2022-2023 Housing Selection Step by Step Guide

This guide is designed to assist students in the housing selection process by providing detailed "Step by Step" Instructions for every step of the housing selection process.

Contents

Step 1: Pay your Housing Deposit

1) Go to www.salemstate.edu/navigator. Log in using your SSU Student ID and Password (s#######/password)

2) Select "Financial Account"

3) Select "Make a Housing eDeposit" then "Click Here"
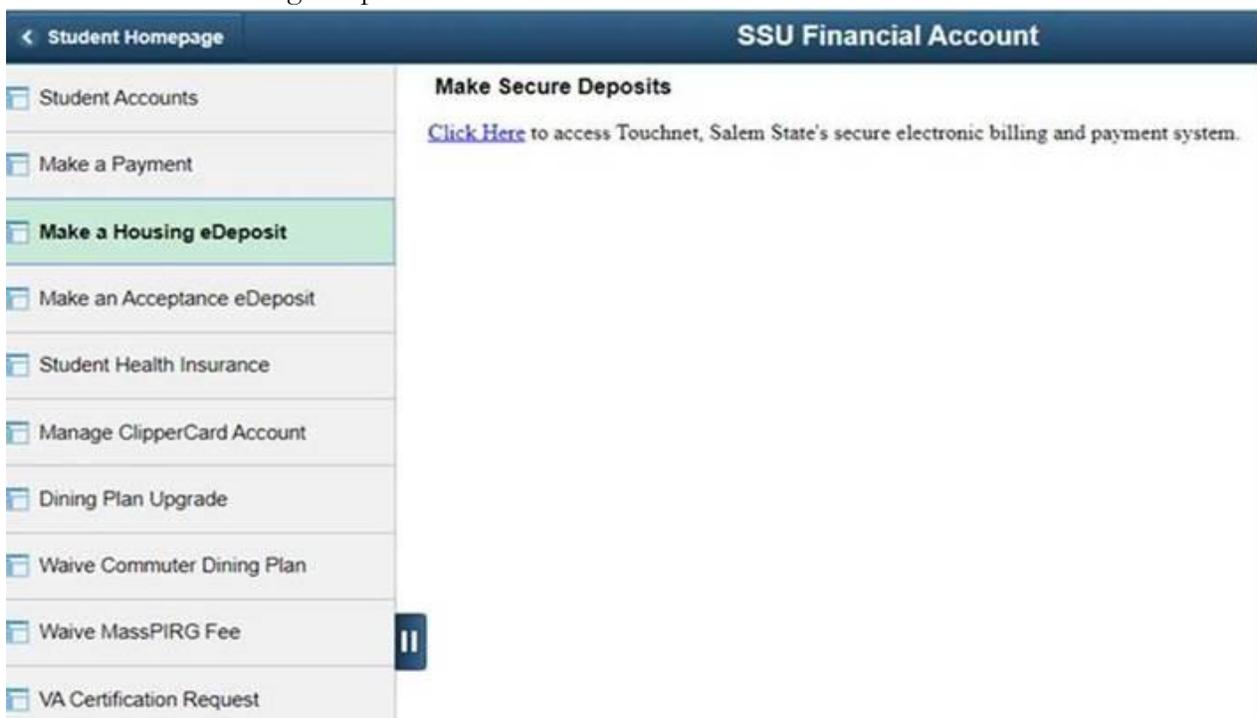
4) Select the correct term "FALL 2022" and "Select Deposit" (Housing Deposit CC Fall)
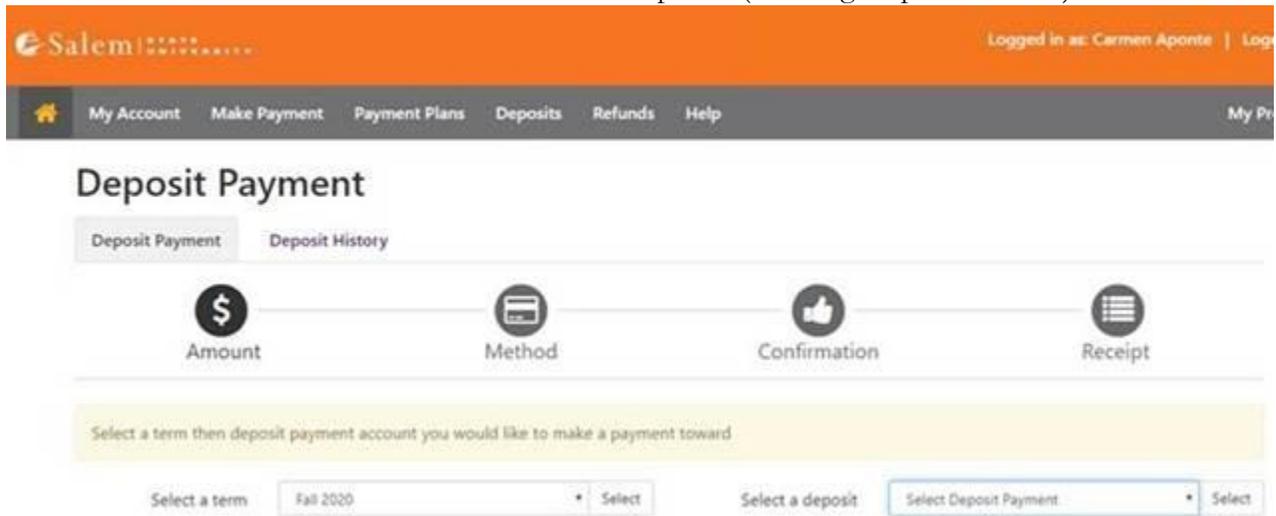
You'll have access to the housing application 24-business hours after you've paid your deposit.

