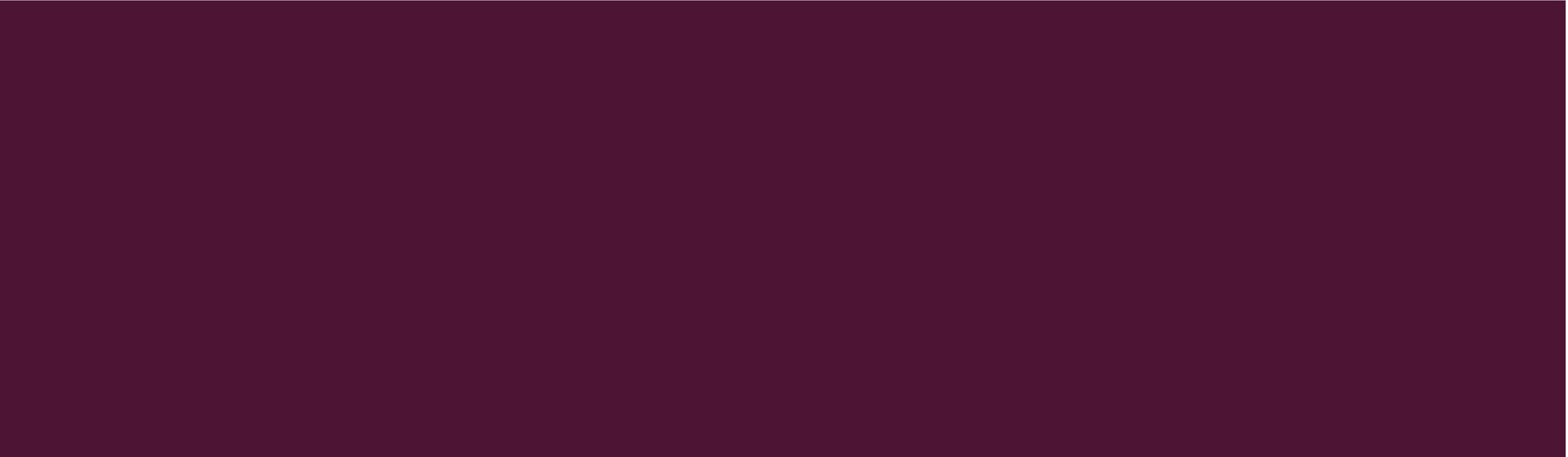


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# APPLYONLINE / MYHOUSING GUIDE

BLOOMSBURG UNIVERSITY, RESIDENCE LIFE OFFICE



**STEP ONE:** THE FIRST STEP TO GETTING STARTED FOR FALL/SPRING/SUMMER HOUSING AT BLOOMSBURG UNIVERSITY IS FOR ALL STUDENTS TO GO TO THE RESIDENCE LIFE WEB PAGE AT [HTTP://RESLIFE.BLOOMU.EDU/](http://reslife.bloomu.edu/).

ON THE RIGHT SIDE OF THE PAGE, CLICK ON “APPLYONLINE / MYHOUSING”.

The screenshot shows a web browser window displaying the Office of Residence Life website. The browser's address bar shows the URL <http://reslife.bloomu.edu/index.php>. The website's navigation menu includes links for Students & Parents, MyHousing, Residences, Dining, and Contact. A search bar is located on the right side of the navigation menu. Below the navigation menu, there is a blue banner with the text "MOST NEW INCOMING FRESHMEN WILL BE TRIPLED. LEARN MORE >". The main content area features several news items, including a reminder to current on-campus residents to complete the ApplyOnline process by January 31, 2015, and a notice about the wired network connection. On the right side of the page, there is a sidebar with a weather widget and a "NEED TO KNOW INFO..." section. The "ApplyOnline / MyHousing" link in this sidebar is circled in red. A red arrow points from the text "ON THE RIGHT SIDE OF THE PAGE, CLICK ON 'APPLYONLINE / MYHOUSING'" to this circled link. Another red arrow points from the blue banner to the "ApplyOnline / MyHousing" link.

