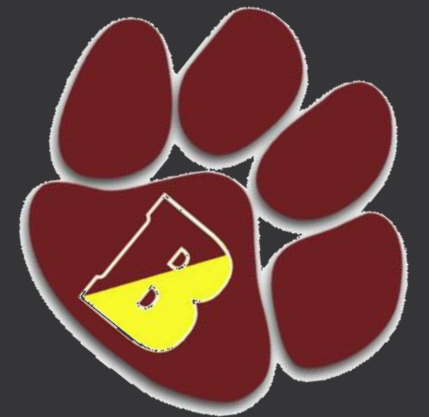


MyHousing Self-Service Guide

Bloomsburg University, Residence Life Office



Before You Begin...

*If at any point you are having difficulties
please contact us at **800-287-7543** or email us
at **buhouse@bloomu.edu***



Step One: The first step to getting started for on-campus housing at Bloomsburg University is to go to the Residence Life web page at <http://reslife.bloomu.edu/>



The Office of
RESIDENCE LIFE
at Bloomsburg University

📍 Elwell Hall, First Floor
☎ (800) 287-7543
✉ buhouse@bloomu.edu

🐦 [BloomU_ResLife](#)
📘 [BloomU.ResLife](#)
[LiveOnBU](#)

🏠 Students ▾ MyHousing ▾ Residences ▾ Dining ▾ General Info ▾ Card Center Contact ▾ 🔍 Search



WELCOME TO THE OFFICE OF RESIDENCE LIFE

Step Two: Under “MyHousing”, click on “MyHousing Self-Service”.

The screenshot shows a web browser window with the URL `reslife.bloomu.edu`. The page header includes the Bloomburg University logo and the text "The Office of RESIDENCE LIFE at Bloomburg University". Contact information for Elwell Hall, First Floor is provided, along with a phone number, email address, and social media links for BloomU_ResLife and LiveOnBU. The navigation menu is open, showing options like Students, MyHousing, Residences, Dining, General Info, Card Center, and Contact. The "MyHousing" dropdown menu is expanded, and "MyHousing Self-Service" is circled in red. Other items in the dropdown include "Housing Quick Reference", "HOUSING OPTION SELECTION TIME (H.O.S.T.)", "HOUSING / DINING AGREEMENTS", and "INSTRUCTIONS". The background image shows the exterior of Elwell Residence Hall with a banner that reads "Bloomburg University HOME OF THE HUSKIES".

Residence Life | Bloomburg University

Not secure | `reslife.bloomu.edu`

The Office of
RESIDENCE LIFE
at Bloomburg University

Elwell Hall, First Floor
(800) 287-7543
`buhouse@bloomu.edu`

BloomU_ResLife
BloomU.ResLife
#LiveOnBU

Students ▾ MyHousing ▾ Residences ▾ Dining ▾ General Info ▾ Card Center Contact ▾ Search

ABOUT MYHOUSING

- MyHousing Self-Service** ↗
- Housing Quick Reference

HOUSING OPTION SELECTION TIME (H.O.S.T.)

- H.O.S.T. Information

HOUSING / DINING AGREEMENTS

- Housing / Dining Agreement (Fall / Spring)
- Housing / Dining Agreement (Spring)
- Housing / Dining Agreement (Summer)
- Dining Only Agreement (Fall / Spring)
- Dining Only Agreement (Spring)
- Dining Only Agreement (Summer)

INSTRUCTIONS

- MyHousing Instructions for New Students
- MyHousing Instructions for Returning Students


ELWELL RESIDENCE HALL

TO THE OFFICE OF RESIDENCE LIFE

Step Three:

you will then proceed to the “MyHousing Self-Service Login.”

Please fill in your username and password to continue. The username will be your Husky ID including the @huskies.bloomu.edu part of your email address. The password is your network password.


Bloomsburg
UNIVERSITY

MyHousing Self-Service

Please log in using your HuskyID* and password:

NOTICE: FIRST TIME NEW STUDENTS - Please wait until you receive your "freshman (or transfer) paid email" which contains your login credentials from Admissions before you try accessing MyHousing.

