

# Accessing the MyHousing Self-Service Portal

# Accessing the MyHousing Self-Service Portal

The screenshot shows the Commonwealth University website. The navigation menu at the top includes: News & Events, Directory, Alumni, Giving, Athletics, Find Info For, Apply, Visit, and Request Info. Below this, the main navigation tabs are: Academics, Admissions, Cost & Aid, Campus Life, and About. A green arrow points to the Campus Life tab. A dropdown menu is open under Campus Life, listing: Bloomsburg, Lock Haven, and Clearfield. A green circle highlights the Lock Haven option. The background of the website features a photograph of cheerleaders in red and white uniforms on a track, with the text "DARE TO BE UNCOMMON" overlaid. At the bottom, there is a black banner with white text: "Building on the legacies of our historic institutions, Commonwealth University empowers you to discover your passion, hone your skill, and embrace the promise of a successful future." The browser's address bar shows "commonwealthu.edu". The Windows taskbar at the bottom displays the date and time as 8:41 AM on 2/21/2025, along with various system icons and application shortcuts.

The MyHousing Self-Service link can be found on the Housing at Lock Haven webpage. To access it, hover over the Campus Life tab at the top and click the Lock Haven option.

# Accessing the MyHousing Self-Service Portal

The screenshot shows a web browser window with the URL [commonwealthu.edu/campus-life/lock-haven](http://commonwealthu.edu/campus-life/lock-haven). The page header includes logos for Bloomsburg, Lock Haven, and Mansfield, along with the text 'COMMONWEALTH UNIVERSITY OF PENNSYLVANIA'. Navigation buttons for 'Apply', 'Visit', and 'Request Info' are visible. The main content area features a photograph of a student sitting on a bed with a laptop, and another student sitting on the floor nearby. A yellow arrow points from the text 'Living in Lock Haven' to the photo. Below the photo, the text 'Living in Lock Haven' is followed by a paragraph describing campus housing options. At the bottom of this section, a yellow button labeled 'Campus Housing' is circled in green. The Windows taskbar at the bottom shows a weather notification for snow, the Start menu, and various application icons.

## Living in Lock Haven

Come home, as we love to say ... where more than 1,700 students do each year, living between residence halls, two apartment complexes, and a sweet suite-style complex — all within steps of dining options, available recreation, and picturesque views along the confluence of the Susquehanna River and Bald Eagle Creek. Some unique specialties include pet-friendly and gender-inclusive housing. No matter where you come from — a big school district or a high school where everyone knows everyone — you'll find your niche here.

[The Haven Life](#) [Campus Housing](#)

On the Lock Haven Campus Life page, scroll down to the Living in Lock Haven section. Click on the Campus Housing button.

# Accessing the MyHousing Self-Service Portal

The screenshot shows a web browser window with the URL `commonwealthu.edu/campus-life/lock-haven/housing`. The page header includes logos for Bloomsburg, Lock Haven, and Mansfield, along with the text "COMMONWEALTH UNIVERSITY OF PENNSYLVANIA". Navigation buttons for "Apply", "Visit", and "Request Info" are visible. The main content area features a section titled "MyHousing Self-Service" with a description: "MyHousing Self-Service is your online portal for managing your housing and dining at Commonwealth University - Lock Haven." Below this, there are two buttons: "About MyHousing" and "MyHousing Self-Service", with the latter circled in green. A yellow arrow points from the text to the circled button. To the right, an inset image shows a laptop displaying the login page for the MyHousing Self-Service portal, with a coffee cup and a smartphone in the foreground.