OFFICE OF RESIDENCE LIFE   Students & Parents   MyHousing   Residences   Dining   Contact   SEARCH

**MOST NEW INCOMING FRESHMEN WILL BE TRIPLED. LEARN MORE >**

**REMINDER TO CURRENT ON-CAMPUS RESIDENTS: HOST FALL 2015/SPRING 2016**   01/27/15

If you want to live on-campus again for Fall 2015/Spring 2016, January 31st is THE LAST DAY to complete the first step, ApplyOnline for Fall 2015/Spring 2016. Have questions? Come to the Residence Life Office, Monday – Friday, 8:00A – 4:30P or email Michele at [mstout@bloomu.edu](mailto:mstout@bloomu.edu) or Lori at [lschmidt@bloomu.edu](mailto:lschmidt@bloomu.edu). If you do not complete ApplyOnline by the January 31, 2015 deadline, you will not be permitted to live on-campus for the 2015-2016 academic year. For details refer to [H.O.S.T. section](#) of your website.

**WIRED NETWORK CONNECTION NOTICE**   06/02/14

The cost to maintain both a wired and wireless network infrastructure is high with less than 10% of students opting for wired connections. As a result, most of the infrastructure that supported the wired network has been decommissioned in an effort to keep housing rates as low as practical. All students residing in residence halls and apartments are provided with access to the University's high speed wireless network at no additional charge. All rooms, and select common areas in apartments, have ethernet jacks installed, but these are now inactive. A limited number of wired connections are still available, but at an additional charge. If you would prefer to connect to the University network via a wired connection, please complete our [Wired Network Connection Request form](#) to submit a request to have your port activated.

**STAY IN TOUCH WITH RESIDENCE LIFE AND ON-CAMPUS HOUSING**

The Office of Residence Life offers the opportunity for parents and guardians of on-campus Bloomsburg University students to receive email updates from our housing department. We will only send out updates containing important information including but not limited to move-in and move-out dates and times and housing selection timeframes. To sign up for these email updates all you need to do is [provide us with your email address](#).

**ENROLLMENT VERIFICATION**

Students needing enrollment verification from the University for insurance or any other purpose should go to the Office of the Registrar website located at <http://bloomu.edu/registrar> and click on the "Verify Enrollment" link on the left hand side. If you have any other questions about enrollment verification please contact the Office of the Registrar at (570) 389-4263.

Weather @ BU   10°F | 27°F

**NEED TO KNOW INFO...**

- H.O.S.T. Process
- Become a CA!*
- Become a GHD!*
- Student Affairs Events Calendar
- ApplyOnline / MyHousing**
- MyHousing Demo
- Guide to Campus Living
- Parking Permits
- Housing Release
- Mailing Address
- A/C Requests

**RELATED LINKS**

**STEP TWO:** YOU WILL THEN PROCEED TO THE "ONLINE STUDENT HOUSING SYSTEM 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 USED TO LOG INTO LAB COMPUTERS. THE SAME PASSWORD IS USED FOR APPLYONLINE AND MYHOUSING.

  
**Online Student Housing System**

Please log in using your HuskyID\* and password:

**NOTICE: FIRST TIME NEW STUDENTS** - Please wait until you receive your "FEE ACKNOWLEDGEMENT LETTER" before you try accessing MyHousing.

HuskyID:  

Password:

Campus

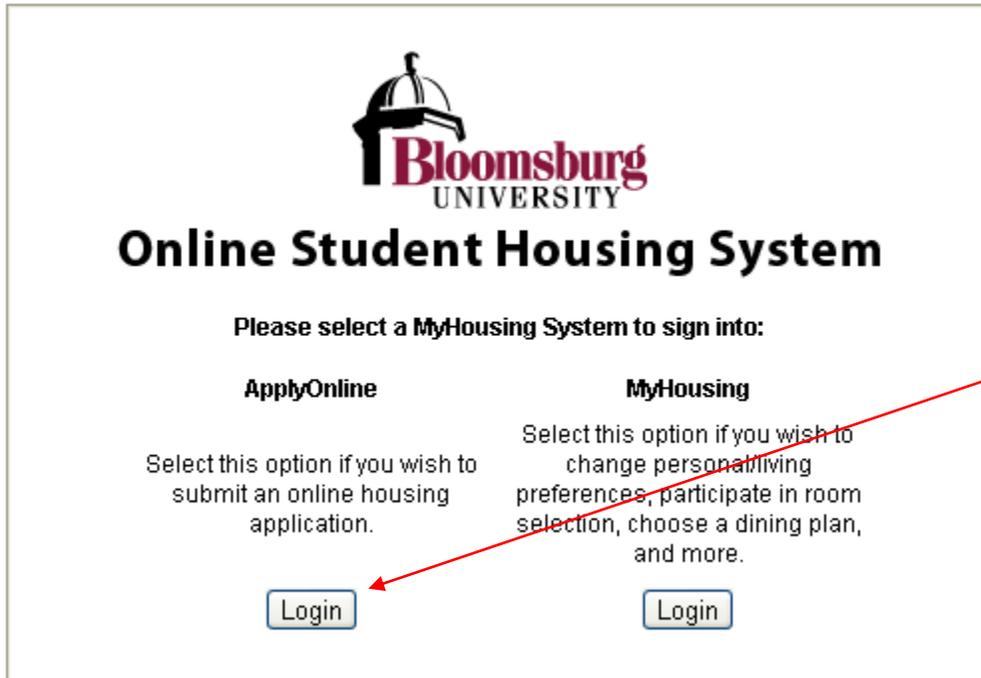
\* Your HuskyID is your entire University email address including @huskies.bloomu.edu