Husky ID:

Password:

Campus:

* Your HuskyID is your entire University email address including @huskies.bloomu.edu

For more information view [help](#).

You must use your **entire** bloomu e-mail address to log into the MyHousing system.

The password will be the network password that is used to log into lab computers. If you changed the default password that was given to you, you should try using the default password.

NOTICE: If you are having trouble logging in contact us at 1-800-287-7543.

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Step Four:

After you click “login”, this page will lead you to fill out the online application.

Home Agreement Personal Information Room Selection Dining

Bloomsburg UNIVERSITY

Paige [redacted]
123456
[redacted]@huskies.bloomu.edu

MESSAGES

• There are no important messages.

ROOM SELECTION

No room selection processes to list.

ROOM ASSIGNMENTS

No active room assignments to list.

DINING PLANS

Links Sign Out

Information

- All spring 2019 meal plans will be cancelled at the end of the spring semester and any unused flex will be forfeited.
- Fall 2019/Spring 2020 meal plan selection is now open in MyHousing.
- The last day to cancel or lower a fall meal plan is Sunday, September 1, 2019.
- All students living in a dorm are required to have at least a 10 meals per week meal plan.
- Off-campus and commuter students wanting to add a meal plan for the fall semester must first complete the FALL 2019-SPRING 2020 Dining Only

Step Five:

The screenshot shows the Bloomsburg University student portal interface. At the top left is the university logo. The navigation bar includes links for Home, Agreement, Personal Information, Room Selection, and Dining. The 'Agreement' dropdown menu is open, showing two options: 'FALL 2019-SPRING 2020 Academic Year NEW Student Housing and Dining Agreement (Fall 2019)' and 'FALL 2019-SPRING 2020 Dining Only (Fall 2019)'. Below the menu, a user profile is visible with a silhouette icon, a partial name 'P...', a student ID '123456', and an email address ending in '@huskies.bloomu.edu'. Red arrows point from the two menu items to explanatory text boxes below the screenshot.

“FALL 2019-SPRING 2020 Dining Only (Fall 2019)” is for students not living on campus, but would still like a meal plan.

“FALL 2019-SPRING 2020 Academic Year NEW Student Housing and Dining Agreement (Fall 2019)” is for students living on campus.

Step Six: Read through the Housing/Food Service Agreement.

Bloomsburg UNIVERSITY

Home Agreement Personal Information Room Selection Dining

FALL 2019-SPRING 2020 ACADEMIC YEAR NEW STUDENT HOUSING AND DINING AGREEMENT

Housing/Food Service Agreement

TERMS AND CONDITIONS

Revised: September 2018

Bloomsburg University of Pennsylvania agrees, when spaces are available, to assign residence hall, suite or on-campus apartment accommodations to students who are eligible to live on campus. Upon execution of the agreement, the student agrees to abide by all university and residence hall/suite/apartment rules and regulations as set forth below and in the Guide to Campus Living and other university publications. The university houses students without regard to race, creed, age, sexual orientation or disability in compliance with state and federal legislation.

I. ELIGIBILITY

Full-time matriculating new students accepted as on-campus residents are eligible to live on-campus. All new freshmen are required to live on campus for their first two semesters (if admitted for fall) or spring semester only (if admitted for spring) unless they are over 20 years of age or are commuting from the home of their parent(s) or legal guardian(s) within approved commutable distance from campus. Full-time matriculating students currently living on campus are eligible to continue living on campus. Commuting students or students who have moved off campus are eligible to live on-campus, but must contact the Office of Residence Life for availability.

The University does not provide housing for married students with their spouses or for students with children or dependents.

PA state law requires all students residing in campus owned facilities must either have received the meningitis vaccine or agree to a waiver based on information concerning the benefits of the vaccine.

II. AGREEMENT TERMS

The Fall/Spring housing/food service agreement is binding for the period of one academic year, both fall and spring semesters, (or remaining portion thereof) and may not be transferred, reassigned or sublet. Housing/food service fees do not cover vacation periods when the university is officially closed. Students withdrawing from the university must vacate their room/suite/apartment within 48 hours.