Step 2: Complete your online application

All students who are planning to live on campus MUST complete a Housing Application. This application provides details on the License Agreement as well as emergency contact information.

1) Go to https://www.salemstate.edu/housingportal. Log in using your SSU Student ID and Password

Ex:

UN: **S0217563**

PW: **GoVikings123**

Click **LOGIN** Button

2) Once you click sign in, you'll see the main page of your Housing Portal. Here you can read messages from Residence Life, update your personal information, complete an application, select roommates and choose your housing for next year!
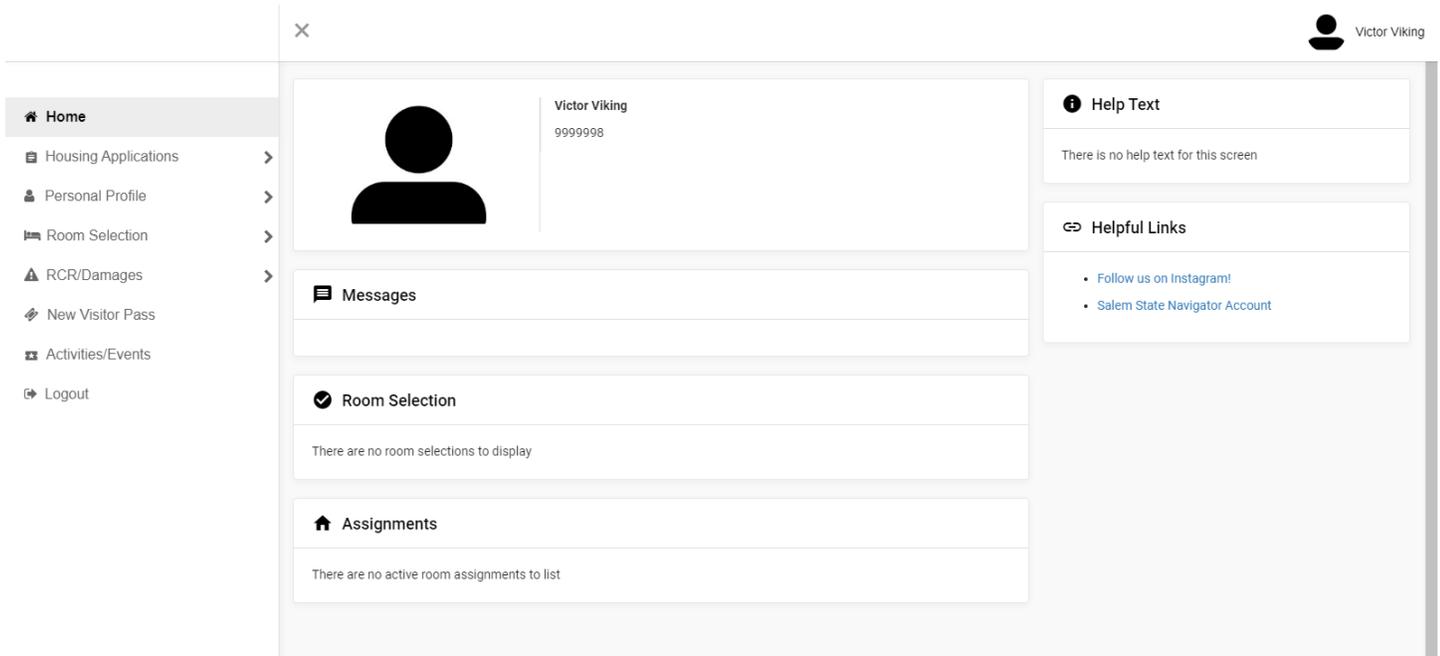