## MyHousing Self-Service

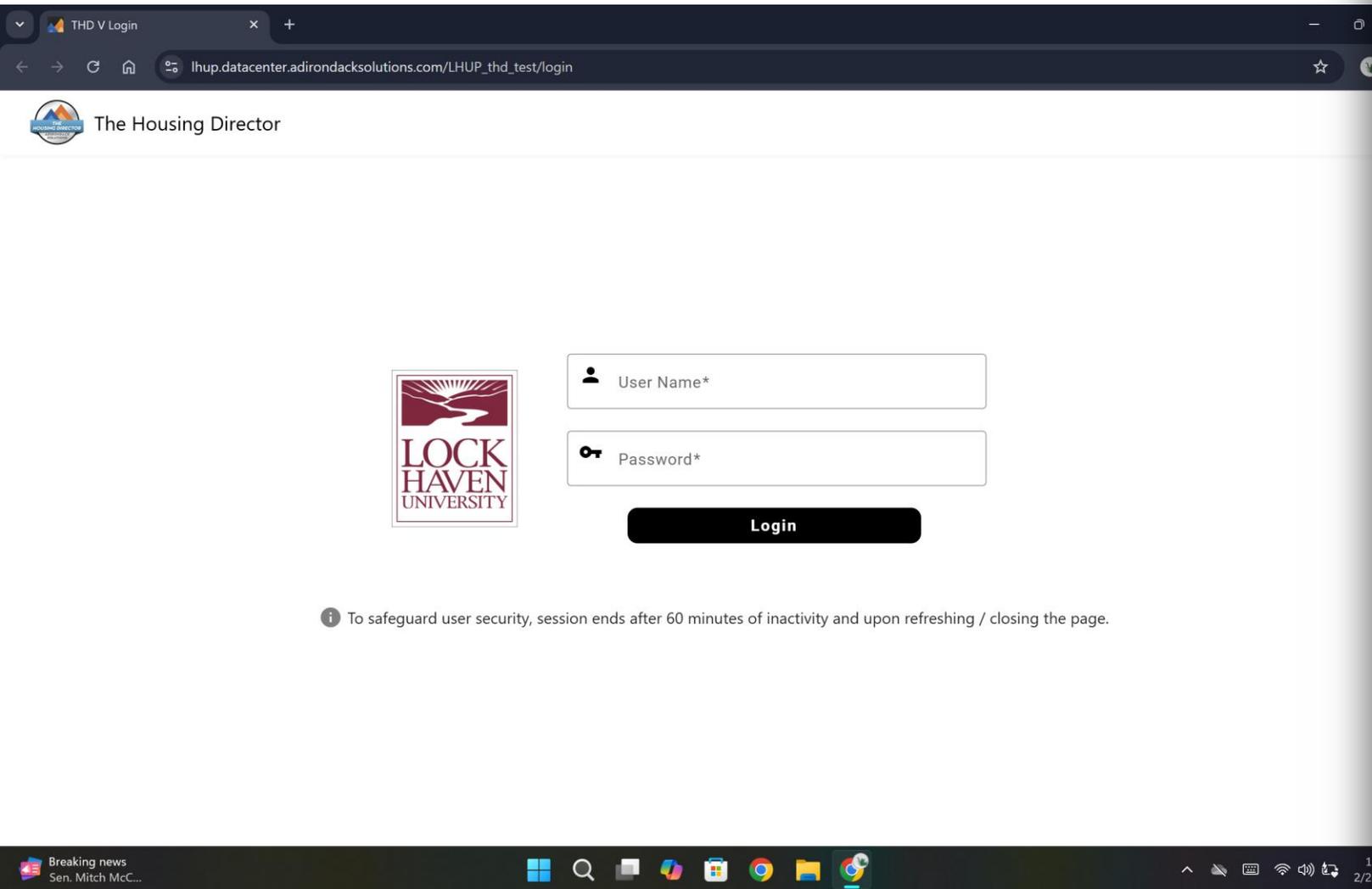
MyHousing Self-Service is your online portal for managing your housing and dining at Commonwealth University - Lock Haven.

[About MyHousing](#) [MyHousing Self-Service](#)

On the Housing at Lock Haven page, scroll down to the MyHousing Self-Service section and click on the MyHousing Self-Service button.

# Logging In To MyHousing Self-Service

# Logging in to MyHousing Self-Service



The screenshot shows a web browser window with the address bar displaying "lhup.datacenter.adirondacksolutions.com/LHUP\_thd\_test/login". The page header includes the "The Housing Director" logo and text. The main content area features the Lock Haven University logo on the left and a login form on the right. The form consists of two input fields: "User Name\*" and "Password\*", followed by a black "Login" button. Below the form, a small information icon and text state: "To safeguard user security, session ends after 60 minutes of inactivity and upon refreshing / closing the page." The Windows taskbar is visible at the bottom of the browser window.

Sign in to MyHousing Self-Service with your Commonwealth University email and password. It is the same username and password that you use for BrightSpace, Microsoft 365, etc.

**NOTE:** If you are having issues with logging in, please try using Mozilla Firefox or Google Chrome as Edge and Safari do not always work with our website.

