MYHOUSING
SELF-SERVICE GUIDE

Bloomsburg University, Residence Life Office
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The MyHousing Self-Service link can be found on the Residence Life website.

https://www.bloomu.edu/student-life/housing-and-residence-life

Hover over the Student Life tab and click on the second option down which should say “Housing and Residence Life”

https://www.bloomu.edu/student-life/housing-and-residence-life
it marks the beginning of the next phase of your journey. And at Bloomsburg, you’ll live in comfort and flourish as a member of the Husky Family.

The heartbeat of the Husky Nation? You’ll find it right here in our on-campus communities. From the excitement of move-in day for a new freshman to the grit and determination of a senior excited to finish their inclusivity, and of course fun. From the day you move in you’ll find yourself immersed in the Husky Life and all it has to offer.

At Bloomsburg, our communities offer diverse, convenient, safe and supportive environments to live and learn as well as providing an unmatched opportunity for you to get involved, stay active and achieve personal growth – studies show you may even do better academically too.

Your college experience will be more successful the more you actively participate in our campus community and with hundreds of social, recreational and educational programs and events right outside...
MyHousing Self-Service is your online portal for managing your housing and dining at Bloomsburg University.

With MyHousing Self-Service, you’ll have access to sign your online housing agreement, answer personal information questions, request roommates, select a dining plan and, if you’re currently living on campus, choose your housing assignment for the next academic year during the housing selection process.

All registered students of Bloomsburg University are able to use MyHousing Self-Service but only students who will be living on campus are required to complete the housing agreement. Remember, by signing your agreement, you are entering a binding contract for the full term of the agreement.

Scroll down and click on the yellow “MyHousing Self-Service” button.

MyHousing Information

Please refer to your student status description below for specific details.
Sign into the Self-Service with your Husky ID and password.

*NOTE: The login for the MyHousing Portal is the same username and password that you use to login to BOLT, MyHusky, etc.

**NOTE: If you are having issues with logging in, please try using Mozilla Firefox or Google Chrome, as Internet Explorer and Safari do not always work with our website.
Filling Out the Housing & Dining Agreement
This is the MyHousing “Home” page.

These tabs on the left are used to direct you to Agreements, Personal Information, Room Selection, and Dining.

You can also see an overview of your room selection, housing assignment, and meal plan.

News and announcements can be found on the right-hand side of the page.
In order to select a dining plan, housing, or a roommate, you must first fill out the "Agreement".

If you will be living on-campus, you will see the "Housing and Dining" agreement. If you will not be living on campus, you will see the "Dining Only" agreement. Make sure to select the right semester and year.

Under the "Agreements tab on the Homepage, you can find the Housing & Dining Agreement, and the Dining Only Agreement.

If you will be living on-campus, complete the Housing and Dining Agreement, then answer the personal information questions, select a dining plan, and request a roommate(s). If you will not be living on-campus and want to select a dining plan, complete the Dining Only Agreement and follow the steps to select a dining plan beginning on Slide 31. Do not complete the Dining Only Agreement if you are living on-campus.
After you've read through the Terms and Conditions, scroll all the way down and check the "I have read the above terms and conditions" box. Then sign your name and press continue.
Next, you will be asked to answer some Discipline and Justice Questions. You’ll also be asked to type in the date that you received the Meningitis vaccine if you’ve received it. Fill these out and then click “Continue”.
Finally, you'll be asked to enter your permanent home address as well as some emergency contact info. Fill these out and then click “Continue”.
You will then get a notification that your application is complete. You’ll also receive an email confirming that the application was submitted.
After you complete your agreement, you will need to fill out your personal information.

“My Info” includes questions about your lifestyle and preferences. The answers to these questions can be used to match you with roommates.

Click “Save” to ensure your information is saved properly. You can also return to this page to update your information in the future.
Under the Addresses tab, you’ll be able to see the primary home address that you listed on your Admissions Application.

If your address has changed since then, you can contact the Registrar’s Office to have it changed in the system.

Primary Address:
- **Address**: 123 East St
- **City**: Philadelphia
- **State**: PA
- **Zip Code**: 19111

Secondary Addresses:
- **Address 2**
- **Address 3**
- **Address 4**

Email:
- **Email**: 19111
- **Mobile Phone**: United States
To edit your contacts, press the pencil icon and input the correct information. Press save to finish.
Requesting a Roommate
To create your “Roommate Profile”, fill in the information and click “Update Roommate Profile”.

*NOTE: Make sure the Profile Privacy is set to “Display my information and profile”. Otherwise, other students won’t be able to see and find your profile when searching/requesting you as a roommate in the portal.
To select a roommate/suitemate, click on the “Room Selection” tab.
Next, click on “Select Roommates”, select the correct term, and click the dropdown arrow on the “Search for Roommate” tab.

*NOTE: In order to select a roommate/s, all parties must have completed the Housing Agreement.
The drop down arrow will reveal several search fields. If you know the name of the individual/s you would like to request, you can enter their first and last name and then click “Begin Search”.

If you do not have a specific person in mind, you can just use the other fields in order to find someone with a similar roommate profile to yours.
Your search results will appear underneath “Begin Search”, and then you can click “Request Roommate”.

*NOTE: Sometimes entering too much criteria can narrow the results. If you are not finding any or many results, try clearing some of the search criteria to expand your options.
Once you send a request, it will appear under "Pending Roommate Requests".

If someone requested you as a roommate, it would appear under "Roommate Requests".

Please note that the person you are requesting must accept your request in their MyHousing account for your roommate group to be fully matched.
Selecting a Room/Suite
(For Returning Students Only)
**NOTE: New incoming students do not participate in the Housing Selection process and are not eligible to select their housing assignment. New students will be assigned housing by the Office of Residence Life.

