INSTRUCTIONS FOR PROCESSING YOUR HOUSING CONTRACT PACKAGE

1. The enclosed Housing Contract Package includes the following materials. If you are missing any of these materials, please contact Panther Central as soon as possible.

- Personalized Information Sheet
- A copy of the Housing and Dining Services Contract for your records
- Housing and Dining Services Information Packet
- Schedule of previous year’s Housing and Dining Rates/Data Dictionary
- Housing Selection Process and Deadlines Book
- Housing Online Re-application and Selection: A Step-By-Step Guide
- Calendar of upcoming Housing and Residence Life deadlines

Please read all of the above materials before proceeding to the next step.

2. Go to the following website https://my.pitt.edu and log on using your University username and password that was previously mailed to you by the University’s Department of Computing Services and Systems Development. 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 IMPORTANT THAT YOU DO NOT USE “www” BEFORE THE “my.pitt.edu” URL.

3. Once you gain access to the website, click on “My Resources” and choose “Panther Central”.

4. Once at Panther Central, click on “Housing e-Services”.

5. Then, click on “Housing Online Services”.

6. Payment of your $325 Housing Deposit is required at this time. You may pay via credit card or e-check. If you have questions or concerns about this step, please contact Panther Central. PLEASE PAY THE DEPOSIT ONLY 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 important that you do not close the window before clicking the continue button. If you do not click continue your deposit may not be applied to your housing account.

7. Read and agree to the terms and conditions for the Housing/Dining Services Contract. PLEASE NOTE: If you are under 18, use the link to print the Housing/Dining Services Contract. These forms need to be signed by both you and your parent/legal guardian and sent to Panther Central. Upon receipt of your forms, Panther Central will e-mail you at your University-based e-mail account to continue with the online housing application.

8. Complete the online application.

- Guaranteed Students will confirm their meal plan during the online housing selection process.
- Non-Guaranteed students will be assigned a housing accommodation and meal plan when space becomes available. Non-guaranteed students will be contacted via their home phone number. Your contact information should be updated at the registrar’s office to ensure that you are able to be reached appropriately.

9. REMINDER: You are required to complete all three steps of the application process in order for your application to be complete. These steps include: paying the $325 housing deposit, agreeing to the terms and conditions of the Housing/Dining Services Contract, and the meal plan preference page.

Please Note the Following Recommended System Requirements:

If you are using Mac, recommended browsers are Netscape v7.0 +.

If you are using PC, recommended browsers are Internet Explorer due to the fact that some people may experience “page cannot be displayed” or an “authentication error message” with the grade approval process.

Mozilla and Firefox web browsers are not capable browsers for this process.

This site uses pop-ups. Before logging in, please configure your browser or pop-up blocker software to allow for pop-ups from this specific site.

IMPORTANT NOTE: Your 2011-2012 Housing Contract and Housing Deposit Payment must be submitted online by February 11, 2011. No extensions to this date will be given and no exceptions will be granted. If your Contract and Deposit are not submitted online by the given due date you will invalidate any pending housing guarantees you may have.