Students can request to be released from their housing agreement if they provide proof of marriage during the period of the agreement or if a student is required to live elsewhere in order to complete their academic program (internship, student teach, co-op, December graduates).

I have read the above terms and conditions.

If you agree, sign your name in the box below.
If you do not agree, [exit the application here.](#)

Clear

Continue >>

- 1.) After you read through the entire agreement, check the box to agree to the terms and conditions.
- 2.) Type your name in the box.
- 3.) Click "Continue" once you have agreed to the terms and signed your name.

Step Seven: You successfully completed your Housing/Dining Agreement



[Home](#)

[Agreement](#) ▾

[Personal Information](#) ▾

[Room Selection](#) ▾

[Dining](#) ▾



APPLICATION COMPLETE

Thank you for completing your application for on-campus housing and dining at Bloomsburg University.

You have completed the first step of the online housing and dining plan process and confirmed that you agree to the terms and conditions of the application you completed.

Please submit your answers to the Personal Preference questions and provide Address and Emergency Contacts under Personal Information. If you want to request a specific roommate, enter their name under Roommate Selection. For students who do not request a roommate(s), your answers to the Personal Information questions will help us match you with compatible roommates. For students who do request a roommate(s), these answers will be used to match you with a roommate in the event your requested roommate decides not to attend Bloomsburg University.

Please click the Dining tab and select a Dining Plan (optional for apartment and off-campus residents). Visit <http://reslife.bloomu.edu/mealplans.php> for meal plan descriptions.

IF YOU DO NOT COMPLETE THE REQUIRED INFORMATION IN MYHOUSING, I.E. YOUR PERSONAL PREFERENCE QUESTIONS, YOUR HOUSING ASSIGNMENT WILL BE DELAYED.

Be sure to check your Bloomsburg University email often. All official University correspondence will be communicated through your BU Live@EDU email address. If you have problems with your email account, please visit <http://www.bloomu.edu/technology/student/live>.

MyHousing is your personalized webpage that contains all of your housing and dining information while you are a Bloomsburg University student.

Thank you on behalf of the Bloomsburg University Residence Life Staff. We look forward to working with you during the upcoming academic year.

Step Eight:

Answer personal information questions, enter emergency contacts, and enter your roommate profile.

The screenshot shows the Bloomsburg University website navigation bar with the following items: Home, Agreement, Personal Information, Room Selection, and Dining. The 'Personal Information' dropdown menu is open, showing three options: Update Information, Addresses & Emergency Contacts, and Roommate Profile. Below the navigation bar is a user profile for 'Paige' with a placeholder for a profile picture, a phone number '123456', and an email address ending in '@huskies.bloomu.edu'. Three callout boxes on the right side of the page point to the menu items with the following instructions:


- Click here to answer your personal information questions. (points to 'Update Information')
- Click here to enter your address and emergency contacts. (points to 'Addresses & Emergency Contacts')
- Click here to update your roommate profile. (points to 'Roommate Profile')

Step Nine: If you have a roommate in mind, you can request them through clicking on “Roommates/Suitemates”.

The screenshot shows the top navigation bar of the Bloomsburg University housing portal. The navigation items are: Home, Agreement, Personal Information, Room Selection, and Dining. The 'Room Selection' dropdown menu is open, showing two options: 'Roommates/Suitemates' (circled in red) and 'Select a Room or Suite'. A red arrow points from the text in the 'Step Nine' box to the 'Roommates/Suitemates' option. Below the navigation bar, a user profile is displayed for 'Paige' with redacted information: a silhouette icon, the name 'Paige', a redacted ID number '123456', and a redacted email address '@huskies.bloomu.edu'.

Note: in order to request a roommate, both parties need to complete the housing/dining agreement.

Step Nine cont'd: Simple Roommate Search...type in just the last name or first and last names of the person you want to request.

 [Home](#) [Agreement ▾](#) [Personal Information ▾](#) [Room Selection ▾](#) [Dining ▾](#)

+ FALL 2019 ROOMMATE REQUESTS

You do not have any roommate/suitemate requests for this term.