# Logging in to MyHousing Self-Service

The screenshot displays the MyHousing Self-Service interface. On the far left is a navigation menu with options: Home, Housing & Dining Agreements, Your Personal Information, Room Selection, Your Meal Plan, RCR/Damages, and Logout. The main content area is titled 'Talon Eagle' and includes a user ID (00000000) and email (kms248@commonwealthu.edu). Below this are sections for Messages, Room Selection (with a checkmark icon), Assignments, and Dining. A red arrow points to an 'X' icon in the top left corner of the main content area, which is used to close the navigation menu. The page also features a 'Help Text' section with a warning for users under 18 and a 'Helpful Links' section.

Welcome to the MyHousing Self-Service home page. Here you can see an overview of your room selection, housing assignment, and meal plan.

On the far left, you will see the navigation menu. If you don't see it, click the ☰ icon in the top left corner. To close the navigation menu, click on the X in the top left corner.

# Filling Out the Housing/Dining Agreement

# Filling Out the Housing/Dining Agreement

The screenshot shows a web browser window with the URL `lhup.datacenter.adironacksolutions.com/lhup_thdss_test_support/navigation/student/my-screen`. The page features a navigation menu on the left with the following items: Home, **Housing & Dining Agreements** (circled in green), My Personal Information, Room Selection, Your Meal Plan, RCR/Damages, and Logout. The main content area is titled 'Talon Eagle' and includes sections for Messages, Room Selection (with a checkmark icon), Assignments, and Dining. A 'Help Text' box on the right contains a warning: **If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you. A green arrow points from the 'Messages' section towards the right side of the page.

Begin the Housing Selection process for Returning Students by signing your housing and meal plan agreement.

Click on Housing & Dining Agreements in the navigation menu to access the forms and agreements available in MyHousing Self-Service.

# Filling Out the Housing/Dining Agreement

The screenshot shows a web application interface for filling out a Housing/Dining Agreement. The interface is divided into a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items:

- Housing & Dining Agreements
  - 1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026) (Fall Semester) - Completed
  - 2) Residency Requirement Exemption Request (Fall Semester)
  - 3) Off Campus Dining Plan Agreement for Commuters or Evergreen Commons Residents (Fall Semester)
- Messages
- Room Selection
- Assignments
- Dining

The main content area displays the following information:

- User profile for Talon Eagle, ID 0000000, email ks248@commonwealthu.edu.
- Help Text: **If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.
- Helpful Links: There are no helpful links to display at this time.

A green bracket highlights the 'Messages', 'Room Selection', and 'Assignments' sections in the sidebar menu. The bottom of the screen shows a Windows taskbar with the date 2/20/2025 and time 2:41.

In the Housing & Dining Agreements menu, you have three (3) choices:

- 1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026)** – Complete this agreement to sign up to live on campus next year.
- 2) Residency Requirement Exemption Request** – Complete this form if you plan to live in Evergreen Commons or would like to be released from the on-campus residency requirement.
- 3) Off Campus Dining Plan Agreement for Commuters or Evergreen Commons Residents** – Complete this agreement if you will be living off campus and want to buy a meal plan.

# Filling Out the Housing/Dining Agreement

THD V - Student Applications | Self Service - Applications Cons

lhup.datacenter.adironacksolutions.com/lhup\_thdss\_test\_support/navigation/applications/consent/369

LOCK HAVEN UNIVERSITY

LOCK HAVEN UNIVERSITY

MANSFIELD UNIVERSITY

COMMONWEALTH UNIVERSITY OF PA

## Housing/Food Service Agreement

Fall 2025/Spring 2026  
Revised: November 2024

This Housing/Food Service Agreement (hereinafter Agreement) for Fall 2025/Spring 2026 (Fall Academic Year) is binding on students living in on-campus housing at Commonwealth University of Pennsylvania (hereinafter CU). Carefully read the terms and conditions of the Agreement prior to accepting/signing it. By accepting/signing this Agreement you, the student, are financially obligated for the entire academic year.

I. INTRODUCTION

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

Helpful Links

There are no helpful links to display at this time.

If you are under the age of 18: Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.

If you will be living on-campus, click 1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026) to open the Housing/Food Service Agreement.

This agreement is a legally binding contract that covers the full academic year (fall and spring semesters).

Make sure you read through the entire agreement carefully!

