

## **How To Guide to using the online USI Housing Application/Contract Process**

**To complete the USI Housing Application process you must use either the Microsoft Internet Explorer or Mozilla Firefox web browsers.**

*(Note: Due to security issues the Application Process will not function with browsers such as Safari or Google Chrome.)*

**The Application Process requires the use of browser Pop-ups. Prior to beginning the process, please disable the browser Pop-up Blocker.**

Note: To disable the Pop-up Blocker in Microsoft Internet Explorer go to the Tools Menu and then select "Internet Options". Once the Internet Options window opens select the "Privacy" tab. On the Privacy tab uncheck the "Turn on Pop-up Blocker" and then select "OK" in the lower part of the window to close the window and go back to the browser. (After you have completed the process, please re-enable your browsers Pop-up Blocker.)

**Go to the University MyUSI site (<https://my.usi.edu/web/mycampus/home>) and log in with your University supplied account credentials.**

**Once logged into MyUSI select the "Campus Housing" icon that is located in the Dashboard.**

*This will open a Pop-Up window that will allow you to begin filling out the Housing Application.*

**On the main page, select "Start Here: Application" that is located in the left hand menu.**

*If you are unsure how to complete the application you can find "How To" videos located on the main page that will show you the step by step process to completing the application process.*

***Please note that for security reasons if the Housing Application page does not load you will need to begin the process over by logging out of MyUSI and then logging back in and selecting the "Campus Housing" icon once more.***