

2018-19 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 3rd.*

1. Log into your Pitt account at my.pitt.edu
 - 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 & Forms](#) link on right side of page
3. Pay the \$150 housing deposit with a credit card or debit card
 - Click the *Make Deposit* tab and choose Greensburg as your campus
 - Click continue to pay deposit
 - **AFTER PAYING, IT IS IMPORTANT YOU DO NOT CLOSE THE WINDOW; CLICK "CONTINUE" TO MOVE DIRECTLY ON TO THE HOUSING APPLICATION**
 - If you're asked to repay deposit, email deposit confirmation to upglivin@pitt.edu
4. Review personal info; note your PeopleSoft number which you'll need to sign contracts/forms on later pages
5. If you're a transfer student, let us know by clicking the *Transfer Form* link at the bottom of the first page
6. Instructions for entering application information are provided on each page
7. 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
 - Click Next Step
8. 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 "I AGREE - SUBMIT" button
9. 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
10. 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
11. Confirmation emails are sent to students Pitt account upon submission/completion of forms

*If after completing your application you need to re-enter Housing eServices
follow steps 1 – 3. You won't be asked to repay the housing deposit.*

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