3) The first step in choosing housing next year is to complete an application. Click on "SSU Housing Application" then choose the application that is available. NOTE: If you do not see an application, 2022-2023 Housing Application, we have not yet received your housing deposit. Please ensure you have deposited for Fall 2022 on your Navigator account.
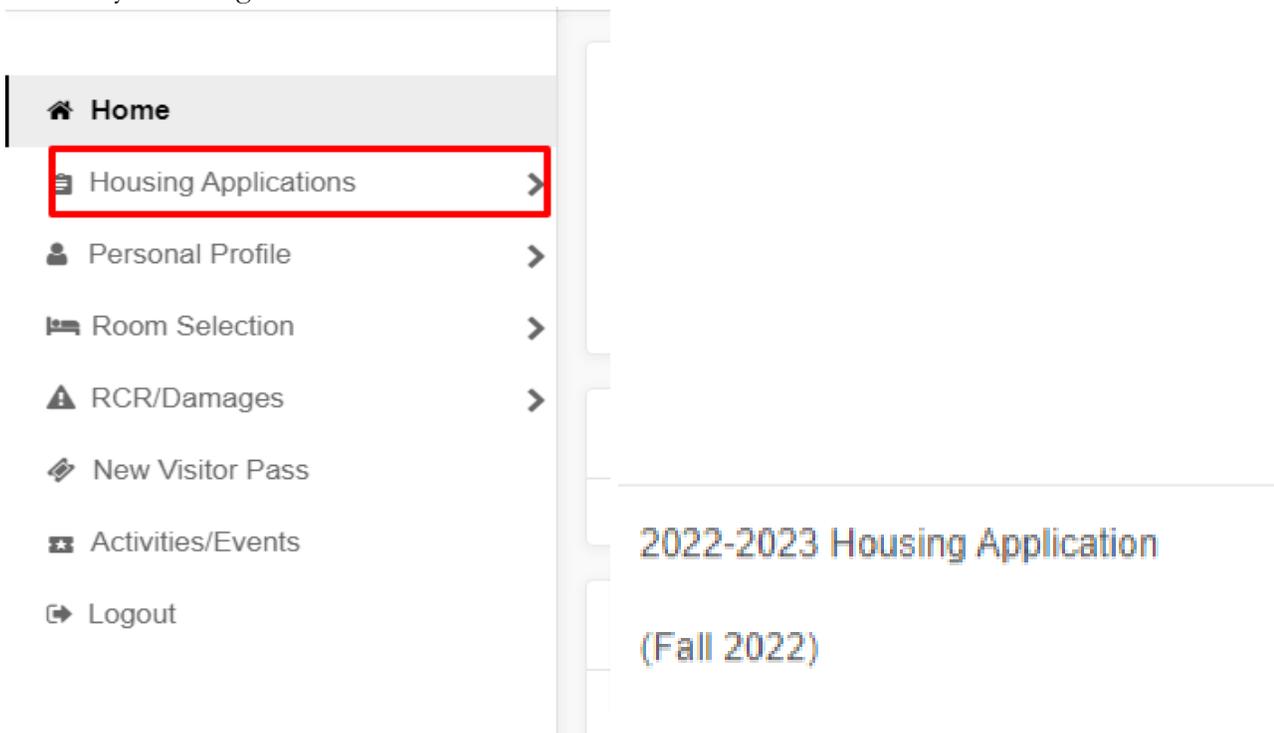
4) Next you will need to electronically sign your 2022-2023 license agreement. **Please read the terms carefully,** as this is a binding agreement for **the entire academic year** and sign in the box at the bottom of the page with your cursor or finger. Click Continue