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.

## STEP THREE: CLICK ON “APPLYONLINE”



The screenshot shows the Bloomsburg University Online Student Housing System login page. At the top is the university logo, which includes a dome icon and the text "Bloomsburg UNIVERSITY". Below the logo is the title "Online Student Housing System". Underneath is the instruction "Please select a MyHousing System to sign into:". There are two columns of options. The left column is for "ApplyOnline", with the description "Select this option if you wish to submit an online housing application." and a "Login" button. The right column is for "MyHousing", with the description "Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more." and a "Login" button. A red arrow points from a text box on the right to the "Login" button under "ApplyOnline".

  
**Bloomsburg**  
UNIVERSITY

### Online Student Housing System

Please select a MyHousing System to sign into:

ApplyOnline	MyHousing
Select this option if you wish to submit an online housing application.	Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.
<input type="button" value="Login"/>	<input type="button" value="Login"/>

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

**STEP FOUR:** PLEASE READ THE LETTER FROM OUR ASSISTANT VICE PRESIDENT OF STUDENT AFFAIRS AND CLICK ON  
“CONTINUE APPLYONLINE FOR HOUSING AND/OR DINING”

**ApplyOnline at Bloomsburg University**

### Welcome to Residence Life

**Welcome from the Assistant Vice President of Student Affairs --**

On behalf of the entire Residence Life Staff, I'd like to welcome you to Bloomsburg University. We look forward to having you join our on-campus living community. Over the next few months you will receive information online from our office which should make your move from home to campus living as comfortable as possible.

The first step to campus living is to ApplyOnline, which includes the terms of agreement. The housing agreement is for the full academic year (fall and spring semesters) or remaining portion thereof. The second step is to fill out your information in MyHousing. I urge parents and students to read the [terms of agreement](#) and discuss this information, so that each is fully aware of our housing/food service policies, procedures and services.

The most important point to remember is that if you have any questions about the Residence Hall/Food Service Agreement or our program, you may contact a [member of the staff](#), or myself, at any time. There is always someone here to help answer your questions or relieve some of the anxieties you may be experiencing.

Please check our [Residence Life website](#) often for updates and additional information.

Sincerely,

*Tom Kresch*

Tom Kresch  
Assistant Vice President for Student Affairs

[Continue ApplyOnline for Housing and/or Dining >>](#)

© Adirondack Solutions, Inc. - MyHousing Web Suite v3.2.6 for The Housing Director

# STEP FIVE: PLEASE MAKE SURE YOU SELECT THE CORRECT APPLICATION IN THE DROPDOWN MENU...

**ApplyOnline at Bloomsburg University**

**Application Selection**  
Welcome **Julia Housing 399939**

Please select the application you wish to begin: FALL/SPRING Academic Year (Current/Returning Housing App) (Fall 2015) ▾ Next >>

**Application Status**

Application Name	Time Frame	Status	Can Be Re-Visited?
FALL/SPRING Academic Year (Current/Returning Housing App)	Fall 2015	No Application on File	Yes

\*\* For students completing the Summer Housing Application, email [buhouse@bloomu.edu](mailto:buhouse@bloomu.edu) as soon as possible to confirm availability of summer housing.

**Online Help**

Current students who will be living on-campus for the Fall/Spring Academic Year or for Spring or Summer - select Current/Returning Housing App.