Q SIMPLE ROOMMATE SEARCH

Note: You do not need to fill in all fields.

Last Name:


First Name:

Middle Initial:

Email Address:



Begin Search

Step Nine cont'd: Simple Roommate Search...select the person you want to request.

 [Home](#) [Agreement ▾](#) [Personal Information ▾](#) [Room Selection ▾](#) [Dining ▾](#)

+ FALL 2019 ROOMMATE REQUESTS



Your roommate request has been saved.

 Paige  (has not confirmed your request)

[Remove](#) [Poke](#) [View](#) [Email](#)

You have an unmatched roommate group.

Unmatched Roommates:

- Paige  has not requested Michele 

Step Nine cont'd:

Simple Roommate Search...when you request a roommate, that person receives an email to go into MyHousing and accept or decline the request.

The screenshot displays the Bloomsburg University MyHousing portal. At the top, a dark red navigation bar contains the university logo and menu items: Home, Agreement (with a dropdown arrow), Personal Information (with a dropdown arrow), Room Selection (with a dropdown arrow), and Dining (with a dropdown arrow). Below this, a dark red header bar features a plus sign and a person icon, followed by the text "FALL 2019 ROOMMATE REQUESTS". A white box below this header contains the message: "You do not have any roommate/suitemate requests for this term." Further down, an orange header bar with a checkmark and person icon is labeled "ACCEPT/DECLINE PENDING ROOMMATE REQUESTS". Underneath, the section "Request From" is shown, with the name "Michele" followed by a blacked-out area. To the right of the name are four action buttons: a red button with a crossed-out circle, a green button with a checkmark, a gold button with an eye, and a blue button with a paper plane icon.

Step Nine cont'd:

Advanced Roommate Search...if you don't have a specific person in mind to request, use Advanced Roommate Search to look for students who answered the Personal Information questions as you specify below. If you find someone, enter the request as directed in the earlier slides.



ADVANCED ROOMMATE SEARCH

Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above.

Advanced Roommate Search allows you to search for a roommate using specific traits or characteristics. For example, you may be able to search for a fellow student who goes to bed after 11 p.m. and keeps his/her room neat and tidy.

Traits that you can search by are listed below. The less specific you are, the more results your search will yield.

Basic Attributes

First Name:

Middle Initial:

Last Name:

Gender:

(no preference)



