There are two separate sets of steps to choose housing. First, you must fill out the general housing application, on which you indicate your lifestyle and habits. Then, when your application is complete and the housing selection is opened to you, you may select your room.

If you are applying for a room with roommates, each roommate has to request the other roommate(s); i.e., you must request them, and they must request you back.

To complete the housing application:

1. Log in to Odyssey Housing Management at http://housing.hws.edu using your network login credentials.

2. On the student home page, click General Housing Application.

If you have not provided an emergency contact, you will be prompted to complete emergency contact information before filling out the application.
3. On the lefthand menu, click **My Emergency Contacts**

4. On the emergency contact page, click **Add New**

5. Enter your emergency contact information:
   - **Name**
   - **Relationship to you**
   - **Street Address**
   - **City**
   - **State**
   - **ZIP**
   - **Country**
   - **Phone**
   - **Phone Type**

6. Click **Save Changes**

Completed emergency contact information will be shown.
7. On the menu click **My Home** to return to the general application.

8. On the student home page, click **General Housing Application**.

**Residential Education - Student Home**
Marissa Miller (99999991)

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**Fall Semester 2009**

- **Off-Campus Lottery Application**: For the 2009-2010 academic year, this application is only available in paper form. Please visit the Residential Education website to print a copy of the form.
- **Theme House Application**: For the 2009-2010 academic year, this application is only available in paper form. Please visit the Residential Education website to print a copy of the form.
- **OdeLL’s Application**: For the 2009-2010 academic year, this application is only available in paper form. Please visit the Residential Education website to print a copy of the form.
- **Emerson/Suite Application**: For the 2009-2010 academic year, this application is only available in paper form. Please visit the Residential Education website to print a copy of the form.
- **360 S. Main Application**: For the 2009-2010 academic year, this application is only available in paper form. Please visit the Residential Education website to print a copy of the form.

**General Housing Application**
You have not applied. Select the link above to apply.

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**Application Conditions**
Marissa Miller (99999991)

I understand that submitting an application for housing does not guarantee me an assignment. Once my application has been submitted, I understand I will need to log back in to actually select a room when it is my turn. I further understand that any vacant spaces in my assignment may be filled at any time.

[I Do Not Agree]
[1 Agree]
10. On the Contact Information page, review your address and phone information, then click Next.

11. On the Meal Plan Selection page, from the dropdown menu select your meal plan.

12. Click Next.
13. On the Personal Preferences page, answer all the questions

14. Click Next

15. Next to the roommate number, click select

16. Enter the name of the roommate and click Search

17. From the search results, select the correct roommate

18. Click Confirm

The status of the requested roommate will remain "unconfirmed" until the roommate has requested you back.
19. When you have requested the necessary number of roommates, click Next. If the roommate has already requested you, the status of the requested roommate will be “confirmed” immediately.

20. On the Housing Contract page, read the contract, and at the bottom click I Agree. You should see an Application Complete confirmation page.

Application Complete!

Marissa Miller (99999991)

Congratulations! You have finished your online application. Please remember to log back into this website to physically select a room at the time dictated by your room selection number.
21. On the lefthand menu, click My Home.

Next to General Housing Application will be the date/time you submitted, and the time period your room selection is open.

At this point, you may change requested roommates, your personal preferences, or your meal plan. You may also search for roommates.
To select your room:

1. Log in to Odyssey Housing Management at http://housing.hws.edu/ using your network login credentials.
   
   The home page should indicate that your housing selection time is open.

2. Click the link for your housing section.

3. On the Select Room page, if you have a requested roommate, check Include by the roommate's name.

4. From the Available Buildings dropdown menu, select the building.

5. From the Room Type dropdown, select the type of room.

6. Click Search.
7. From the search results, click the name of the room

<table>
<thead>
<tr>
<th>Room</th>
<th>Spaces Available</th>
<th>Number Students in Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comstock 106</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Comstock 112</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Comstock 124</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Comstock 131</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

8. On the Room Details page, click Select This Room

You will see a confirmation page for the room.

The next time you log in you will also see a confirmation on your home page.

You may use the messaging feature by clicking on the room name to send messages to roommates. Be sure to select the roommate to whom you are writing.

*Note:* When sending a message, identify yourself by name. The message “from” field displays a number, not your name. These messages are sent within the Odyssey program, not through e-mail.