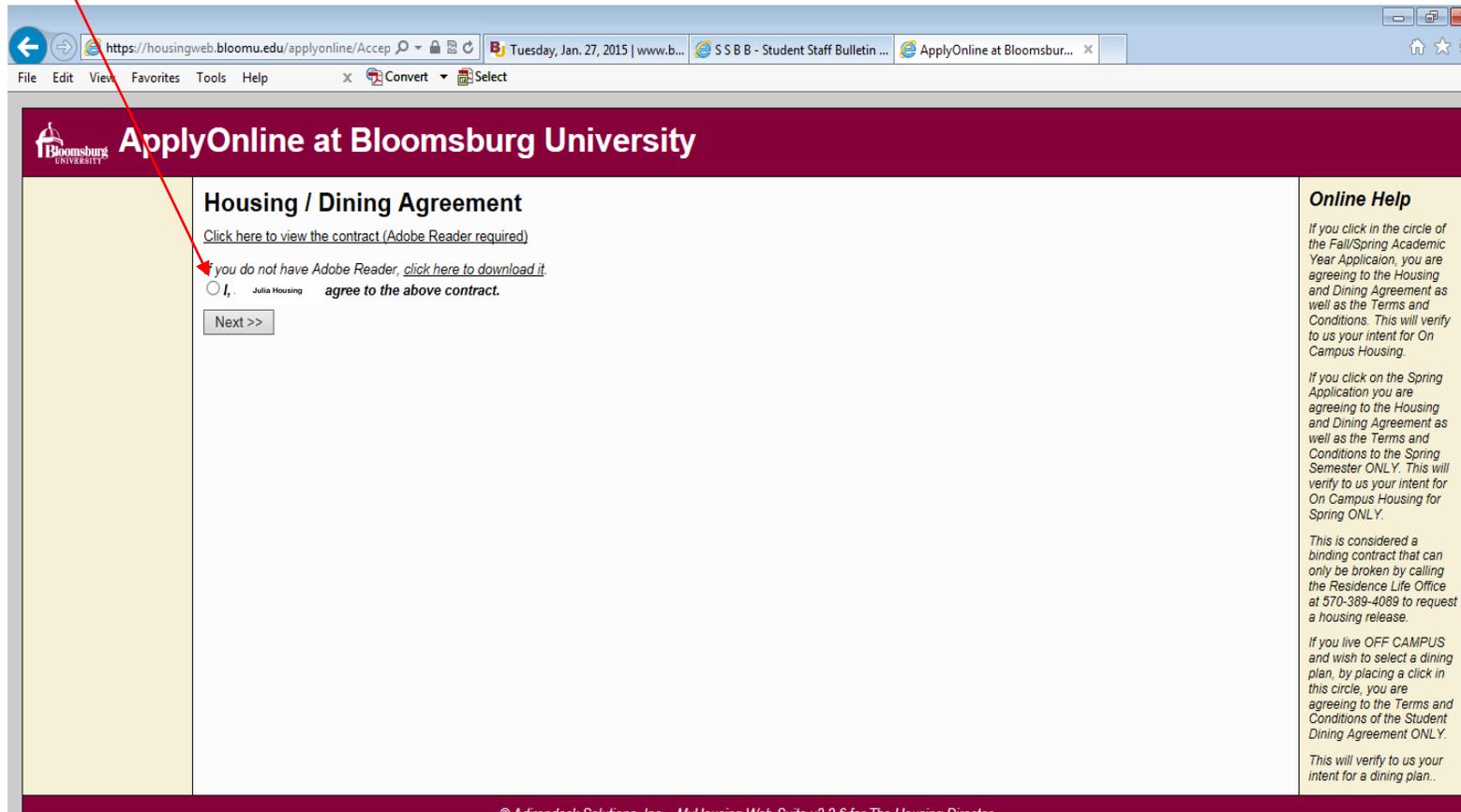
New Students for SPRING - select SPRING New Student Housing App. NEW Students for SPRING who will be living on-campus again for FALL will need to complete Apply Online twice, once for SPRING and again for FALL/SPRING.

New Students for SUMMER - select SUMMER New Student Housing App. NEW Students for SUMMER who will be living on-campus again for FALL/SPRING will need to complete Apply Online twice, once for SUMMER and again for FALL/SPRING New Student Housing App.

New Students for FALL/SPRING Academic Year need to select FALL/SPRING Academic Year New Student App.

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# STEP SIX: IN ORDER TO CONTINUE, YOU MUST AGREE TO THE TERMS AND CONDITION TO PROCEED WITH THE APPLICATION.



