Housing Online Re-application and Selection:

A Step-By-Step Guide

Fall Term 2008
Spring Term 2009
Online Re-application Guide

1. You will need the following information in order to process your 2008–09 Housing Re-application online. Complete the items below prior to going online to complete the re-application process.

   The first step of the online re-application process is to pay the $325 housing deposit. Have the following e-check or credit card information ready:

   **E-Check Information:**
   **Routing Number:** Your routing number is enclosed within the following symbol. You will enter only the numbers between the symbols.
   Routing Number Symbol: ☐

   **Bank Account Number:** Your account number precedes the following symbol. You will enter only the numbers in front of this symbol.
   Bank Account Symbol: ☐

   **Credit Card Information:**
   You will enter only the cardholder’s name, card type, credit card number, expiration date, and cardholder’s daytime phone number.

2. **Record Your Meal Plan Selection:**

   For detailed meal plan information, please refer to the Data Dictionary insert located inside the back cover of the Housing Selection Process and Deadlines book.
Follow these steps to re-apply online:

1. Go to https://my.pitt.edu and log on using your University user name and password. If you do not have this information, call the Technology Help Desk at 412-624-HELP (4357) for assistance in obtaining your user name and/or password.

2. Once you gain access to https://my.pitt.edu, click on My Communities and choose Panther Central. You must allow popups from https://my.pitt.edu. (See “Tools” on your Internet browser.)
3. Once at the **Panther Central Community**, click on **Housing e-Services**.

4. Click on **Housing Online Services**.

5. Payment of the $325 housing deposit is required at this time. You may pay via e-check or credit card. If you have questions or concerns about this step, please contact Panther Central.

6. Read and agree to the terms and conditions for the Housing/Dining Services Contract.

7. Click on **Complete Application**.
8. Verify your application period and profile information; click on Next.

9. Using the Online Re-application Guide that you completed on page 3 of this booklet, select your meal plan choice.
10. Click on **Continue**.

11. Click on **Print** to print your summary page; click on **Continue** to finalize your application.
Online Housing Selection Instructions

If you are a guaranteed student for the 2008–09 academic year and have completed the online re-application process by February 15 (including electronically signing the Housing/Dining Services Contract and paying the $325 housing deposit), you are eligible to participate in one of the three online selection processes described below:

**Room Retention**
If you are eligible to retain your room, you may do so on February 28, 2008, between the hours of 10 a.m. and 4 p.m. If you have retained your room successfully, on February 29, 2008, you also may pull in a roommate(s) for the room you have retained. You will be required to enter your roommate’s PeopleSoft number, University user name, and meal plan choice at the time of selection. You will need to have the worksheet at the end of this booklet completed and accessible when you begin the online process.

**Suite and Apartment-style Selection**
For the groups who have won a suite or apartment-style bid, the group leader may select online according to his or her winning time and date. Suite and apartment-style bid winners will be posted online at www.pc.pitt.edu and outside the Panther Central office by 5 p.m. on February 27, 2008. You will need to have your copy of the completed Suite and Apartment-style Selection Application accessible when you begin the online process.

**General Room Selection**
For those eligible to participate in general room selection, the process will begin on March 20, 2008. Please refer to the Housing Selection Process and Deadlines book to determine the date and time assigned to your housing selection index number as indicated on your personalized Housing Information Sheet. You will be allowed to pull in roommates during this process. At the time of selection, you will be required to enter the PeopleSoft number, University user name, and meal plan choice for each of your roommates. You will need to have the worksheet at the end of this booklet completed and accessible when you begin the online process.
For each of the online selection processes, you, your roommate, or your group leader will follow the five steps below:

1. Go to https://my.pitt.edu and log on using your University user name and password. If you do not have this information, call the Technology Help Desk at 412-624-HELP (4357) for assistance in obtaining your user name and/or password.

2. Once you gain access to https://my.pitt.edu, click on My Communities and select Panther Central. You must allow popups from https://my.pitt.edu. (See “Tools” on your Internet browser.)

3. Once at the Panther Central Community, click on Housing e-Services.

4. Click on Make Housing Assignment.

5. After completing steps 1–4, continue to follow the prompts for your particular process.
Worksheet

1. Choose a meal plan:
   a. Record your meal plan choice:

   ____________________________________________

   b. Record roommate’s (1) meal plan choice (if applicable):

   ____________________________________________

   c. Record roommate’s (2) meal plan choice (if applicable):

   ____________________________________________

2. If you are pulling in a roommate(s):
   a. Record roommate’s (1) PeopleSoft # (seven-digit student ID #):

   ____________________________________________

   b. Record roommate’s (1) University user name:

   ____________________________________________

   a. Record roommate’s (2) PeopleSoft # (seven-digit student ID #):

   ____________________________________________

   b. Record roommate’s (2) University user name:

   ____________________________________________
Panther Central
Litchfield Towers Lobby
3955 Forbes Avenue
Pittsburgh, PA 15260

www.pc.pitt.edu

Panther Central
We’re at your service.

Whatever questions you have about campus services, from arugula to zip codes, turn to Panther Central first. Call, stop in, or log on. We’re the place for answers.

Panther Central
Litchfield Towers
412-648-1100
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