# Filling Out the Housing/Dining Agreement

The screenshot shows a web browser window with the URL `lhup.datacenter.adironacksolutions.com/lhup_thdss_test_support/navigation/applications/consent/369`. The page displays the Lock Haven University logo and a sidebar menu with items like 'Housing & Dining Agreements', '1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026)', '2) Residency Requirement Exemption Request', and '3) Off Campus Dining Plan Agreement for Commuters or Evergreen Commons Residents'. The main content area contains the following text:

Agreement, the student is financially obligated for the entire academic year. The student's access to the Agreement is conducted electronically and the student agrees that Housing and Residence Life may communicate with the student electronically for all aspects of the terms of the Agreement, including sending the student electronic notices. All electronic communications will be sent to the student's official CU e-mail account.

**THE EXECUTION OF THIS AGREEMENT REQUIRES THAT BEFORE REGISTRATION, THE STUDENT MUST HAVE SATISFIED ALL OUTSTANDING OBLIGATIONS TO THE UNIVERSITY FROM PRIOR PERIODS OF ATTENDANCE INCLUDING BASIC ADMISSIONS, HOUSING, AND FOOD SERVICE FEES.**

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  
Talon Eagle

Talon Eagle

Clear signature

**Continue**

At the bottom of the screen, you will sign the Housing & Dining Agreement.

You can do this by typing your name in the box provided so a hand drawn signature is generated for you.

Or you can click the "Use the signature pad to draw your signature" and sign using your finger, mouse, or pen.

Click the Continue button after you have signed your agreement.

# Filling Out the Housing/Dining Agreement

My Information - 1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026)

What is your preferred name? \* Talon

What type of room/suite/apartment do you wish to pick during room selection? Please note, you must request a roommate to select a 2-bedroom, private suite in Fairview Suites. Availability of 1-person rooms/suites/apartments is limited.\*

(none)

(none)

2-person room/suite/apartment WITH a roommate ✓

1-person room/suite/apartment WITHOUT a roommate

What gender do you identify as?

What is your Cell Phone Number? \*

Are you currently subject to pending misdemeanor or felony charges? \*

Have you been convicted of a crime? (Note This excludes conviction for summary offenses or traffic citations, or adjudication of delinquency for criminal offenses. If your criminal conviction has been expunged)

The next screen is the My Information screen displaying a number of required questions.

Answering the “What type of room/suite/apartment do you wish to pick during room selection?” question is especially important. Your answer determines whether you can select a roommate or not. Without a roommate, you will be unable to select certain types of housing such as a private suite in Fairview Suites (aka a 2-person, 2-bedroom suite).

# Filling Out the Housing/Dining Agreement

The screenshot shows a web browser window with the URL `lhup.datacenter.adironacksolutions.com/lhup_thdss_test_support/navigation/applications/questions/369`. The page displays a form for filling out a Housing/Dining Agreement. The form includes the following fields and content:

- What is the email address of the person that LHU should contact if you are determined to be a missing person? \***  
housing@lockhaven.edu  
21 of 300 characters
- What is the name of the person that we should contact in case of emergency? \***  
Mom  
3 of 300 characters
- What is the cell phone number of the person that we should contact in case of emergency? \***  
570-484-2317  
12 of 300 characters
- What is the email of the person that we should contact in case of emergency? \***  
housing@lockhaven.edu  
21 of 300 characters
- What is the home phone number of the person that we should contact in case of emergency? \***  
570-484-2278  
12 of 300 characters

At the bottom of the form, there is a certification statement: "By checking, I certify that any information submitted is true and correct. I understand that any incomplete or untruthful responses may result in denial or rescission of housing or, if housing is granted, disciplinary sanctions and/or removal from housing. \*". Below this statement are two radio buttons: "Yes" (unselected) and "No" (selected).

A black button labeled "Continue" is located at the bottom of the form and is circled in green.

Please note, the person you list as your Emergency Contact and the person you list as your Missing Person Contact do not need to be the same person. We are legally required to give you the opportunity to list a different person for each contact.

Once you have answered all of the required questions, click the Continue button at the bottom of the screen.

# Filling Out the Housing/Dining Agreement

Addresses/Contacts - 1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026)

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

Required	Completed	Type	City	Zip Code	
✗	✓	Primary	Lock Haven	17745	

Required	Completed	Type	Name	Mobile	
✗	✓	Parent/Guardian	Mom	570-484-2377	

**Continue**

**Help Text**

**If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.

**Helpful Links**

There are no helpful links to display at this time.

