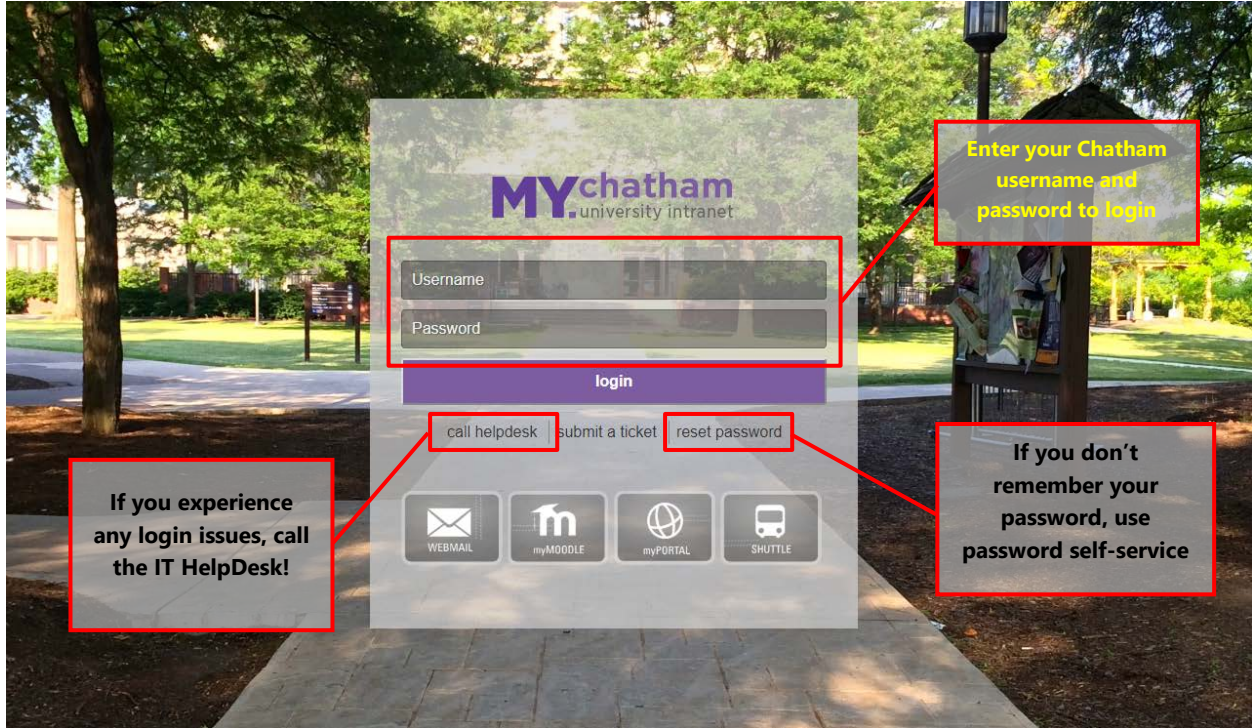


Instructions: Use this guide to access and complete your online housing application. You will need your Chatham username (the first part of your Chatham email address) and your password to login and complete an application. If you experience difficulties with you Chatham email or password, you should contact Information Technology Services via the IT Help Desk at S.HelpDesk@Chatham.edu or 412-365-1112.

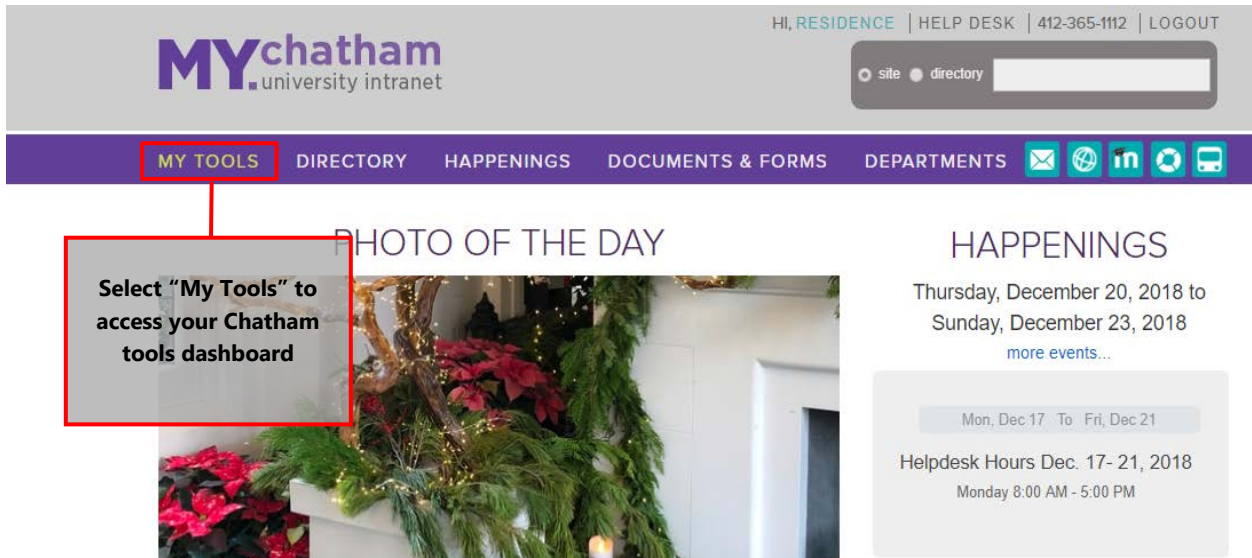
STEP 1:

