INSTRUCTIONS FOR PROCESSING YOUR SUMMER RECESS APPLICATION

Please read each step carefully. For best results, do NOT use Internet Explorer.

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. Then, click on 2017 Summer Applications.

4. Next click Summer Housing Application.

5. Read and agree to the terms and conditions for both the Meningitis Form and Summer Recess Housing contract.

6. 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. If you have any difficulties a Panther Central representative may be in contact with you with more information regarding co-signature.

7. Complete the online housing application.

   a. The application includes verification of your personal contact information as well as your emergency contact information.
   b. Other important details regarding Summer Recess are explained within the application and should be read carefully.

8. REMINDER: You are required to complete every step of the application process in order for your application to be complete. You MUST click “FINISH” for your application to be submitted.

9. 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.