

Walk through of Returning Student Housing Selection

Step 1: **Please go to the Housing page on the VSU website and click Housing Portal in the grey task bar.** Log into the Housing Portal.



Step 2: If you are not already logged into your MyVSU, you will be directed to that log in there first and then you will automatically be sent back to the Housing Portal. Click on APPLICATION in the red task bar or from the drop-down menu.



Step 3: Select the Term you are applying for. At this time, the only application available is for Academic Year 2021-2022. Summer will open later in March.



Term Selector (Returning Students)

Please select a term below to start or continue with your application.

Academic Year 2021-2022 (08/11/2021 - 12/11/2021)	APPLY
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Step 4: Confirm your personal details. If anything is incorrect, please contact the Registrar's Office at registrar@valdosta.edu.

Step 5: Housing Accommodations. If you require special housing accommodations due to a disability, your situation must be reviewed by the Access Office. If you are already approved, you do not need to click yes. Please select either yes or no from the drop-down menu.

Personal Details Page Housing Accommodations Profile Page Contract Page (18+) GradGuard College Renter's Insurance GradGuard Roommate Grc (Upper Clas: >



Housing Accommodations

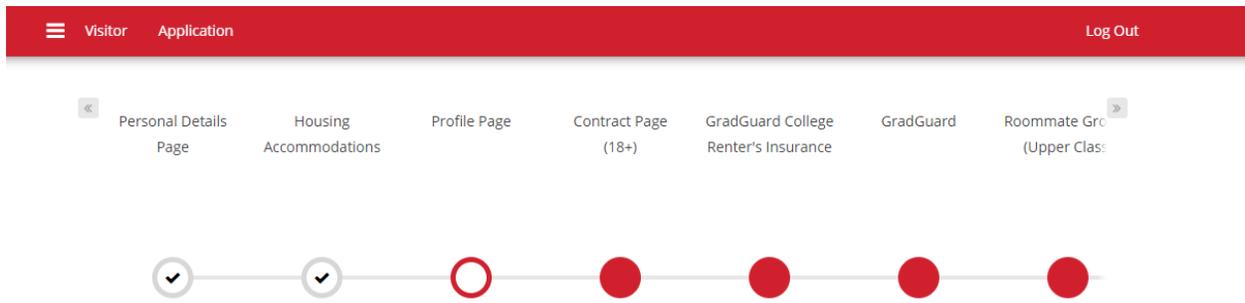
HOUSING ACCOMMODATIONS DUE TO DISABILITIES

If you are requesting housing accommodations due to a disability (including medical conditions or requesting an Emotional Support Animal), the request needs to be reviewed and approved by VSU's Access Office. To allow sufficient time for review, supporting documentation must be received a minimum of two months prior to anticipated occupancy. In the event that the request is approved, the Access Office will notify housing of the reasonable accommodation(s) necessary. Please note that the Access Office can only notify housing of the reasonable accommodation approved and is unable to recommend a specific residence hall, room, or roommate.

To submit a request, please complete the Request for [Housing/Dining Accommodation form](#).

Accommodation requests

Step 6: Enter profile information. This information is what the system uses to show you roommate suggestions. As a reminder, matched roommate groups will select before students without a roommate, so we can get as many roommate pairs together as possible.



Profile Page

The following questions are designed to help you find compatible roommates matches. Even if you have a roommate picked out, it is still a good idea to answer these questions and have them on record.

Personal Preferences

I am a:

Note: VSU is a tobacco and smoke-free campus.

Nonsmoker

Room Environment

I expect to go to sleep:

Before Midnight

I like to live in a room that is generally:

Casual - my space is fairly clean but not

I plan to use my room for:

Step 6B: Roommate Search Process. You are automatically opted into being displayed in roommate search results. Do not unclick this box...if you do, nobody will be able to match with you as a roommate. You can enter more information about yourself as well.

Roommate Search Process

Please indicate if you would like to participate in the roommate search process, and if your information will be searchable.

Web Screen Name will be how you display to other students when they search for potential roommates.

Display in Roommate Search results?



Information about yourself for potential roommates:

Step 7: Sign the contract. Yes, you will sign the contract prior to selecting your room. This will NOT lock you into the contract. You will be locked into a contract after you select a space during your timeslot in March. If you are under 18, a parent will need to sign the contract for you and you will need to upload JUST the signature page before proceeding. Do not skip this step or your application will be incomplete and you cannot return to that page.

Step 8: GradGuard Renters Insurance. This is an optional service you can sign up for. It will take you to their website to complete the process and you can either sign up, ask for more information, or decline.

Step 9: Roommate Groups. Here is where you will request or search for roommates. Reminder, only groups of 2 or 4 can be verified. Group leader is automatically set to the 1st person who requests a roommate but that can be changed. You can search for other students who have applied by name or you can see who it suggests based on your submitted profile from Step 6. You can come back to this page to finish if you are waiting on someone else to complete the application. Just remember that your application is not complete until you complete this step.

The screenshot shows a red navigation bar at the top with a hamburger menu icon, the text "Visitor Application", and a "Log Out" link. Below the bar is a progress bar with seven steps: "Housing Accommodations", "Profile Page", "Contract Page (18+)", "GradGuard College Renter's Insurance", "GradGuard", "Roommate Groups (Upper Class)", and "Application Status". The first five steps are marked with a checkmark in a grey circle, while the sixth step is marked with a red circle and the seventh with a solid red circle. Below the progress bar is the heading "Roommate Groups (Upper Class)". The main content area contains several paragraphs of text: "Please note that students who are in roommate groups of either 2 or 4 students will select before students who are not part of a roommate group. This is to ensure that roommate groups are able to select spaces together.", "Please note that returning students will be able to select from:", "Hopper Hall Private Suites - 2 students", "Hopper Hall Semi-private Suites - 4 students", "Centennial 4-person apartments", and "Centennial 2-person apartments". A grey box with a yellow border contains the heading "Not In a Group" and the text "You are not a member of any roommate groups.". At the bottom right, there are three blue links: "Search for Roommates by Details", "Search for Roommates by Profiles", and "Suggest Roommates". At the bottom left, there is a red button with the text "SAVE & CONTINUE".