

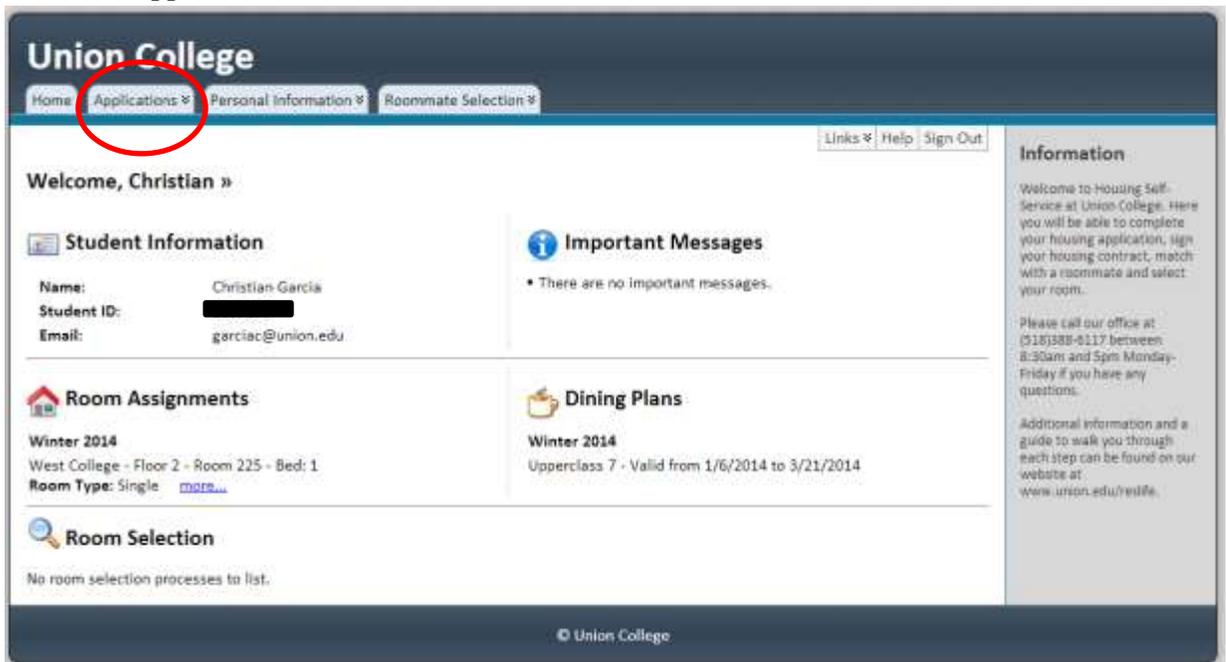
HOW TO COMPLETE YOUR HOUSING PROFILE

Go to www.union.edu/myhousing

Log in using your Union name and password (like you would for your email but don't use @union.edu).

This is called MyHousing. It is where you can fill out your application, find roommates, and eventually choose a room.

1. Click the Applications tab



The screenshot displays the Union College MyHousing portal. At the top, the navigation menu includes 'Home', 'Applications' (highlighted with a red circle), 'Personal Information', and 'Roommate Selection'. Below the navigation, the user is greeted with 'Welcome, Christian »'. The main content area is divided into several sections: 'Student Information' showing the user's name (Christian Garcia), student ID (redacted), and email (garciac@union.edu); 'Important Messages' indicating no messages; 'Room Assignments' for Winter 2014, listing 'West College - Floor 2 - Room 225 - Bed: 1' with a 'Room Type: Single' and a 'more...' link; 'Dining Plans' for Winter 2014, listing 'Upperclass 7 - Valid from 1/6/2014 to 3/21/2014'; and 'Room Selection' which currently shows 'No room selection processes to list.'. A right-hand sidebar contains 'Information' with contact details for Housing Self-Service and a link to a guide. The footer includes the Union College logo and copyright notice.

2. Choose the “On Campus Returning Application (Fall 2015)” option.
3. Read and sign the housing terms and conditions page, and answer the questions on the following page.
4. Once you complete the application you will be able to search for roommates. If you know who you want to live with you and you can't find them it means that they haven't filled out their profile yet!

