Housing Renewal Instructions

Begin by clicking on the Renew Your Contract link on the Residence Life Homepage.
Begin by clicking on the Renew Your Contract at MyHousing to go to the MyHousing Log-In Page.
1. Log into the application using your UW-Parkside Email username and password.
1. Click on the “Login to Apply Online”
1. After you log into the application page, click on the 2015-2016 Contract and click Next.
1. Review the Housing Contract for 2015-2016. Adobe Reader is required to do so. If you accept the terms and agreements on the contract, click the “I Agree” button then hit next.
1. Complete all of the Personal Preferences Questions on the next page. When done, please hit “Continue.”
Finalize your Living Preference for 2013. When finished, click the “Complete Application” button.

**SINGLE ROOMS**

If you currently reside in a designated single and would like to remain in that room, you must sign up for your room by **11:59 PM on March 4, 2015**.

Any remaining singles will be distributed according to class rank on March 16, 2015. Single selection times will be generated on Monday, March 16, 2015 from all applications received to date. Students entered into the lottery will receive an e-mail on Tuesday March 17, 2015 with an assigned lottery number and a designated time to choose a single room. On Wednesday, March 18, 2015 the singles lottery will occur.

In order to sign up for a single, when filling out the housing contract, on the “living preferences page” be sure to rank “single” as your primary living option under “Room Display Type.”
On this page, you can select a dining plan for the upcoming year. You can change your dining plan preferences on July 1, 2015.
Once a student reaches this page, then they know they have completed that housing application.
SELECTING A ROOM THROUGH MY HOUSING

1. Log in to My Housing.
1. After you log into “My Housing,” you will be able to see your Residence Hall Renewal times at the bottoms of the screen.

2. If your time to renew has currently started, you will need to click on Room Selection on the left side and choose “Select a room.”
1. Choose Select Room to confirm your room for 2015-16.
1. At this time you will be able to view the rooms available for 2015 - 2016.
1. Students can also enter a roommate preference at this time. Roommate requests must be mutual. A current roommate will also have the option to return to the same room.
1. After you have selected a room, you can click on the Dining option under the Navigation Tool Bar. That will allow you to choose your Dining Plan for 2015-2016 until July 1, 2015.

2. After you have completed this step, you can log out of my housing or use the other available tools in the tool bar.