The next screen is the Addresses/Contacts screen. You are required to submit your primary home address into MyHousing Self-Service and the name of one parent or legal guardian.

Click on the pencil icon next to each category to edit your information. Make sure you click the Save button in each category before you click the Continue button at the bottom of the screen.

# Filling Out the Housing/Dining Agreement

THD V - Student Dining | Self Service - Applications Dining

lhup.datacenter.adironacksolutions.com/lhup\_thdss\_test\_support/navigation/applications/dining/369

LOCK HAVEN UNIVERSITY

Talon E

### Dining Plan - 1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026)

This application requires that you select a dining plan to continue.  
Please select a dining plan and then click Submit.

10 Meals with 250 Flex

*10 meals per week plus \$250 in FLEX. Available to all students.*

Dining Plan Fee: \$0.00

**Total Fee : \$0.00**

10 Meals with 300 Flex

*10 meals per week plus \$300 in FLEX. . Available to all students.*

Dining Plan Fee: \$0.00

**Total Fee : \$0.00**

#### Help Text

**If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.

#### Helpful Links

There are no helpful links to display at this time.

18°F Cloudy | 3:15 | 2/20/2

You will select your meal plan on the next screen.

Students living in Fairview Suites or Smith Hall are required to select either the 19 Meals, 14 Meals, 10 Meals, or the 175 Block plans. If you accidentally select a commuter meal plan, your meal plan will be changed to the 10 Meals plan.

Students living in Campus Village may select any available plan including the 75 Block Plan for commuter students.

# Filling Out the Housing/Dining Agreement

The screenshot shows a web browser window with the URL `lhup.datacenter.adirondacksolutions.com/lhup_thdss_test_support/navigation/applications/dining/369`. The page is titled "Housing & Dining Agreements" and lists three options:

- 1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026) (Fall Semester)
- 2) Residency Requirement Exemption Request (Fall Semester)
- 3) Off Campus Dining Plan Agreement for Commuters or Evergreen Commons Residents (Fall Semester)

The main content area displays two meal plan options, each with a radio button:

- 75 Block with 250 Flex  
*75 meals per semester plus \$250 in FLEX. This plan is only available for students living in Campus Village, Evergreen Commons and our off campus students.*  
Dining Plan Fee: \$0.00  
**Total Fee : \$0.00**
- 75 Block with 300 Flex  
*75 meals per semester plus \$350 in FLEX. This plan is only available for students living in Campus Village, Evergreen Commons and our off campus students.*  
Dining Plan Fee: \$0.00  
**Total Fee : \$0.00**

A large green arrow points from the right side of the screen towards a black "Submit" button located at the bottom left of the main content area.

After selecting your meal plan, scroll to the bottom of the screen and click the Submit button.

# Filling Out the Housing/Dining Agreement

The screenshot shows a web browser window with two tabs: 'THD V - Student Dining' and 'Self Service - Applications Com'. The address bar shows the URL 'lhup.datacenter.adironacksolutions.com/lhup\_thdss\_test\_support/navigation/applications/complete/369'. The page content includes a 'Thank you' message for completing Step 1 of the Housing Selection for Returning Students process. A modal dialog box is displayed in the center with the text 'Confirmation Email sent!' and 'Contract attached successfully!', and an 'Okay' button. The background page also features a 'Next Steps' section and a 'Help Text' section with a warning for users under 18. The left sidebar shows a navigation menu with items like 'Housing & Dining Agreements', '1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026)', '2) Residency Requirement Exemption Request', and '3) Off Campus Dining Plan Agreement for Commuters or Evergreen Commons Residents'. The Windows taskbar at the bottom shows the date as 2/20/25 and the time as 3:15.

Congratulations! You have successfully signed your housing and meal plan agreement for the Fall 2025 – Spring 2026 academic year! This means you have completed the first step of the Housing Selection for Returning Student process.

But wait, you are not finished! You still have to complete Step 2: Personal Information & Roommate Matching and Step 3: Select Your Room.