Login to [myChatham](https://my.chatham.edu/) (<https://my.chatham.edu/>) using your Chatham username and password.



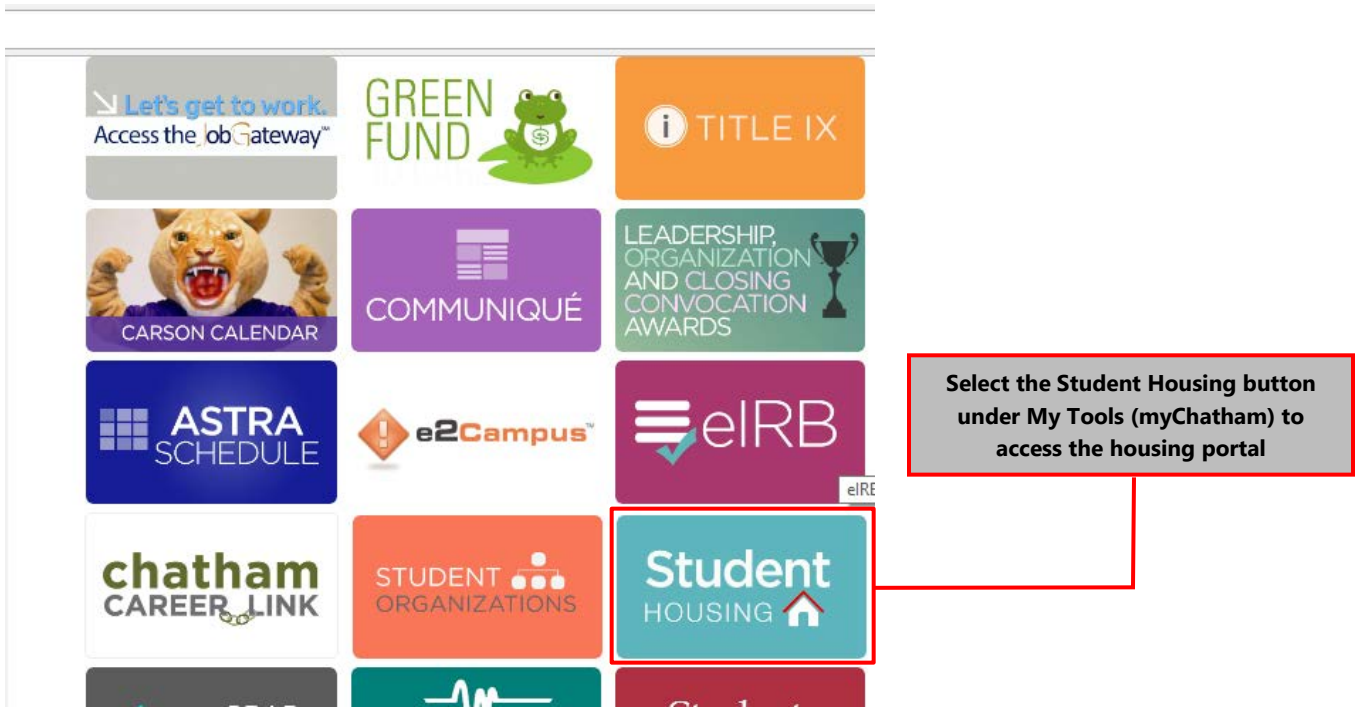
STEP 2:

Click on My Tools in the upper left hand corner, right above **PHOTO OF THE DAY**.