**ApplyOnline at Bloomsburg University**

### Housing / Dining Agreement

[Click here to view the contract \(Adobe Reader required\)](#)

*If you do not have Adobe Reader, [click here to download it.](#)*

I, Julia Housing **agree to the above contract.**

#### Online Help

*If you click in the circle of the Fall/Spring Academic Year Application, you are agreeing to the Housing and Dining Agreement as well as the Terms and Conditions. This will verify to us your intent for On Campus Housing.*

*If you click on the Spring Application you are agreeing to the Housing and Dining Agreement as well as the Terms and Conditions to the Spring Semester ONLY. This will verify to us your intent for On Campus Housing for Spring ONLY.*

*This is considered a binding contract that can only be broken by calling the Residence Life Office at 570-389-4089 to request a housing release.*

*If you live OFF CAMPUS and wish to select a dining plan, by placing a click in this circle, you are agreeing to the Terms and Conditions of the Student Dining Agreement ONLY.*

*This will verify to us your intent for a dining plan..*

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# STEP SEVEN: PLEASE FILL OUT THESE 3 QUESTIONS AND CLICK "CONTINUE"

The screenshot shows a web browser window with the URL <https://housingweb.bloomu.edu/applyonline/person>. The page title is "ApplyOnline at Bloomsburg University". The main content area is titled "Personal Preferences" and includes a note: "Questions marked with an asterisk (\*) are required." There are three questions:

- 1 Do you need a room equipped with a visual fire alarm due to a hearing impairment? (Dropdown menu with "No" selected)
- 4 If you received the Meningitis vaccine, please enter the Month/Year (mm/yyyy).\*
- 5 I did not receive the vaccine but have read the Meningococcal information in the housing agreement. I am fully aware of risks associated with this disease. I knowingly agree to accept the Waiver for this vaccine.\* (Dropdown menu with "Agree" selected)

At the bottom left of the form, there is a "Continue >>" button circled in red. Below it is a "<< Back" button. On the right side, there is an "Online Help" section with the text: "Please fill out the information on the left." A red box highlights the dropdown menus and the input field for question 4.

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# STEP EIGHT: CONGRATS! YOU COMPLETED APPLYONLINE... PLEASE CONTINUE TO MYHOUSING TO COMPLETE YOUR PERSONAL PREFERENCE QUESTIONS, DINING PLAN AND ROOMMATE SELECTION...

<https://housingweb.bloomu.edu/applyonline/Comp> Tuesday, Jan. 27, 2015 | www.b... S S B B - Student Staff Bulletin ... ApplyOnline at Bloomsbur...

File Edit View Favorites Tools Help x Convert Select

## ApplyOnline at Bloomsburg University

**Thank you for completing ApplyOnline for on-campus housing and/or off-campus dining plan only at Bloomsburg University.**

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

If you have been approved by the Residence Life Office to live on-campus, you will need to answer the [Personal Preference Questions](#) in MyHousing. For students who do not request a roommate(s), your answers to these 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.

**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 [BU.Live@EDU](mailto:BU.Live@EDU) 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>.

Housing and/or meal plan details can be viewed on your [MyHousing Overview](#) page. MyHousing is your personalized webpage that contains all of your housing and dining information while you are a Bloomsburg University student.

Dining Plans are required when you live in all of our lower campus residence halls but are optional in our campus apartments and in off-campus housing. Visit the [meal plans](#) webpage for plans for individual residence requirements and an explanation of meal plans.

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

**Please continue to [MyHousing](#) to complete your Personal Preference questions, enter a Roommate Request (deadline June 1) and/or select a Dining Plan.**

### Online Help

The next step for those students who wish to request On Campus housing is to go to MyHousing to fill out the rest of the information that is needed for one or more of the following time frames: Fall/Spring, Spring, or Summer. You can do this by clicking on any of the underlined MyHousing words.

Please remember all correspondence regarding housing concerns can be sent through the MyHousing Help at the top of the screen.

You can find our updated information on the Residence Life web page at [Residence Life](#)

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REDIRECTING TO MYHOUSING....



Redirecting...

Our site has changed, please update your favorites.



If you are not redirected, [click here.](#)

# PLEASE LOGIN AGAIN TO MYHOUSING

  
**Bloomsburg**  
UNIVERSITY

## Online Student Housing System

Please log in using your HuskyID\* and password:

**NOTICE: FIRST TIME NEW STUDENTS** - Please wait until you receive your "FEE ACKNOWLEDGEMENT LETTER" before you try accessing MyHousing.

