Completing Your Housing Application in 13 Easy Steps!

**STEP 1**
Log in to http://my.pitt.edu.

**STEP 2**
Click on My Resources and select Panther Central.

**STEP 3**
On the left, click Housing eServices, and then on the right, choose 2017-2018 Guaranteed Upperclassmen Housing Application.

**STEP 4**
You will now be prompted to pay the $325 Housing Deposit. When you finish, it is important that you do not close the window; instead, click “continue” to move directly on to the housing application.

**STEP 5**
Choose the appropriate housing application based on your guarantee status. For example, if you are guaranteed housing, pick 2017-2018 Guaranteed Upperclassmen Housing Application. If you are applying for the waitlist, choose 2017-2018 Non-Guaranteed Upperclassmen Housing Application. After reading the information, click NEXT to begin.

**STEP 6**
Confirm your Personal Information and click Next Step.

**STEP 7**
Enter your Extended Contact Information and click Next Step.

**STEP 8**
Read the Meningitis Waiver, enter your Peoplesoft number, and click I AGREE.

**STEP 9**
Read the Housing Contract, enter your Peoplesoft number, and click I AGREE.

**STEP 10**
Indicate any potential interest in Living Learning Communities for next year, and click Next Step.

**STEP 11**
Indicate your interest in participating in RSA, and click Next Step.

**STEP 12**
Choose a meal plan preference, keeping in mind that you can change it in the future, and then click NEXT STEP.

**STEP 13**
Confirm that everything is correct, and then hit SUBMIT. If you have indicated your interest in an LLC, you will now be redirected to that LLC’s supplemental application. Otherwise, you’re all done!
Please read all of the materials in the Housing Selection Processes and Deadlines Booklet before beginning the process.


2. Click on MY RESOURCES and choose PANTHER CENTRAL.

3. On the left-hand side of the page, click HOUSING E-SERVICES.

4. On the right-hand side of the page, choose 2017-2018 HOUSING INFORMATION.

5. Payment of your $325 Housing Deposit is required at this time. You may pay via credit card. If you have concerns about this step, please contact Panther Central. When you are finished with the deposit, you must click the CONTINUE button to move on to the housing contract and application.
   • It is important that you do not close the window before clicking the CONTINUE button and moving on to the application process. If you close the window, you will be prompted to re-pay the housing deposit when you attempt to re-enter the application. Do not pay the housing deposit more than once. If you are prompted to pay a second time, please contact Panther Central.

6. From the landing page, please select the appropriate application for you. For example, if you have a housing guarantee for next year, select the 2017-2018 Guaranteed Upperclassmen Housing Application. If you are applying for the waitlist, choose 2017-2018 Non-Guaranteed Upperclassman Housing Application.

7. Confirm your Personal Information and then enter your Extended Contact Information. When you have finished, click Next Step.

8. Read and agree to the terms and conditions of the Meningitis Form. In the box that asks for your Student ID Number, make sure to enter your Peoplesoft Number and not any other ID or user-name.

9. Read and agree to the terms and conditions of the Housing/Dining Services Contract.
   • PLEASE NOTE: If you are under 18, a parent or guardian will need to co-sign both the Housing/Dining Services Contract and the Meningitis Form. For each step of the process, you will need to enter an email address to be sent the co-signature information. Your parent or guardian will receive a link as well as a co-signer code for each form; the link must be followed and the code must be entered in order to co-sign the contract. It is your responsibility to follow up with your parent or guardian to ensure that they complete the electronic co-signature requirements. Your application will remain Pending until co-signatures are received, and you will NOT be eligible for on-campus housing.

10. After completing the Meningitis Form and contract, proceed through the remainder of the application. On each page, after entering the required information, click Next Step.
   • You must complete all steps of the housing contract, and submit the final summary page, in order to retain your guarantee. After paying your deposit, entering your extended contact information, and agreeing to both the Meningitis Form and the Housing/Dining Services Contract, this involves proceeding through the LLC Interest page, the RSA Interest page, the Meal Plan Selection page, and the summary/ finalize page. (Remember: You will have until the end of add/drop in the fall term to change your meal plan, so right now you are just selecting a preference. If you are placed in a building that does not require a meal plan, you will have the opportunity to cancel the preference you list now.)

REMINDEERS

11. If you are a guaranteed student who plans to select your room yourself, you must also select a ROOMMATE PIN back out on the Housing Information landing page. You will list this PIN on your Suite/Apartment Style Application if applicable, or else your roommate will need it during General Room Selection to pull you into an open bed space.

12. If you are a non-guaranteed student, you will be assigned a housing accommodation if and when space becomes available. You could be contacted either by phone or by your Pitt email address, so please ensure that the Office of the University Registrar has the most up-to-date contact information if anything changes.

IF YOUR GUARANTEED HOUSING APPLICATION IS NOT SUBMITTED ONLINE BY FEBRUARY 1, 2017, YOUR PENDING GUARANTEE WILL BE INVALIDATED AND YOU WILL NEED TO APPLY FOR THE WAITLIST INSTEAD.