

Online Application Guide

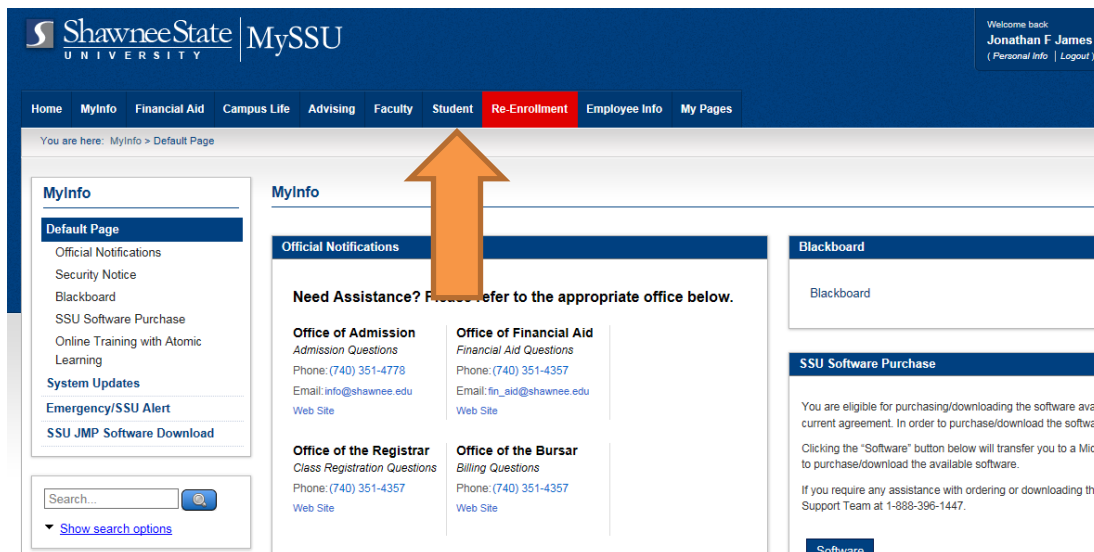
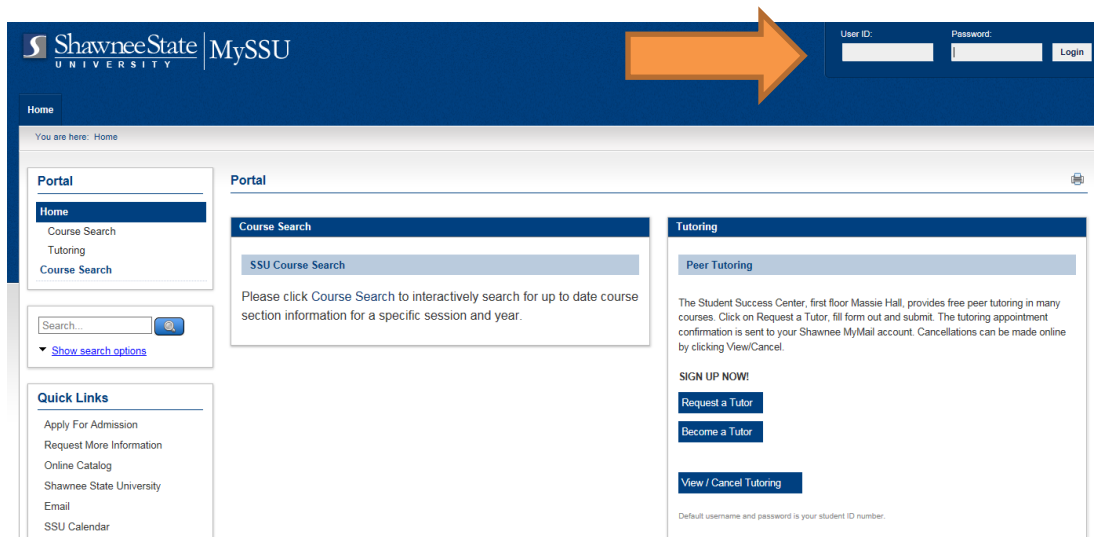
SHAWNEE STATE UNIVERSITY - Office of Housing & Residence Life

PHASE ONE: ONLINE APPLICATION

Step 1: Register for your next semester coursework.