Other Attributes

*08 Smoke

No Preference



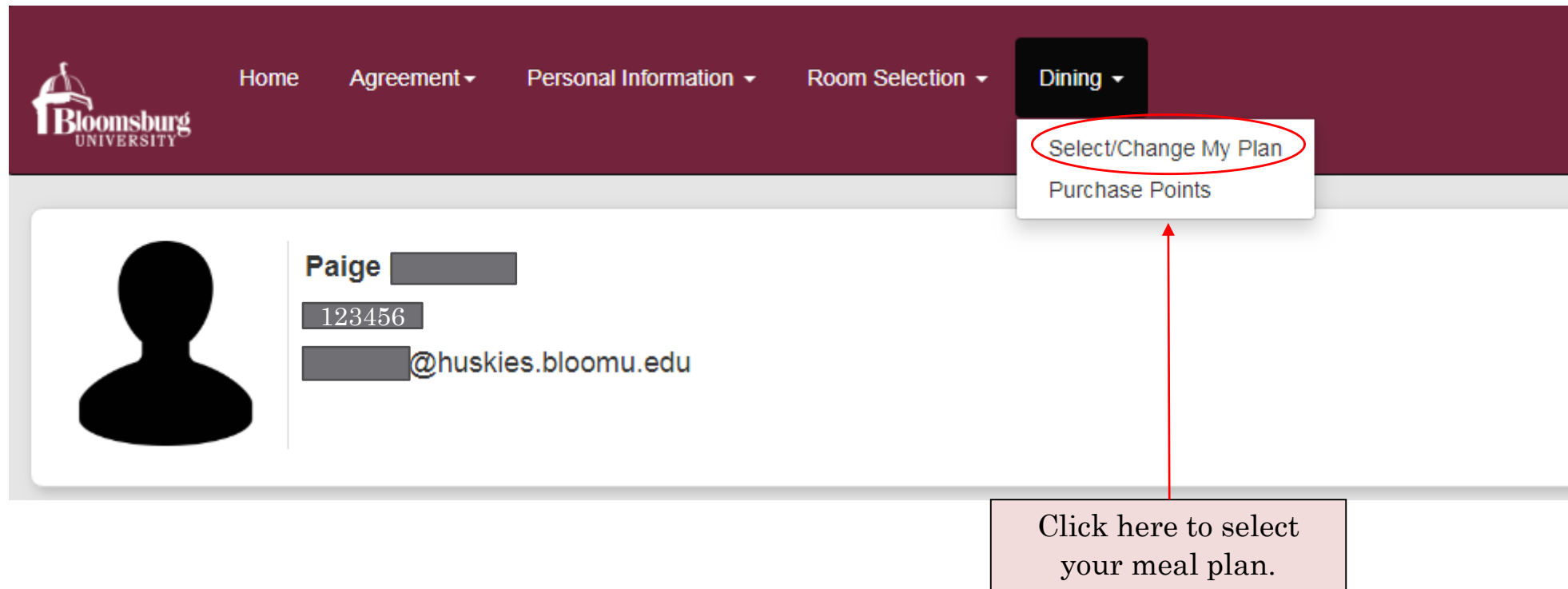
*10 Sleeping Routine

After 11

Around 11

Before 11

Step Ten: Select your dining plan. Dining plan A, B, or C, or block plan E or G is required for students living in residence halls and suites. Dining plans are optional for apartment residents.



The screenshot shows a dark red navigation bar at the top with the Bloomsburg University logo on the left. The navigation menu includes links for Home, Agreement, Personal Information, Room Selection, and Dining. The Dining menu is open, showing two options: "Select/Change My Plan" (circled in red) and "Purchase Points". Below the navigation bar is a user profile section for a user named Paige, with a silhouette icon, a name field, a number field (123456), and an email address field (@huskies.bloomu.edu). A red arrow points from a callout box at the bottom right to the "Select/Change My Plan" option in the Dining menu.

Home Agreement Personal Information Room Selection Dining

Select/Change My Plan
Purchase Points

Paige [redacted]
123456
[redacted]@huskies.bloomu.edu

Click here to select your meal plan.

Assignment Notice:

Go back into MyHousing when assignments are posted to see your housing and roommate assignment and dining plan.

The screenshot shows the MyHousing web application interface. At the top is a navigation bar with the Bloomburg University logo and menu items: Home, Agreement, Personal Information, Room Selection, and Dining. Below the navigation bar is a user profile section for Paige [redacted], with ID 123456 and email [redacted]@huskies.bloomu.edu. The main content area is divided into two sections: ROOM ASSIGNMENTS and DINING PLANS. The ROOM ASSIGNMENTS section shows a room assignment for Columbia 215, Bed: 2, Air Condition Room Summer, with a roommate Michele [redacted] in Room: 215 | Bed: 1. The DINING PLANS section shows a plan for A1 Fall, 8/19/2019 – 12/14/2019.

Paige [redacted]
123456
[redacted]@huskies.bloomu.edu

ROOM ASSIGNMENTS

Columbia 215
Bed: 2
Air Condition Room Summer

Roommates/Suitemates: 1
Michele [redacted] - Room: 215 | Bed: 1

DINING PLANS

A1 Fall
8/19/2019 – 12/14/2019

Congrats!

You have completed MyHousing Self-Service

Office of Residence Life

Elwell Hall, First Floor

400 East Second Street

Bloomsburg, PA 17815

[\(800\) 287-7543](tel:8002877543)

buhouse@bloomu.edu

Hours of Operation

Monday - Friday

8:00AM - 4:30PM

8:00A - 4:00P (Summer)

Saturday – Sunday: Closed

