INSTRUCTIONS FOR PROCESSING YOUR HOUSING APPLICATION

Please read all of the materials included in this Housing Package before proceeding to the next step.

1. Go to the following website https://my.pitt.edu.
   Log on using your University username and password that was previously mailed to you by the University Computing Service and Systems Development department. If you do not have this information, you can call the Technology Help Desk at 412-624-HELP for information on how to obtain your username and or password. IT IS CRUCIAL THAT YOU DO NOT USE “WWW” BEFORE THE MY.PITT.EDU URL.

2. Once you gain access to the website, click on MY RESOURCES and choose PANTHER CENTRAL.

3. Once at the Panther Central community, click on 2017-2018 Housing Applications, located under Housing on the right-hand side of the page.

4. Payment of your $325 Housing Deposit is required at this time. You may pay via credit card. If you have questions or concerns about this step, please contact Panther Central. PLEASE ONLY PAY THE DEPOSIT ONCE. IF YOU ARE PROMPTED TO PAY THE DEPOSIT A SECOND TIME PLEASE CONTACT PANTHER CENTRAL.
   - You will receive a confirmation/receipt page for your payment. Once you receive this confirmation, you can print a copy for your records by using the “Print a copy” link at the top of the page, then click the continue button. Please contact Panther Central if this page contains an error or states that there was a problem with your payment.

   It is crucial that you do not close the window before clicking the CONTINUE button. If you do not click continue your deposit will not be applied to your housing account.

5. Read and agree to the terms and conditions for both the Meningitis Form and Housing/Dining Services Contracts.
   PLEASE NOTE: If you are under 18, a parent/guardian co-signature will be required for both the Housing/Dining Services Contract and the Meningitis Form. For each step of the process, an email will be sent to the parent/guardian with a confirmation code that will need to be entered by the parent/guardian to show proof of co-signature. Your application will not be complete until these co-signatures have been entered. You will have an opportunity to enter the co-signature email address for each contract during the application process. If you don’t update the co-signature email address, the email will be sent to the emergency contact email address you previously shared during the application process. It is your responsibility to follow up with your parent/guardian to ensure that Panther Central receives their electronic co-signature. Your application will remain pending until co-signatures are received and you will NOT be eligible for on-campus housing.

6. Complete the Online Housing Application.
   - You are required to complete every step of the Housing Application process in order for your application to be complete. These steps include paying the $325 Housing Deposit, completing the Contact Information page, signing the Meningitis Form, agreeing to the terms and conditions of the Housing/Dining Services Contract, completing the Building and Community Preferences and the Meal Plan Preference page. Guaranteed students MUST click “Next” on the summary page in order to submit the application. Non-guaranteed students must click "Finish" in order to submit the application.

If you experience any issues throughout the process, you may need to configure your browser or pop-up blocker software to allow for pop-ups from this specific site.

If your Contract and Deposit are not submitted online by the date noted on page 1 of your Housing and Dining Services Contract, you will invalidate any pending housing guarantee that you may have, if applicable.