

2017-18 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 debit card
 - **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.