FAQ’s

Part 1: Designating a Proxy

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FAQs

What is a proxy?
An authorization giving another student the ability to pick housing for you in your absence.

Why would I need a proxy?
You are in class, at sports practice, or otherwise can’t get to a computer to pick a room during your pre-determined room selection time.

Do I need a proxy if I have a roommate?
Depends. If the roommate with the best time can participate, they can choose housing and bring their requested roommate(s), into the selected room/apartment. If the person with the best time is not available to access a computer and pick housing, then a proxy is needed.
Designating a Proxy Request
1. To designate a proxy or make changes, sign in to the Housing Portal.

2. Under Fall 2017, click on Designate a Proxy-Fall Selection.
2. Click “Add” to bring up the search box
3. Enter last name at a minimum. You can add first name and email, if desired
4. Click on “Lookup” to get results to choose from
5. Once the desired individual for your proxy is selected, review the proxy statement

6. Click on “Agree”

7. Click “Save” to complete the process and notify your proxy person

8. Confirmation message that your request for proxy has been sent to your selected individual
Confirming a Proxy Request
When a requested proxy logs into the Student Housing Portal, she will see a message notification of the proxy request.

1. Proxy must click on the link to confirm/decline request

The requested proxy should look for the message/link under Fall 2017 on their Student Housing Portal.
Confirming a Proxy Request

2. Proxy must “Accept” or “Decline” the offer

3. Confirmation message that your proxy has accepted/declined the offer

- Click on “Accept”

- Confirmation Message
Room Selection as a Proxy
Selecting a Room as a Proxy

1. When a requested proxy logs into the Student Housing Portal, he/she will see the proxy access to your account.
Selecting a Room as a Proxy

2. The proxy should look for this heading to be sure they are acting on behalf of _____ not as themselves.

3. When a selection process is open/taking place, the proxy will see the link to participate in room selection.
Selecting a Room as a Proxy

4. Your proxy will be able to control which requested roommates you live with.

5. Your proxy will be able to search for and select housing for Room Selection.

Your proxy can begin selecting your roommates and your housing!