Consent - 2022-2023 Housing Application

**Residence Life License
Agreement Academic Year
2022-2023**

This License is between Salem State University and the student. The License is in effect for the entire academic year, excluding University breaks.

HOUSING INFORMATION

Housing assignments are based on space availability. Residence Life will make every effort to accommodate housing preferences; however, we may not be able to meet all requests.

To request accommodations, please contact the Disability Services office at 978.542.6217 or disability-services@salemstate.edu

MEAL PLAN INFORMATION

1. All Residents of Peabody, Bowditch, Marsh and Viking Halls are required to purchase an Anytime Silver Meal Plan.
2. Residents of Atlantic Hall are minimally required to purchase a Block Plan 1 meal plan
3. Students who wish to increase their meal plan may adjust their meal plan through their Navigator account.

If you do not agree, exit the application here.

If you agree, sign your name in the box below.

◉ Enter your full name to give consent (Hand drawn signature will be auto generated)

◯ Use the signature pad to draw your signature

Enter your full name

Clear signature

5) Complete the form on the next page. Click Continue

My Information - 2021-2022 Returning Student Housing Applicaiton

By selecting yes, You acknowledge that you have read and agreed to the cancellation policies outlined on the Residence Life License Agreement. In order to participate in housing selection, you must agree to the terms and policies. *	◯ Yes ◉ No
Do you identify as having housing insecurity? This includes homelessness, risk for homelessness, housing instability. *	◯ Yes ◉ No
Do you have access to transportation to and from campus? This includes personal, family, friend and public transportation *	◯ Yes ◉ No
In the chance that our dining services has to provide meals for you outside of the traditional dining hall usage (i.e. Quarantine or Isolation Housing) are there any food allergies or preferences that they should be aware of? *	In the chance that our dining services has to provide meals for you outside of the traditional dining hall usage (i.e. Quarantine or Isolation Housing) are there any food allergies or preferences that they should be aware of? * field is required
Do you you have work on or off campus that is dependent on your Housing on campus? *	(none) ▾
Do you have required academic commitments during the fall semester? i.e. Clinical Rotations, Student Teaching, Required Academic Internships. *	(none) ▾
Will you be a full time graduate student in the Fall of 2021? *	◯ Yes ◉ No
Are you participating in our North Shore Community College Housing program? *	◯ Yes ◉ No
Are you interested in Gender Inclusive Housing? *	◯ Yes ◉ No
Please enter your mobile phone number *	of 300 characters
Please select your mobile carrier *	▾

Continue

6) Complete the addresses/emergency contact page. **Please make sure to click "Save address/contact" after entering each contact.**

7) Click Continue. That's it! You will receive a copy of your completed application via email. **Save this email for your records**

Step 2a: Complete your Gender Inclusive Agreement (if Applicable)

Students who are indicate interest in Gender Inclusive Housing are asked to complete the additional Gender Inclusive Housing Agreement. This agreement details the Gender Inclusive Housing Policies and Expectations.

