



HOUSING APPLICATION INSTRUCTIONS

Follow these step-by-step Instructions to apply for housing at one of our PennWest campuses. Please have a credit card, debit card or your bank information (for an ACH check) available to complete the online application process.

1. **Log in to your PennWest Experience portal at my.PennWest.edu**
2. **Click “Housing & Dining Portal” on the Student Quick Access Card**
If you do not see the Student Quick Access card, click “Discover More” on the bottom right or the menu at the top left. You can search “student quick access” to find the card and save it to your page. If you click “Housing & Dining Portal” and see a blank screen or an error message, please contact IT for support at techsupport@pennwest.edu.
3. **Click “Contracts”**
4. **Select the housing application for your assigned campus**
If you do not see the application for your assigned campus, please contact your campus’s Housing Office.
5. **Thoroughly read the Terms and Conditions of the contract**
6. **Electronically sign the agreement**
7. **Click “Continue”**
8. **Complete “My Information” to help build your housing profile**
This information will be helpful for roommate matching. When asked if you want to live in a Housing Community, make sure to keep in mind that anyone you want to match with as a roommate much choose the same Living Learning Community or Themed Housing option as you, in order to pick a room. If you do not wish to live in a Housing Community, you can indicate this by selecting “I do not wish to live in a “Housing Community.” You will need to have the same answer as your roommates to avoid issues during room selection.
9. **Provide emergency contacts, parent/guardian contact information and a missing persons contact individual**
Students under the age of 18 will be required to have their parent/guardian sign the application. The parent/guardian you list in your application will be sent an email to sign the contract. This email is sent immediately after submission. If your parent/guardian does not receive the email, please have them check their junk mail. If it is not in their junk mail, have them reach out to your campus’s Housing Office to have the message resent. You will not be permitted to select a room until we receive this signature.
10. **Pay the \$100 non-refundable Application Service Fee**
11. **Check your PennWest email for “Your Application Has Been Received” confirmation**
12. **Watch your PennWest email for roommate selection and room selection information and dates**
Both selection processes will also occur in the Housing & Dining Portal.