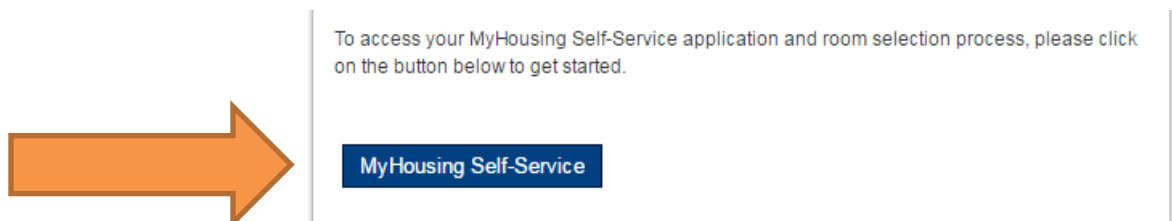
Step 2 & 3: LOGIN to MySSU and click on "Student" Tab.

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: 740-351-3538 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.



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

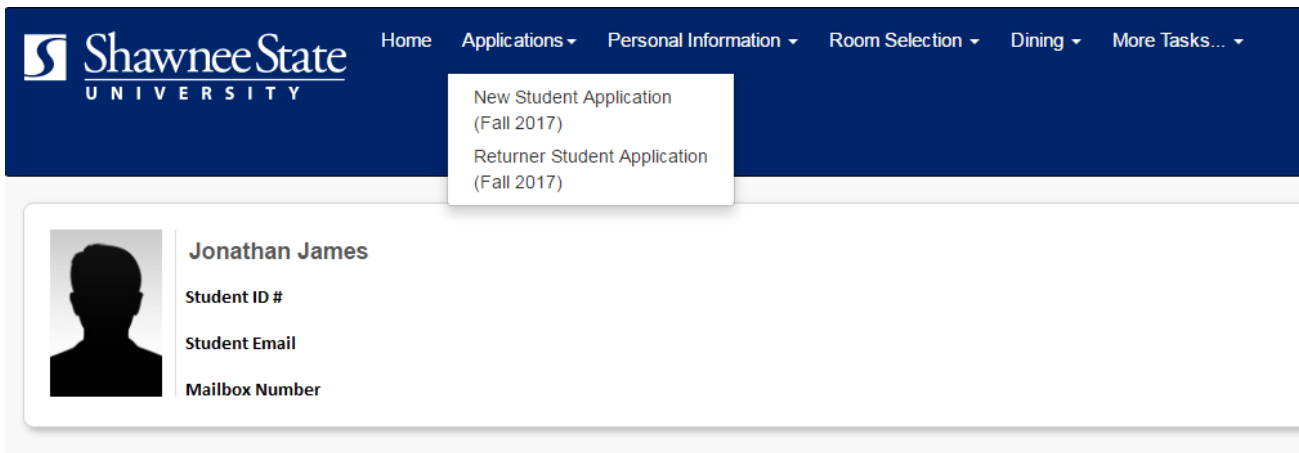
From the navigation panel, click on the **Applications drop down menu** and select the **“Returner Student Application (Fall 2017)”** if you are a returning student who has lived on campus for at least one semester. *Please note that if you are planning to live off campus, you should NOT complete a Returner Student Application.*

NEW STUDENTS

- **From the navigation panel, click on the “New Student Application (Fall 2017)”** if you are a new student who has never lived on campus and need to pay the \$150 deposit.
- For new students who have completed a paper application, and paid the deposit, you will need to complete the **“New Student Application – Deposit Paid (Fall 2017)”** online to assist with our placement efforts within the software.
- **If you have paid the deposit 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.
- 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 the top navigation bar of the Shawnee State University portal. The 'Applications' dropdown menu is open, displaying two options: 'New Student Application (Fall 2017)' and 'Returner Student Application (Fall 2017)'. Below the navigation bar, a user profile for Jonathan James is shown, with fields for Student ID #, Student Email, and Mailbox Number.

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 Sunday, April 16, 2017, 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 Wednesday, May 31, 2017, 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!!!