1) Go to https://www.salemstate.edu/housingportal. Log in using your SSU Student ID and Password Ex:

UN: **S0217563**

PW: **GoVikings123**

Click **LOGIN** Button

2)   Once you click sign in, you'll see the main page of your Housing Portal. Here you can read messages from us, update your personal information, complete an application, select roommates and choose your housing for next year!
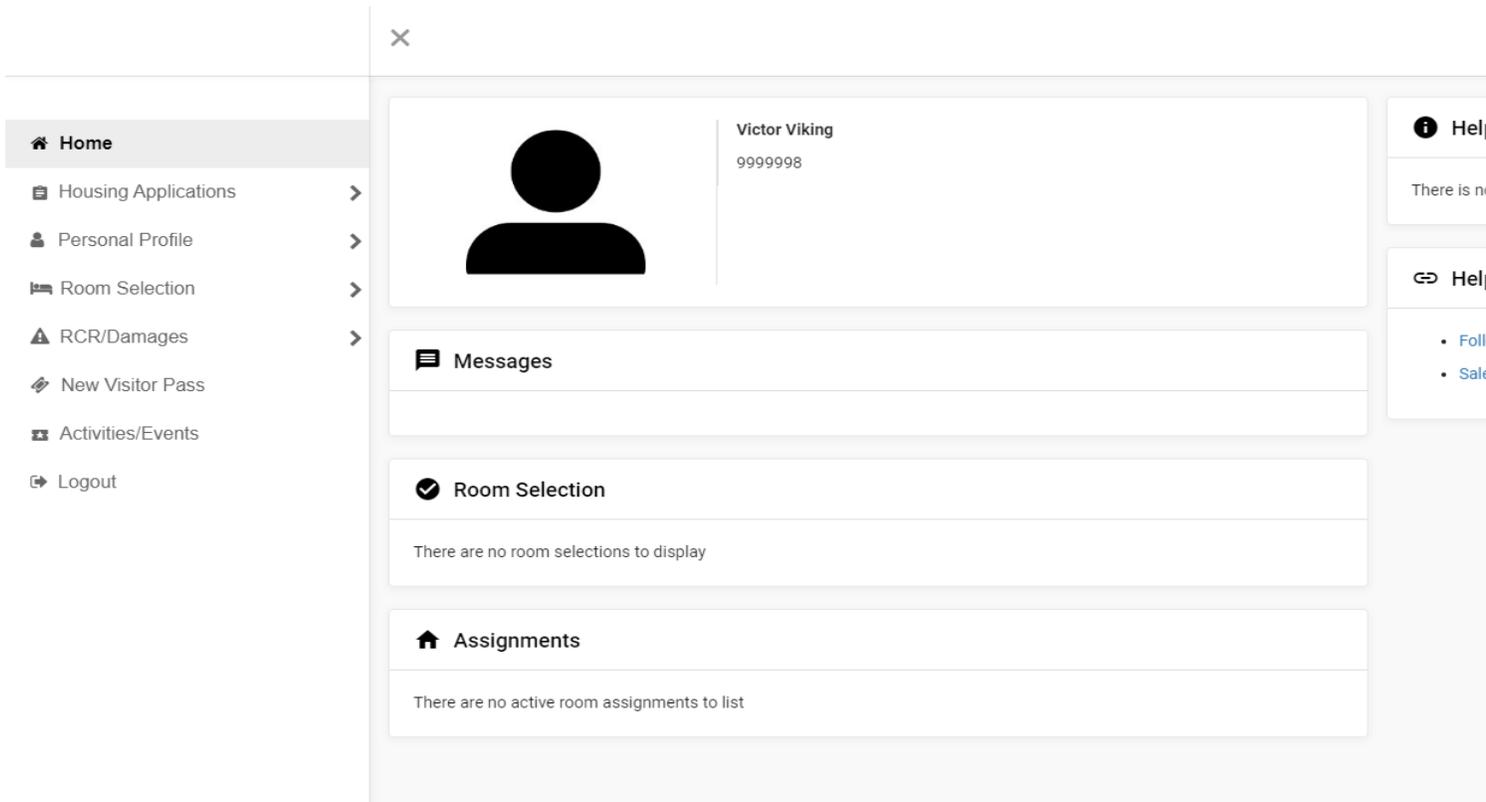
3)   Click on "Housing Applications" then choose the "2022-2023 Gender Inclusive Acknowledgement) application that is