Housing Applications 2014-2015

Application Instructions: New Students

Please read through all of the instructions before beginning the application process.

1. Log into your Pitt account at my.pitt.edu – **DO NOT PUT WWW BEFORE THE LINK!**
   - If you don’t have your log in information, contact Help Desk at 412-624-4357

2. After logging in, click the MY RESOURCES tab at the top and then:
   - Select Housing eServices
   - Click on the Housing Applications link on right side of page
   - If the link isn’t there or you can’t select it, clear browsing history and go back to my.pitt.edu (**without the www**)  

3. Pay the $150 housing deposit with a credit card or e-check
   - **AFTER PAYING, YOU MUST CONTINUE TO THE APPLICATION TO APPLY THE DEPOSIT TO YOUR ACCOUNT**
   - If you’re asked to repay deposit, email deposit confirmation to upglivin@pitt.edu

4. Select the new student application and then indicate if you’re a transfer student.

5. On the first page of the application, review personal info and provide emergency contact info
   - Click Next Step to move to next page (this is required for each page)

6. On the next page is where you select a meal plan

7. On the following page, you can list what buildings you prefer to live in
   - You must click “Select” to lock in preferences
   - Can only list College Hall, Robertshaw Hall or University Court buildings on this page
   - If interested in Academic Village or OACS, please complete the application for that community

8. Next, you can request a roommate and/or complete the roommate matching survey
   - To request a roommate(s), you must have his/her PeopleSoft number
   - You must click “Select” to lock in roommate requests
   - Requested roommate(s) will also need to list you on his/her application

9. On meningitis page you must:
   - Read information provided
   - If you’re under 18 years old, provide email of co-signer
   - Accepted contract by entering your PeopleSoft number and clicking “I Agree”
   - Answer whether you’ve received the meningitis vaccination in box near bottom of page

10. Next page states **YOU MUST CLICK FINISH ON THE SUMMARY PAGE TO SUBMIT THE APPLICATION**

11. To submit the contract:
   - Read over terms and conditions of the contract
   - If you’re under 18, provide email of co-signer
   - Enter PeopleSoft number
   - click “I Agree”

12. Review summary page and **CLICK FINISHED** to submit the application

13. After finishing, you’ll be directed page with additional applications/forms you may need to complete
   - You can return at a later time to complete these applications

If you experience a problem with the application or have any questions, please contact the Housing Office at 724-836-7869 or at upglivin@pitt.edu.