Your Step-By-Step Guide to Online Housing Selection for New Students

Office of Residential Life
From the Albright College Housing website, [http://www.albright.edu/campuslife/housing/selection.html](http://www.albright.edu/campuslife/housing/selection.html), click on the MyHousing weblink. Login to MyHousing using your Student Username and Password, which may be mailed to you by the Admission Office. This would be the same as if you were logging into the Albright Network and Moodle, and your Albright e-mail. If you do not have this information, contact the Help Desk at [helpdesk@alb.edu](mailto:helpdesk@alb.edu), or 610-921-7676.
All New Students must apply online before they can select meal plans and roommates. To apply online, click on “Login” on the left hand side where it says “ApplyOnline”.
Using the drop down menu box, select the “New Housing Application (Spring 2014)” and click Next.
Please carefully read the contract terms in entirety.
Please carefully continue reading the contract terms in entirety.
Once you've carefully reviewed the contract terms in entirety, click "I Agree" and then Next.

Note: If you click "I do not agree", you will not be able to move on with the application/selection process!
This is your Personal Preferences Screen. This information will be used to auto-assign roommates and will match you on “like preferences” so please answer honestly! If you have a mutual roommate request, you may submit your request after your application is completed.
Please answer all 18 questions, using the drop down menu for some questions on the Personal Preferences Screen. Be sure to enter your cell phone and emergency contact information correctly. Click on “Continue” once all questions are answered.
This is your Living Preferences Screen. Online Help is available on the right side of this screen. You may select up to three living preferences and can rank your choices.
Use the drop down menu boxes to rank residence hall choices and request a “Specific Hall”. Once selected, click on “Add Request”. Do not click on “Complete Application” until you have added all of your requests!
Your Living Preferences Screen now shows that you have ranked Crowell Hall as your first residence hall choice.
Using the drop down menu, you can now add a second residence hall living preference. Remember: Click “Add Request” first! Do not click on “Complete Application” until you have added all of your requests!
Your Living Preferences Screen now shows that you have ranked Crowell Hall as your first residence hall choice and Walton Hall as your second residence hall choice.
Using the drop down menu, you can now add a third and final residence hall living preference. Remember: Click “Add Request” first! Do not click on “Complete Application” until you have added all of your requests!
Your Living Preferences Screen now shows that you have ranked Crowell Hall as your first residence hall choice, Walton Hall as your second residence hall choice, and Smith Hall as your third residence hall choice. If you are satisfied with your choices, click on “Complete Application”. If not, you can remove and add changes first!
This is the final step in the online application process. You may now login to MyHousing at anytime to select a meal plan and a roommate, if applicable. Please close the window to exit MyHousing.
Login to MyHousing using your Student Username and Password. This would be the same as if you were logging into the Albright Network and Moodle, and your Albright e-mail. If you do not have this information, contact the Help Desk at helpdesk@alb.edu, or 610-921-7676.
To select your meal plans, and roommates, click on “Login” on the right hand side where it says “MyHousing”.
This is the “Home/Overview” screen for Bryan Wilson. Various information is displayed here, but we are going to look at the Roommate Selection process next. Bryan would like to select a roommate.
On the top left “Navigation” area, scroll to “Room Selection” and then click on “Roommate Selection”.

Note: Mutual Roommate Requests will override the auto-assignment process!
In the “Roommate Selection” fields, enter your requested roommate’s first and last names, or Albright e-mail address. Then click on “Request Student as Roommate”.

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Last Name: crossley
First Name: sean
M: 
eMail Address:

Request Student as Roommate
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You will notice that this roommate request does not yet match because Sean Crossley now needs to confirm Bryan’s roommate request.
This is Bryan's overview screen again showing that he has an unmatched roommate group because Sean Crossley has not yet confirmed his request.
Welcome to Sean Crossley’s Home/Overview Screen!
Sean is now going to follow the “Navigation” tool bar area for his “Roommate Selection”.
Sean already has a pending roommate request from Bryan Wilson, so all he has to do is “Decline” or “Confirm” this request.
Sean has clicked “Confirm” to this request and the roommate group for Bryan Wilson and Sean Crossley is now fully matched. Note: Mutual Roommate Requests will override the auto-assignment process!
Back at the MyHousing Overview Screen for Sean, we will now look at the Dining Selection process. Under the “Navigation” tool bar, scroll down and click on “Dining”.

Under “Spring 2014”, be sure to highlight “Select a New Dining Plan” and click on “Continue”. Note: All incoming freshmen must select either the Gold Carte Blanche Meal Plan or the Silver 14 Flex Meal Plan.
From the drop down menu, you will need to select a meal plan option. Only available meal plan options will be displayed based upon your class status or room assignment. Once you have decided on a meal plan, click on “Submit My Dining Plan Selection”. (Note: the fees listed are 2010-2011 meal plan rates. 2013-2014 meal plan rates will be seen during the actual selection process.)
This screen indicates that Sean has selected the “Silver 14 Flex” dining plan for Fall 2011.
One more time, back at Sean’s “Home/Overview” screen, you can now see that Fall 2011 housing / roommate assignment and dining plan information is now confirmed! Click on “Logout of MyHousing” at the top of the screen to exit the program!
We are excited for you to join our residential community!!!
If you have any questions about the housing process, please contact the Housing Office at 610-921-7641 or housing@alb.edu.

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