available. NOTE: If you do not see an application, you have not yet completed your housing deposit AND/OR your 2022-2023 Housing Application OR you did not indicate your interest in Gender Inclusive Housing on your 2022-2023 Housing Application.
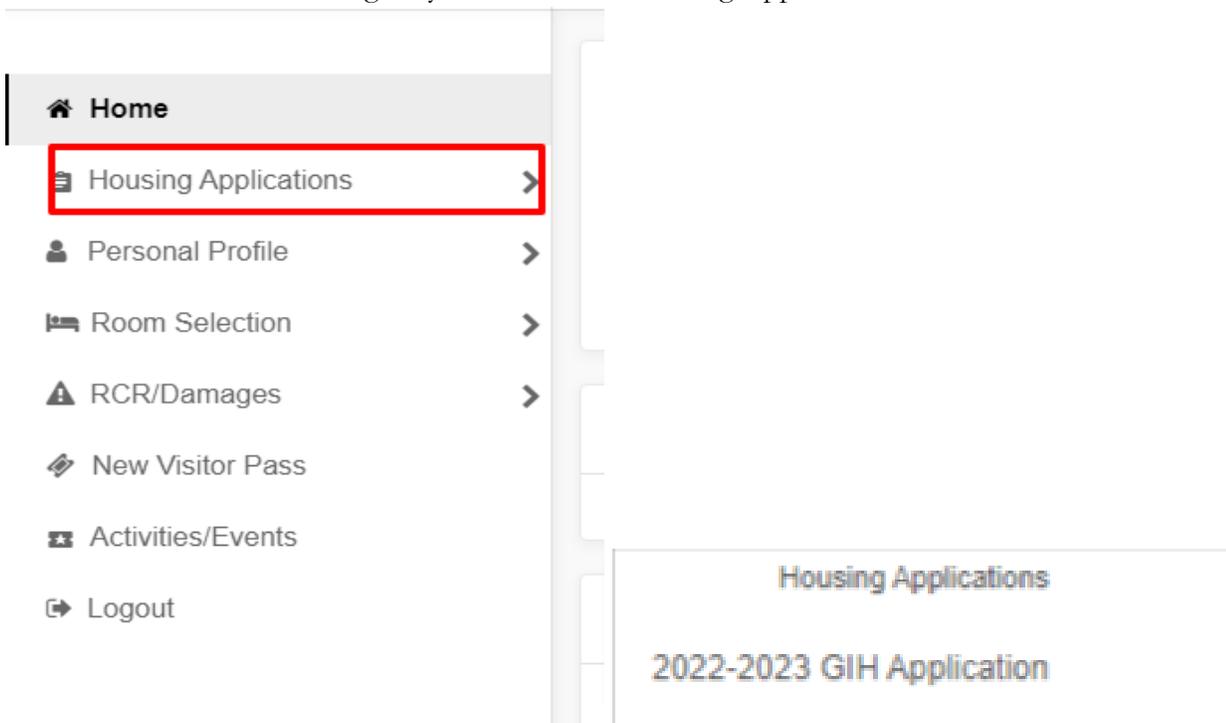
4) Next you will need to electronically sign your 2022-2022 Gender Inclusive Acknowledgement. **Please read the terms carefully as you will be held responsible for its content,** digitally sign in the box at the bottom of the page with your keyboard or finger. Click Continue

