2016-17 Housing Application Instructions: New Students

Please read through all of the instructions before beginning the application process. 
Students must pay tuition deposit before applying. Application is available beginning 9 am on April 1.

1. Log into your Pitt account at my.pitt.edu – **DO NOT PUT WWW BEFORE THE LINK!**
   - Your Pitt account login information is sent to the personal email account you provided to the campus
   - 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

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

4. Indicated if you are a freshman or transfer student

5. Review personal info; note your PeopleSoft number which you’ll need to sign contracts/forms on later pages

6. Provide Emergency Contact information

7. Instructions for entering application information are provided on each page
   - Selecting a meal plan
   - Residence hall preferences
   - Roommate information

8. To complete the meningitis page, please read the meningitis form and then:
   - Answer whether you’ve received the meningitis vaccination
   - Enter your PeopleSoft number
   - If you’re under 18 years old, provide email of parent/guardian to serve as a co-signer
   - Click the “I Agree” button

9. To sign and submit the housing contract, please read the terms and conditions of the contract and then:
   - Enter your Peoplesoft number
   - If you’re under 18, provide email of co-signer
   - Click “Sign and Submit” button

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

11. If you’re under 18, co-signatures are required for the meningitis and housing contract before the application can be considered complete.
    - Emails will be sent to the address you provide

12. Confirmation emails are sent to students Pitt account upon submission/completion of forms

**Direct questions or concerns to 724-836-7869 or upglivin@pitt.edu.**