# Continuing the Housing Selection Process

THD V - Student Dining | Self Service - Applications Com

lhup.datacenter.adironacksolutions.com/lhup\_thdss\_test\_support/navigation/applications/complete/369

LOCK HAVEN UNIVERSITY

Talon E

Housing & Dining Agreements

- 1) Returning Student Housing & Dining Agreement (Fall 2025-Spring 2026) (Fall Semester) - Completed
- 2) Residency Requirement Exemption Request (Fall Semester)
- 3) Off Campus Dining Plan Agreement for Commuters or Evergreen Commons Residents (Fall Semester)

Thank you for completing Step 1 of the Housing Selection for Returning Students process by signing and submitting your Commonwealth University-Lock Haven Housing and Food Service Agreement. This agreement will now be on file with the CU-Lock Haven Housing & Residence Life Office and obligates you to live on-campus for the next academic year even if you do not complete the rest of the process.

**Next Steps**

**Step 2:** Answer the Personal Information questions and Request Roommate(s). **You must answer your Personal Information questions even if you request a roommate or plan to select an apartment/suite/room without a roommate.**

**You must have the exact number of roommates requested in MyHousing Self-Service to fill the number of beds in the apartment/suite/room that you want to select.** For example, if you want to select a 2-person, 2-bedroom suite in Fairview Suites (aka a private suite) you must first request a roommate. If you want to select a 1-bedroom, 1-person suite in Fairview Suites (aka a shared suite as a single), you do not need to request a roommate.

**Step 3:** Select your Fall 2025/Spring 2026 housing during one of the selection dates in

**Home**

**Help Text**

**If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.

**Helpful Links**

There are no helpful links to display at this time.

18°F Cloudy | 3:15 2/20/2

Click the Home button to move on to Step 2: Personal Information and Roommate Matching. All students must answer the Personal Information questions in MyHousing Self-Service even if they do not need to search for a roommate. In the event that your roommate does not return or you do not complete the housing selection process but are required to live on campus, we will assign you a roommate. We will try to match your answers to your new roommate so it is in your best interest to have them completed.

# Filling Out Your Personal Information

# Filling Out Your Personal Information

The screenshot shows a web browser window with two tabs: "THD V - Self-Service Settings" and "Self-Service". The address bar displays the URL: `lhup.datacenter.adironacksolutions.com/lhup_thdss_test_support/navigation/student/my-screen`. The page header includes the Lock Haven University logo and a user profile for "Talon Eagle".

The left navigation menu contains the following items:

- Home
- Housing & Dining Agreements
- Your Personal Information** (highlighted with a green circle)
- Room Selection
- Your Meal Plan
- RCR/Damages
- Logout

The main content area is divided into several sections:

- Talon Eagle**  
00000000  
kms248@commonwealthu.edu
- Messages**
- Room Selection**  
There are no room selections to display
- Assignments**  
There are no active room assignments to list
- Dining**  
Fall Semester

On the right side, there are two panels:

- Help Text**  
**If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.
- Helpful Links**  
There are no helpful links to display at this time.

The Windows taskbar at the bottom shows the time as 1:59 on 2/20/2025.

From the MyHousing Self-Service home screen, click on Your Personal Information in the navigation menu on the left to fill out your personal information.

# Filling Out Your Personal Information

The screenshot shows a web application interface for filling out personal information. The browser address bar displays the URL: `lhup.datacenter.adirondacksolutions.com/lhup_thdss_test_support/navigation/student/my-screen`. The page header includes the Lock Haven University logo and the name "Talon Eagle". The main content area is divided into several sections:

- Your Personal Information**: This section is highlighted with a large green arrow. It contains the following information:
  - Name: Talon Eagle
  - Phone Number: 00000000
  - Email Address: talon@commonwealthu.edu
- Messages**: A section with a message icon and the text "Messages".
- Room Selection**: A section with a checkmark icon and the text "There are no room selections to display".
- Assignments**: A section with a house icon and the text "There are no active room assignments to list".
- Dining**: A section with a fork and knife icon.

At the bottom of the page, there is a "Fall Semester" label. The Windows taskbar is visible at the bottom of the screen, showing the time as 2:01 on 2/20/2025.

Under the Your Personal Information menu, click on My Info.

My Info includes questions about your lifestyle and preferences. The answers to these questions can be used to match you with a roommate.

Even if you already know who you want to live with or plan to select a room without a roommate, you still need to complete the My Info screen.