Consent - 2022-2023 GIH Application

Please review the contract available here (Adobe Reader required)   *View the Acknowledgement Here*

If you do not have Adobe Reader, it may be downloaded here.

If you do not agree, exit the application here.

If you agree, sign your name in the box below.

◉ Enter your full name to give consent (Hand drawn signature will be auto generated)

○ Use the signature pad to draw your signature

Digitaly Sign Here
Enter your full name

Clear signature

Continue   ← *Click Continue*

5) Individually Agree to key points from the Gender Inclusive Acknowledgement on the next page. Click Continue

My Information - 2022-2023 GIH Application

Please Understand and Agree to the following statement. Gender Inclusive Housing is defined as a housing option in which two or more students share a multiple occupancy apartment or suite, in mutual agreement, regardless of the student's sex, biological gender, gender identity, and gender expression. *	(none) ▾
Please Understand and Agree to the following statement. The intent of this agreement is to give students the option to reside with another person of a different gender or sex to provide a welcoming living environment. *	(none) ▾
Please Understand and Agree to the following statement. Gender Inclusive housing allows and encourages students in the process of discovering their gender identity, who do not wish to identify themselves by gender and/or sexuality the option to find a more compatible roommate and living situation within this community. *	(none) ▾
Please Understand and Agree to the following statement. If I exhibit behavior that is contrary to the spirit of this agreement, I may berelocated to a different housing assignment on campus. *	(none) ▾
Please Understand and Agree to the following statement. In the event of a vacancy in your shared suite or apartment space Residence Life will attempt to fill the vacancy with students who have also indicated interest in Gender Inclusive Housing. *	(none) ▾
Please Understand and Agree to the following statement. Students who do not identify roommates may be placed into spaces with other students who indicated interest in Gender Inclusive Housing. *	(none) ▾
Please Understand and Agree to the following statement. Students assigned to gender inclusive housing may cancel their contract or request a room change to other assignment gender inclusive spaces or same-sex assigned spaces. All assignment procedures, deadlines, and associated charges apply to these requests. *	(none) ▾

Continue

6) Click Continue. That's it! You will receive a copy of your completed application via email. **Save this email for your records**

Step 3: Choose your roommates!

All students are expect ed to match into roommate groups that equal the number of spaces available in the room that they plan to select. For example, an Atlantic Apartment has 6 spaces available, so students interested in living in an Atlantic Apartment MUST be part of a matched group totaling 6 people to select a space.

Students participating in Gender Inclusive Housing will ONLY be able to create groups with other students who are participating in Gender Inclusive Housing.

Studnets participating in Graduate Housing will ONLY be able to create groups with other students participating in Graduate Housing.

NOTE: You will only be able to match with each person as a roommate/groupmate if EACH of you have:

- **Deposited $300 by the deadline of March 27th.**
- **Completed your housing application.**
- **Updated all your personal and emergency contact information.**

1) Once you've completed your application, click on "SSU Room Selection" and then "Roommates/Suitemates"
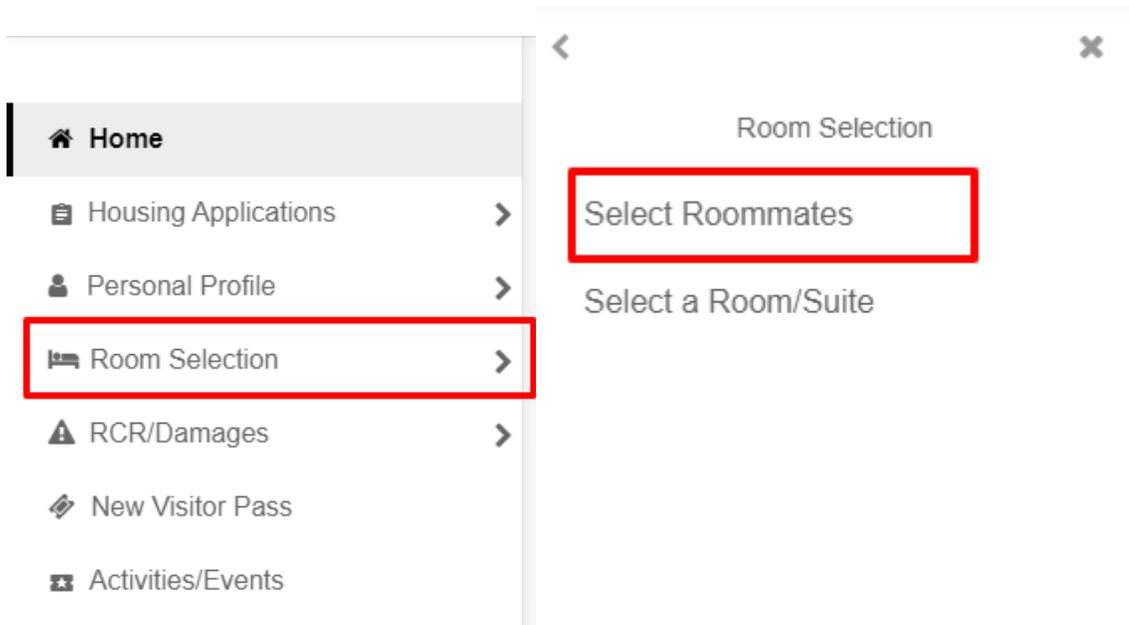
2) Select "Fall 2022" as the term and click submit.