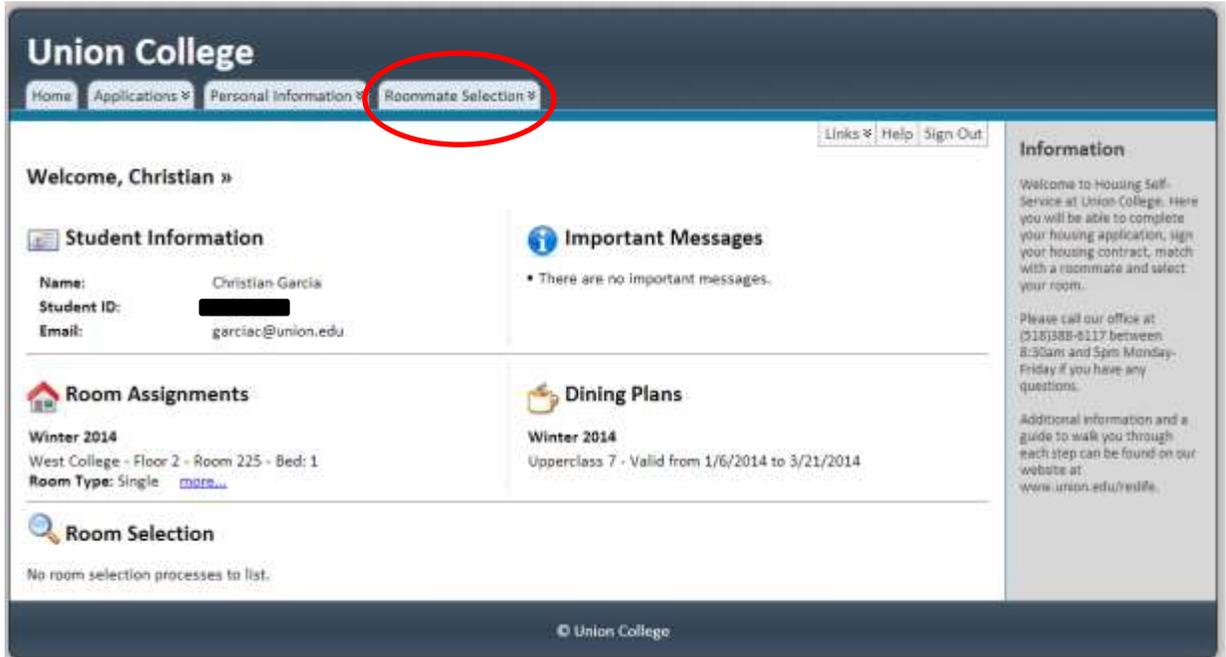
HOW TO UPDATE YOUR ROOMMATE PROFILE INFORMATION

1. AFTER completing your application, go back in to Self-Service and click the “Personal Information” tab.
2. Choose “Roommate Profile”
3. With the term reading “Fall 2015” click submit and follow the prompts to answer the questions/fill in the information.

The screenshot displays the Union College Housing Self-Service portal. At the top, the navigation menu includes 'Home', 'Applications', 'Personal Information', and 'Roommate Selection'. The 'Personal Information' tab is circled in red. Below the navigation, the user is greeted with 'Welcome, Christian »'. The main content area is divided into several sections: 'Student Information' (Name: Christian Garcia, Student ID: [redacted], Email: garciac@union.edu), 'Important Messages' (no messages), 'Room Assignments' (Winter 2014, West College - Floor 2 - Room 225 - Bed: 1, Room Type: Single), 'Dining Plans' (Winter 2014, Upperclass 7 - Valid from 1/6/2014 to 3/21/2014), and 'Room Selection' (No room selection processes to list). A right-hand sidebar contains 'Information' with contact details and a website link. The footer shows '© Union College'.

HOW TO SEARCH FOR ROOMMATES

1. Choose the “Roommate Selection” tab



2. Choose “Roommates/Suitemates.”
3. With the term reading “Fall 2015” click submit and follow the prompts to answer the questions.
4. If you know the name of the person you want to room with, enter their name or email address in the “Simple Roommate Search”
5. If you are not sure who you want to live with use the “Advanced Roommate Search”
 - a. Check boxes for things you are looking for in a roommate and begin search.
6. Follow the buttons to “match” with another person that you want to be roommates with.

THINGS TO KNOW

1. If you send a request to a student to live with them, they will get an email.
2. If you decide to break off from the roommate pair or group you are with to go with someone else, the other people you were with will be notified via email.
3. If you are in a group of two, you will only be able to search for doubles. If you are in a group of four, you will only be able to search for 4-person suites/apartments. If you are by yourself, you will only be able to search for singles.