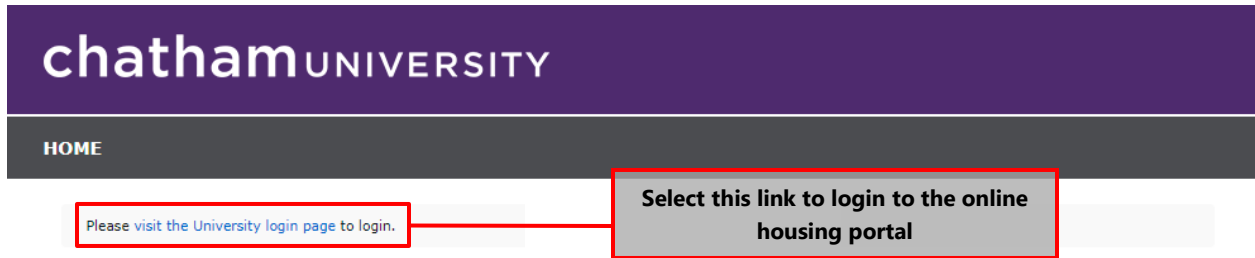
STEP 3:

Select the **STUDENT HOUSING** button on the *My Tools* section (the button is light blue with a little white house in it).



STEP 4:

When redirected to the "Welcome to the Housing Portal" page, click the Please visit the University login page to login link.



WELCOME TO THE HOUSING PORTAL

(Step 1 of 2)

Greetings from Cougar Country!

Welcome to MyHousing at Chatham University. This is where you will login to use the Housing Portal to complete your housing and meal plan application. The Housing Portal is our online system that all students who are interested in securing on-campus housing for the first time or plan to return need to complete in order to submit your request for on-campus living accommodations. All undergraduate students residing on-campus are required to have a meal plan.

STEP 5:

You will then proceed to a Chatham login page prompting you to “Sign in with your organizational account”. Enter your Chatham email address (i.e. Carson.Cougar@chatham.edu) and your Chatham email password.



chatham UNIVERSITY

Enter Chatham email address (i.e. Carson.Cougar@chatham.edu) and password.

Sign in with your organizational account

Click “sign in” to enter portal and begin your application

Login Issues & Questions:

Please use your Chatham email address and passwords to login to your My Housing Portal. If you do not remember your password or are experiencing login issues, please contact Chatham University Information Technology Help Desk at 412-365-1112.

All other questions or concerns should be directed to the Office of Residence Life – Student Affairs at reslife@chatham.edu or by phone at 412-365-1518.

STEP 6:

On the “My Housing Application” page, click **HOUSING & MEAL PLAN APPLICATION** under the navigation bar.

chatham UNIVERSITY Carson Cougar

HOME **HOUSING & MEAL PLAN APPLICATION** COMMUTER STUDENTS

Profile Summary

Name Carson Cougar
Screen Name Carson.Cougar
Mobile
Email
Classification First Year

MY HOUSING APPLICATION (Step 2 of 2)

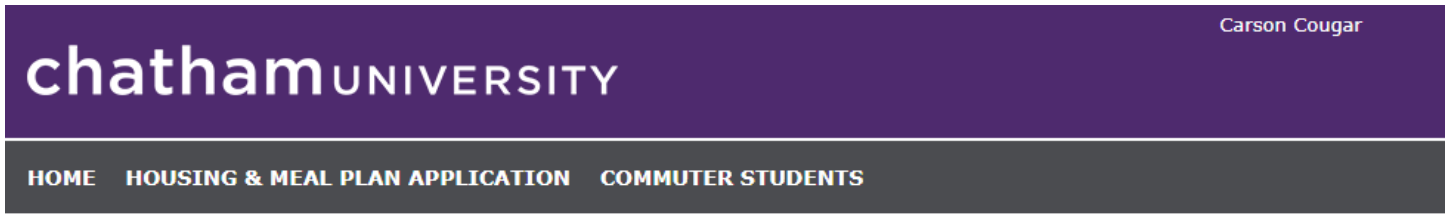
WELCOME TO CHATHAM UNIVERSITY

Living on campus is convenient and enjoyable. Chatham University offers on-campus housing to students on both our Shadyside and Eden Hall Campuses, as well as off-campus housing for graduate students. The various housing options depends on each students status (i.e. graduate, undergraduate, first-year student, returning student, etc) and range from residence hall to apartment style living.

Select **HOUSING & MEAL PLAN APPLICATION** to begin

STEP 7:

Select Academic Year 2020-2021 under Term Selector and press the **SAVE & CONTINUE** button.



Academic Year Selector

Select an academic year. Please select which academic year you are applying to live on-campus during, which may be different than the current year.

Academic Year 2020-2021

Select Academic Year 2020-2021 to apply for next year

Questions and concerns related to student housing should be directed to the Office of Residence Life - Student Affairs at reslife@chatham.edu or 412-365-1518.

Questions and concerns related to meal plans and dining services should be directed to Parkhurst Dining at parkhurst@chatham.edu or 412-365-1506.

