

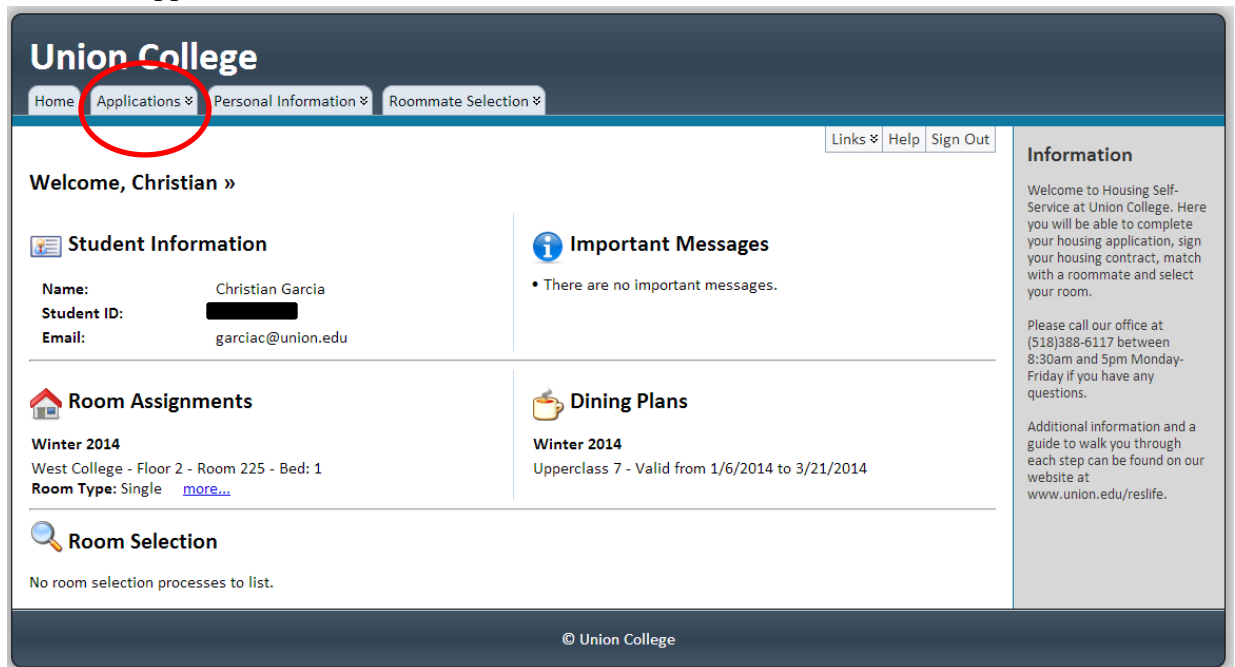
## HOW TO COMPLETE YOUR HOUSING PROFILE

Go to [https://union.datacenter.adirondacksolutions.com/union\\_thdss\\_prod](https://union.datacenter.adirondacksolutions.com/union_thdss_prod)

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

This is called MyHousing Self-Service. It is where you can fill out your application, and answer the questions that will help us match you with a roommate.

1. Click the Applications tab



The screenshot shows the Union College MyHousing Self-Service interface. The navigation bar at the top includes 'Home', 'Applications' (circled in red), 'Personal Information', and 'Roommate Selection'. The main content area is divided into several sections: 'Welcome, Christian »', 'Student Information' (Name: Christian Garcia, Student ID: [redacted], Email: garciac@union.edu), 'Important Messages' (There are no important messages), 'Room Assignments' (Winter 2014, West College - Floor 2 - Room 225 - Bed: 1, Room Type: Single, more...), '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 link to the website.

2. Choose the “Incoming First Year Application” option.
3. Read and sign the housing terms and conditions page, and answer the questions on the following page.
4. Once you have completed those steps you are done! You will receive a follow up email from the Self-Service system confirming that you completed the steps, and giving you information on what happens next.