# Filling Out Your Personal Information

The screenshot shows a web browser window with the URL `lhup.datacenter.adirondacksolutions.com/lhup_thdss_test_support/navigation/student/general`. The page title is "My Information". On the left, there is a navigation menu with "My Info" selected. The main content area contains a form with the following questions:

- 1. For the Term: **Fall Semester** (selected), Spring Semester, Fall Semester (checked).
- 2. What time of day do you prefer to study? (dropdown menu)
- 3. Where do you prefer to study? (dropdown menu)
- 4. Are you a smoker?  Yes  No
- 5. Would you call yourself a quiet person, or a loud person? (none) (dropdown menu)
- 6. What time of day do you typically go to bed? (dropdown menu)
- 7. How clean do you keep the room? (none) (dropdown menu)

On the right side of the form, there is a "Help Text" section with the following text: **If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you. Below this is a "Helpful Links" section with the text: There are no helpful links to display at this time.

In the For the Term field at the top, the current spring semester will automatically be selected. You will need to change this to the upcoming Fall Semester before you answer the My Information questions.

Once you've changed the For the Term field, answer all of the questions on the My Information screen and click the Save button at the bottom.

# Filling Out Your Personal Information

THD V Quick Lookup | Self Service - Student General

lhup.datacenter.adirondacksolutions.com/lhup\_thdss\_prod\_support/navigation/student/general

LOCK HAVEN UNIVERSITY

Your Personal Information

- My Info
- Addresses/Contacts
- Roommate Profile

### My Information

1. [Redacted]

2. What time of day do you prefer to study? Whenever

3. Where do you prefer to study? Room

4. Are you a smoker?  Yes  No

5. Would you call yourself a quiet person, or a loud person? Loud

6. What time of day do you typically go to bed? Before 2 a.m. most nights.

7. How clean do you keep the room? Somewhat Clean

#### Help Text

**If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.

#### Helpful Links

There are no helpful links to display at this time.

17°F Cloudy | 8:23 2/21/20

If you will be searching for a roommate and do not know who that person will be, take a moment to also complete the Roommate Profile page.

# Requesting A Roommate

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** THD V Quick Lookup, Self Service - Student Profile.
- Address Bar:** lhup.datacenter.adironacksolutions.com/lhup\_thdss\_prod\_support/navigation/student/profile
- Page Header:** Lock Haven University logo, Talon Eagle profile picture.
- Left Navigation Menu:** Your Personal Information, My Info, Addresses/Contacts, **Roommate Profile** (highlighted).
- Roommate Profile Form:**
  - Profile Privacy:** Display my information and my prof... (dropdown menu)
  - Contact Preference Type:** Personal Email (dropdown menu)
  - Contact Information:** taloneagle@gmail.com
  - My Profile:** Hi, my name is Talon Eagle. I am a huge sports fan. When I am not studying, you can find me at Lock Haven sporting events cheering on the Bald Eagles. I love
- Update Roommate Profile:** A prominent button with a red border and shadow.
- Help Text:** **If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.
- Helpful Links:** There are no helpful links to display at this time.

To create your Roommate Profile, fill in the information and click the Update Roommate Profile button at the bottom.

**NOTE:** Make sure the Profile Privacy is set to "Display my information and profile". Otherwise, other students won't be able to see and find your profile when searching/requesting you as a roommate in MyHousing Self-Service.

# Requesting A Roommate

THD V - Self Service Settings | Self Service

lhup.datacenter.adironacksolutions.com/lhup\_thdss\_test\_support/navigation/student/my-screen

LOCK HAVEN UNIVERSITY

Talon Eagle

**Home**

- Housing & Dining Agreements
- Your Personal Information
- Room Selection**
- Your Meal Plan
- RCR/Damages
- Logout

**Talon Eagle**  
00000000  
kms248@commonwealthu.edu

**Messages**

**Room Selection**  
There are no room selections to display

**Assignments**  
There are no active room assignments to list

**Dining**

Fall Semester

**Help Text**  
**If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.

**Helpful Links**  
There are no helpful links to display at this time.

To start the roommate matching process, click on Room Selection in the navigation menu on the left.

# Requesting A Roommate

Room Selection

Select Roommates

Select a Room/Suite

For the Term: Spring Semester

Roommate Requests (0)

Pending Roommate Requests (0)

Help Text

**If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.

Helpful Links

There are no helpful links to display at this time.

Click on Select Roommate in the Room Selection menu.

Make sure the Fall Semester is selected in the For the Term field at the top of the screen.

