

2018-19 Housing Application Instructions: Current Students

*Please read through all of the instructions before beginning the application process.
Housing apps available for returning students beginning February 14th.*

1. Log into your Pitt account at my.pitt.edu
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. Instructions for completing each page of the application is provided as you proceed
6. 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 co-signer
 - Click the “I Agree” button
 - Click Next Step
7. 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
8. 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
9. 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
10. 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.