HuskyID:  

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, then you should try using the default password.

# MYHOUSING: STEP ONE

  
**Bloomsburg**  
UNIVERSITY

## Online Student Housing System

Please select a MyHousing System to sign into:

<b>ApplyOnline</b> Select this option if you wish to submit an online housing application.	<b>MyHousing</b> Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.
<a href="#">Login</a>	<a href="#">Login</a>

Click on MyHousing

# STEP TWO: FOLLOW THE LINKS TO COMPLETE:

1.) PERSONAL PREFERENCES

2.) ROOMMATE REQUEST(S)

3.) DINING PLAN

Click here to answer your Personal Preference questions

Click here to Request Roommate(s)

Click here to select a Dining Plan

The screenshot shows the MyHousing at Bloomsburg University website. The browser address bar displays the URL <https://housingweb.bloomu.edu/myhousing/csover>. The page title is "MyHousing at Bloomsburg University".

**Navigation:**

- Home/Overview
- Personal Preferences
- Room Selection >>
- Dining

**Other Links:**

- Living Learning Communities
- Residence Life
- Bursars Office Dining Plan
- Off Campus Housing

**MyHousing Overview**

**- PLEASE READ -**

**Fall New Student Housing Alert**

- The demand for on campus housing continues to be high. The combination of the large number of students seeking admission to Bloomsburg University and the increase in popularity of currently housed students to remain on campus makes tripling a necessity to accommodate housing needs for Fall. **FRESHMAN MAY BE TRIPLED WHEN THEY ARRIVE ON CAMPUS FOR FALL OR MAY BE ASSIGNED TO THE CAMPUS APARTMENTS.**
- For additional information about the tripling credit policy, philosophy on tripling, triple room layouts and pictures see [TRIPLING](#). Please check back frequently for updated information
- Fall roommate requests for new Freshman can be entered in MyHousing until June 1st.
- If you do not select a dining plan for Fall, you will automatically be assigned the B1 (14 meals/week \$200 flex) dining plan.

**My Info**

Name	Student #	eMail
Julia Housing	399939	jh12345@huskies.bloomu.edu

**My Assignments**

Housing assignments are currently hidden.

**NOTICE - ASSIGNMENTS ARE NOT OFFICIAL UNTIL THE DATES INDICATED BELOW:**

Fall 2014: official assignments will be available beginning August 5th  
Spring 2015: official assignments will be available beginning January 6th

**My Dining**

At this time you do not have any current or future dining plans.

**Notice:**  
If you wish to see your flex points, click on the [Dining Tab](#).  
Fall Dining Plan Selection will begin in April  
All new on-campus summer students will be assigned the A (19 meals a week - no flex) dining plan.

**My Future Roommate Requests**

At this time you do not have any future roommate requests.

**Online Help**

Return to your OVERVIEW page OFTEN to make sure the information is CORRECT.

Make sure all Roommate Request(s) are correct and say "TOTAL MATCH".

New Students for SUMMER are assigned the A (19 meals/week) dining plan. There is no flex in summer.

Students will be able to select a dining plan for Fall in MyHousing in mid-March. Students will be notified via email when this is available.

Students can make changes to their SPRING dining plan until 1/25/2015. If you want to increase your SPRING dining plan after that date, you MUST go to the Bursar's Office or their web page to make the change.

Dining plans cannot be decreased or cancelled after the first week of each semester.

REMINDER - Elwell Hall is equipped with air conditioning & heat control in rooms. Some additional residence hall rooms have wall and/or permanent window units. All air conditioned rooms are billed at a slightly higher rate.

# CONGRATS!

## YOU HAVE COMPLETED APPLYONLINE / MYHOUSING

*If you are having any difficulties please contact us at 800-287-7543 or email us at [buhouse@bloomu.edu](mailto:buhouse@bloomu.edu)*

### **Office of Residence Life**

*Elwell Hall, First Floor  
400 East Second Street  
Bloomsburg, PA 17815  
[\(800\) 287-7543](tel:8002877543)  
[buhouse@bloomu.edu](mailto:buhouse@bloomu.edu)*

### **Hours of Operation**

*Monday - Friday  
8:00AM - 4:30PM  
8:00A - 4:00P (Summer)  
Saturday – Sunday: Closed*