# Requesting A Roommate

The screenshot shows a web browser window with the URL `lhup.datacenter.adirondacksolutions.com/lhup_thdss_test_support/navigation/assignments/roommates`. The page title is "Roommate Requests (0)". The sidebar on the left has "Room Selection" and "Select Roommates" options. The main content area has three tabs: "Roommate Requests (0)", "Pending Roommate Requests (0)", and "Search for Roommate". The "Search for Roommate" tab is active and contains four input fields: "First Name", "Last Name", "Email", and "Housing Choice". A "Begin Search" button is located at the bottom of the search form. A green arrow points to the dropdown arrow on the "Search for Roommate" tab, and another green circle highlights the "Begin Search" button.

Click the dropdown arrow on the Search for Roommate tab. The dropdown arrow will reveal several search fields.

If you already know who you want to room with, type in their first and/or last name in the appropriate fields and click the Begin Search button.

If you do not have a specific person in mind, you can use the other fields in order to find someone with a similar roommate profile to yours.

**NOTE:** In order to select a roommate, all parties must have completed the Housing Agreement.

# Requesting A Roommate

The screenshot shows a web browser window with the URL `lhup.datacenter.adirondacksolutions.com/lhup_thdss_test_support/navigation/assignments/roommates`. The page is titled "Room Selection" and has a sidebar with "Select Roommates" and "Select a Room/Suite". The main content area shows a "Housing Choice" dropdown menu and a "Begin Search" button. Below this is a "Search Results (1)" section containing a card for a potential roommate. The card displays the following information:

- Email :** kms248@commonwealthu.edu
- Housing Choice :** Fairview Suites (suite style)
- Contact: Personal Email:** TalonEagle@gmail.com
- Profile:** Hey, my name is Talon. I'm a huge sports fan who you can see at almost every Lock Haven sporting event. My favorite things to do are hang out with friends, cheer on the Lock Haven sports teams, and chill out at the HAC.

A red circle highlights the "Request Roommate" button at the bottom of the search results card.

Your search results will appear underneath Begin Search, and then you can click the Request Roommate button.

NOTE: Sometimes entering too much criteria can narrow the results. If you are not finding any results, or too many results, try clearing some of the search criteria to expand your options.

# Requesting A Roommate

THD V - Self Service Settings | Self Service - Assignments Roommates

lhup.datacenter.adirondacksolutions.com/lhup\_thdss\_test\_support/navigation/assignments/roommates

LOCK HAVEN UNIVERSITY

Room Selection

Select Roommates

Select a Room/Suite

Term: Fall Semester

Roommate Requests (1)

Name
Eagle, Talon

Unmatched Roommates:

- Talon Eagle has not requested Lock Haven

Pending Roommate Requests (0)

Search for Roommate

Help Text

**If you are under the age of 18:** Please make sure to fill out your Contacts under "Your Personal Information" and then "Addresses/Contacts." This information is required to complete your contract only if you are under the age of eighteen. Thank you.

Helpful Links

There are no helpful links to display at this time.

Breaking news  
Mitch McConnell...

2:05  
2/20/2

Once you send a request, it will appear under Pending Roommate Requests.

Please note that the person you are requesting must accept your request in their MyHousing Self-Service account for your roommate group to be fully matched.

# Requesting A Roommate

The screenshot shows a web browser window with the URL `lhup.datacenter.adirondacksolutions.com/lhup_thdss_test_support/navigation/assignments/roommates`. The page title is "Room Selection". On the left sidebar, "Select Roommates" is selected. The main content area shows "For the Term: Fall Semester" and "Roommate Requests (0)". Below that, a "Pending Roommate Request (1)" is listed with the name "Haven, Lock". A dropdown menu is open next to the name, showing options: "Accept", "Decline", "View Profile", and "Remove". The "Accept" option is highlighted with a red circle and a red arrow. Another red arrow points to the three vertical dots menu icon. The bottom of the screen shows a Windows taskbar with the time 2:06 and date 2/20/2025.

To accept a roommate request, log in to MyHousing Self-Service, click on Room Selection, and click on Select Roommate. Make sure the Fall Semester is selected at the top to see the person who sent you a roommate request. Click the three vertical dots to the left of the person's name to open the Pending Roommate Requests menu. Click the accept icon to accept the roommate request.

# Room Selection

Opens March 12, 2025

Step-By-Step Instructions Coming Soon!