STEP 8:

On the "Welcome" page of the application, click the **SAVE & CONTINUE** button and complete the remaining steps. **Please note that your application is NOT complete until you reach Application Confirmation and confirm your application.**

New Student Housing

Chatham maintains five traditional residence halls for undergraduate students. These include Fickes Hall, Woodland Hall, Dilworth Hall, Rea House, and Laughlin House. Each residence hall offers secure swipe-access doors, access to a community kitchen, free laundry facilities, and common area study & social space. We encourage all residents to apply for one of our Living Learning Communities. These include Honors Program in Rea House, Women's Leadership in Laughlin House, and Sustainability & Environment in Orchard Hall (Eden Hall Campus).

First-year and transfer students new to campus are placed in housing by the Office of Residence Life - Student Affairs based on housing availability and their personal residence hall preferences. All incoming residential students also complete a roommate questionnaire once they are accepted to the University. The Office of Residence Life - Student Affairs considers study preferences, sleep habits, and personal lifestyle when matching residents each year.

Please note, while we collect lifestyle information and hall preferences, we cannot guarantee specific room types or hall placements as it depends on availability in each residence hall.

Upper-Class Student Housing

Sophomores, Juniors and Seniors that currently live on-campus choose their own roommates each spring semester during Online Room Selection. Upper-class students are able to choose their own roommate(s) and form roommate groupings to select housing as a group. Upper-class students reside select housing in either one of the apartments or residence halls on-campus. All students participating in this process receive a randomly generated time slot based on class year in order to log in and choose a specific room or apartment.

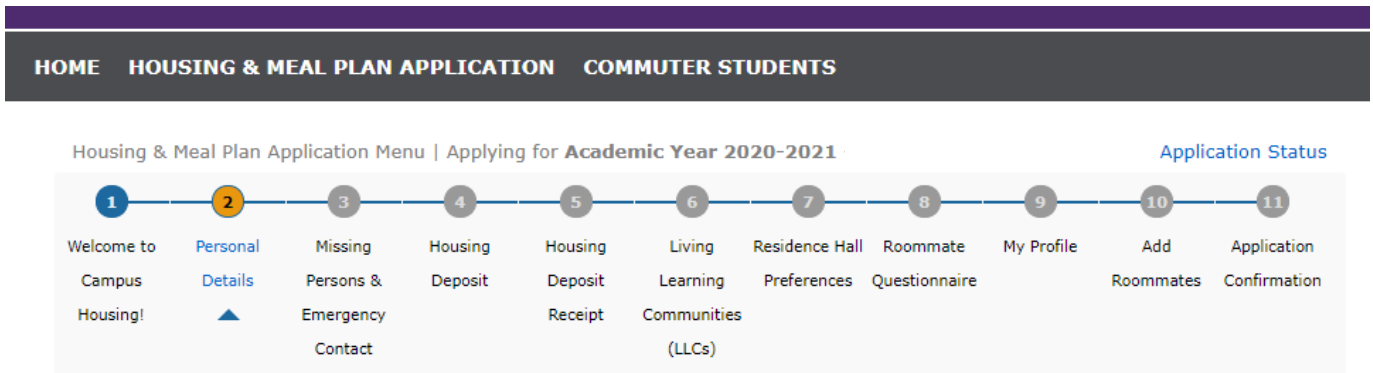
If you are an Upper-class student returning to Chatham after time away, or decide mid-year that you'd like to live on campus, please contact Residence Life at reslife@chatham.edu or 412-365-1518 to discuss housing availability and options.

SAVE & CONTINUE

You must click this button on each page to submit the information and complete each step

STEP 9:

Complete your online housing application by following the system prompts. Once you complete a section you will select the **SAVE & CONTINUE** button located at the bottom of each page.



After the Welcome page, there are 9 steps to the application, which include the following:

Section 2 - *Personal Details*

Section 3 - *Missing Persons & Emergency Contact*

Section 4 - *Housing Deposit*

Section 5 - *Housing Deposit Receipt*

Section 6 - *Living Learning Communities (optional)*

Section 7 - *Residence Hall Preferences & Meal Plan*

Section 8 - *Roommate Questionnaire*

Section 9 - *My Profile*

Section 10 - *Add Roommates* - This is where students can search for or select a specific roommate. More information about the roommate matching process is available in the Roommate Matching Guide [here](#).

Section 11 - *Application Confirmation*

NOTE: Your application is not complete until you confirm your application in this final step!

If you have any questions or run into any problems with your housing application, contact us:

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1 Woodland Road

Pittsburgh, PA 15232

Student Housing & Residence Life - Contact the Office of Residence Life - Student Affairs:

Shadyside Campus: reslife@chatham.edu or 412-365-1518

Eden Hall Campus: reslifeden@chatham.edu or 412-365-1479

Dining & Meal Plans - Contact Parkhurst Dining at Parkhurst@chatham.edu or 412-365-1506