tab, click on the **Housing sub-page**, link located on the side navigation bar. Then select the **MyHousing Self-Service Button** to access the MyHousing Overview page at the bottom of the page.

The screenshot shows the MySSU website interface. At the top, there is a navigation bar with links: Home, MyInfo, Financial Aid, Campus Life, Advising, Faculty, Student, Re-Enrollment (highlighted in red), Employee Info, and My Pages. Below this, a breadcrumb trail reads "You are here: Student > Registration". On the left side, there is a "Student" menu with several options: Academic Information, Billing Information, Housing, Registration (highlighted with a blue bar and an orange arrow pointing to it), Course Schedules, Blackboard, SSU Payroll Voucher, Bookstore Interface, SSU Student Reg Clearance View, Portlet, Enrollment Verification, and SSU Graduation Petition. The main content area is titled "Student" and contains sections for "Course Schedules", "Add/Drop", and "Registration Agreement". The "Registration Agreement" section includes a text box with the following text: "Each term you will be required to 'agree' to the terms and conditions of registration before you are permitted to add any courses. Please click 'complete the registration agreement form' below to continue with registration." Below this text is a button labeled "Complete the Registration Agreement form". On the right side, there are sections for "Blackboard" and "Bookstore Interface", with a button labeled "Order Textbooks online from". At the bottom of the page, there is a text box that reads: "To access your MyHousing Self-Service application and room selection process, please click on the button below to get started." Below this text is a blue button labeled "MyHousing Self-Service" with an orange arrow pointing to it.

Step 5: Select the correct Student Application.

Selecting the **MyHousing Self-Service** Button will bring you to the overview page, where basic information regarding your housing and dining information as well as other important housing information will be displayed. All Self-Service options are available to students on the top Navigation Panel.

RETURNING STUDENTS

From the navigation panel, click on the **Applications drop down menu** and select the **“Returner Student Application (Fall 2018)”** if you are a returning student who has lived on campus for at least one semester. *Please note that if you are planning to live off campus, you should NOT complete a Returner Student Application.*

NEW STUDENTS

- From the navigation panel, click on the “New Student Application (Fall 2018)”
- If you have been accepted into the university as a new student, and you do not see this option, please email us at housing2@shawnee.edu or call the Housing & Residence Life Office at 740-351-3222 for assistance/verification.

When you select the correct application, you will then be taken to a screen that allows you to complete the following:

- 1.) Electronically sign your Housing Contract. **Note: This is a legally binding one-year contract!**
- 2.) Fill out your application by answering some important lifestyle questions.
- 3.) Input important Emergency Contact or Guardian/Emergency Contact information. *For students under 18, please place a parent/guardian in the Guardian contact so they can approve your application.*
- 4.) Select your preferred meal plan.
- 5.) If applicable, pay your Housing Deposit. *Please note that using a credit card will result in a convenience charge, but using an electronic check will not.*

The screenshot shows a web browser window with the URL https://shawnee.datacenter.adirondacksolutions.com/SHAWNEE_THDSS_PROD/overview.cfm. The browser's address bar and tabs are visible at the top. The main content area features the Shawnee State University logo and a navigation menu with the following items: Home, Applications, Personal Information, Room Selection, Dining, and More Tasks... The 'Applications' dropdown menu is open, showing two options: 'Spring Incoming Student Application (Spring 2018)' and 'FALL Incoming Student Application (FALL 2018)'. Below the navigation menu is a user profile card for Jonathan James, with a silhouette icon, ID number 155743, email jonathanjames@hotmail.com, and Box No.: 0. A 'Sign Out' button is located to the right of the profile card. Below the profile card are four main sections: 'Messages' (no messages), 'Room Selection' (no processes to list), 'Room Assignments' (no active assignments to list), and 'Dining Plans' (no active plans to list). On the right side of the page, there is an 'Information' box with the text: 'Welcome to Self Service! If you have any questions, please contact the Office of Housing & Residence Life at housing2@shawnee.edu or call us at (740) 351-3222. For assistance with online processes, please review the dropdown menu within the light blue "Links" button above.'

It is important to note that students who sign their contract, fill out and submit their application will be bound to living in housing for the following academic year, unless they are granted contract release for reasons stated in the contract and Resident Handbook.

- Returning students will be able to revisit their applications to make changes until Monday, April 30, 2018, after this date, students will need to contact the Housing & Residence Life Office.
- New students will be able to revisit their applications to make changes until Monday, April 30, 2018, after this date, students will need to contact the Housing & Residence Life Office.

These revisit dates are the cutoff points before we complete room selection and room assignment processes through self-selection (returning students) and assignment processes (new students).

Congratulations! After you submit your application, you have completed the online application. Should you have any questions, concerns or comments, please email the Office of Housing & Residence Life at housing2@shawnee.edu or stop in and see us in UC 222. Thank you!!!