3) You can search for roommates using student information like Preferred Name, Last Name or SSU email

For the Term: Fall 2021

Roommate Requests (0)

Pending Roommate Requests (0)

Search for Roommate

	Last Name
Last Name	viking
Preferred Name	Preferred Name victor
Email	Email

Begin Search

4) Enter their information and click "begin search." If an eligible student is found, they you can "request Roommate" by choosing the button at the bottom of the search result. Once Added

Roommate Requests (1)

Name

Viking, Victor

ommates:

s not requested Vince Viking

mate Requests (0)

5) Once you have found your desired roommate(s), you may repeat the above steps to match with additional suitemate(s).
**IMPORTANT: Once you request a roommate they must log in and click "ACCEPT" using the "match" option. If they do not do this you will NOT be able to go through selection with them

Make sure your group is complete and **fully matched** well in advance of housing selection!

Only one person can log into select housing for the whole group. Groups will receive the best lottery number of their roommate group (i.e. if your time is on Wednesday at 3pm but someone in your roommate group has Wednesday at 10am, your group selection time will be 10am)

Once your roommate group is matched you are ready to select a room at your assigned time. Room selection times will be released on **April 15ᵗʰ, 2022.**

Step 4: Choose your Room!

1) Once selection times have been released on April 15ᵗʰ, you'll be able to see your (and/or your group's) selection time on your housing portal under "Room Selection"

2) Once your selection time becomes active, click on "Select a Room or Suite. On this page you will be able to see your matched roommate group and under "Room Selection" you can click **Search Available Rooms**

3) Click **Select Room/Suite** to open up the room/suite menu. If you selecting a suite, you will need to place each of your suitemates in their desired bedroom, so make sure you have a conversation about who will live with who/in which room in advance of your selection time! If selecting by yourself, please make sure your name is in the dropdown menu. Don't worry about "bed A or bed B" – that is just a way to distinguish each bed in the room and doesn't matter. What DOES matter is who lives in which bedroom so make sure you have that info!

4) Make sure to click – "I agree – submit my room selection" to complete the process!

Room Atlantic 107A   ⌃

Room 107A Bed A	Room 107A Bed B
Victor Viking ▾	Vince Viking ▾

Room 107B Bed A	Room 107C Bed A
< Leave Empty > ▾	< Leave Empty > ▾

Room 107D Bed A	Room 107D Bed B
< Leave Empty > ▾	< Leave Empty > ▾

Please make sure that this is correct (You will not be able to change this yourself)

Submit Room Selection

5) You'll know you have completed the process successfully when you reach the page that says "Congratulations – your room selection process is complete!" We'll also send you a confirmation email and you'll be able to see the assignment under "Fall 2022" in your housing portal!

🏠 **Assignments**

___Fall 2021___

Hall Name: Atlantic
Room: 107A
Room Type: Double (Atlantic)

Roommates/Suitemates: 1
Viking, Vince - Room: 107A

You're done!!