*NOTE: For returning students, room selection is based on where you currently live and how many credits you have earned as of the selection dates in March. You might not get your first choice so have a backup plan.

**NOTE:** For returning students, room selection is based on where you currently live and how many credits you have earned as of the selection dates in March. You might not get your first choice so have a backup plan.

To select a room/suite/apartment, click on the “Select a Room/Suite” tab.
To select a room/suite/apartment, you must have enough roommates to fill that space. Otherwise, you will not be eligible to choose the room/suite/apartment you prefer.

Here you’ll be able to see whether you are eligible to participate in that selection process.

To select a room/suite/apartment, you must have enough roommates to fill that space. Otherwise, you will not be eligible to choose the room/suite/apartment you prefer.

Click on “Search Available Rooms”. The portal will bring up all of the available spaces on campus that match the number of roommates in your group.

Once you find the room you want to select, click on the “Select Room” button.
Once you select the room you want, you will need to assign each of your roommates to an available bed/space in that room. Then, click on the "Submit Room Selection" button.

**Note:** There is no guarantee that you will be able to select your first housing option, so it's important to have a back-up plan. This means that you may need to add or remove roommates from your group in order to select something else.
Once you submit your Room Selection, you will see a message and receive an email that your room selection process is complete.

You’ll also be able to see your selected room assignment listed on your MyHousing Homepage.
Dining Plans
If you are not living on campus but still want to purchase a meal plan, you’ll need to fill out the **Dining Only Agreement**.

To get to the **Dining Only Agreement**, start by clicking on the **Agreements** tab.
Then, click on the Fall 2023 – Spring 2024 Dining Only Agreement.

2-Year Residency Requirement - All students are required to live on-campus or commute from their permanent home address within 50 miles of campus for their first two years.

- Room Selection
  
  There are no room selections to display

- Assignments
  
  There are no active room assignments to list

- Dining
Read the Terms and Conditions and check the box that says you agree.

Then, sign your name in the box below and click “Continue”.

Dining Agreement
TERMS AND CONDITIONS

If you do not agree, exit the application here.

If you agree, sign your name in the box below.

- Enter your full name to give consent (Hand drawn signature will be auto generated)
- Use the signature paid to draw your signature

Enter your full name

Clear signature

Continue
To select a meal plan, click on the “Dining Plans” option under the “Dining” tab.
Under the first section, you can see what meal plan you currently have for a selected specific term.
Under the second section, you can purchase points, otherwise known as flex, by clicking on “Add Points”.

Note that remaining flex points will carry from the Fall semester to the Spring semester, but not from the Spring semester to the Fall semester.
Under the third section, you can purchase your meal plan. Please check the righthand side for the deadline to reduce or cancel meal plans.

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### Purchased Meal Plans - Fall 2023 (no current dining plan)

<table>
<thead>
<tr>
<th>Dining Plan</th>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2023</td>
<td></td>
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You have no current dining plans.

### Select a Meal Plan

<table>
<thead>
<tr>
<th>Fall 2023</th>
<th>Fall 2023</th>
<th>Fall 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 FALL (19 meals/week $250 Flex)</td>
<td>A2 FALL (19 meals/week $300 Flex)</td>
<td>B1 FALL (14 meals/week $250 Flex)</td>
</tr>
<tr>
<td>Dining Plan Fee: $0.00</td>
<td>Dining Plan Fee: $0.00</td>
<td>Dining Plan Fee: $0.00</td>
</tr>
<tr>
<td>Points Fee: $250.00</td>
<td>Points Fee: $300.00</td>
<td>Points Fee: $250.00</td>
</tr>
<tr>
<td>Total Fee (Plan + Points): $250.00</td>
<td>Total Fee (Plan + Points): $300.00</td>
<td>Total Fee (Plan + Points): $250.00</td>
</tr>
</tbody>
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Make sure the tab at the top is set to the correct term.

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- The last day to cancel or lower a fall 2023 meal plan is Sunday, August 27, 2023.
- All Spring 2023 meal plans will be cancelled at the end of the spring semester and cannot be reversed.
- All students living in a residence hall are required to have at least a 16 meal per week meal plan.
- Off-campus and commuter students wanting to add a fall/spring meal plan must first complete the FALL 2023/SPRING 2024 dining-only agreement in MyHousing Self-Service before selecting a dining plan.

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- To add, change or cancel your dining plan for Fall 2023:
  - Select “Dining Plans” on the left side of the screen under Dining.
  - Select the drop-down box to the right of “Purchased Meal Plans - Fall 2023.”
  - In the term drop-down box to the right of “Filter,” select “Fall 2023.”
  - Proceed to add, change or cancel your meal plan.

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More information about meal plans can be found at [https://www.bloomu.edu/student-life/dining-services](https://www.bloomu.edu/student-life/dining-services).

Important: Students who selected a meal plan will automatically be credited with either $260 or $310 of flex points. Purchasing points should only be done by students wanting a Flex Only Plan or students low on their original flex points added with their meal plan.

- Flex points added after the first week of the fall and spring semesters must be paid within 10 days. If not paid a hold could be placed.
Be sure to click “Purchase Meal Plan” to save your new dining plan.
Under the “Dining History” Plan, you can see the meal plans you have purchased in previous semesters.
YOU HAVE COMPLETED THE MYHOUSING SELF-SERVICE GUIDE!

For questions, please contact the Residence Life Office
Phone #: 570-389-4970
E-Mail Address: buhouse@bloomu.edu