

ROOM SELECTION PROXY INFORMATION

FAQ's

Part 1: Designating a Proxy

Part 2: Confirming a Proxy Request

Part 3: Room Selection as a Proxy



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.





PROXY INFORMATION

Designating a Proxy Request

Options

[My Home](#)
[My Addresses](#)
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[CSB/SJU Home](#)

CSB Information and Links

[Residential Life Site](#) 
[Room Selection Information](#) 
[CSB Request For Accommodation Form](#) 
[Housing Survey for Fall Study Abroad Students](#) 

Residence Life - Student Home


CSB H. Test (999990002)

Spring 2017

The Spring 2017 semester starts on Monday, January 16, 2017 and ends Friday, May 12, 2017.


- [CSB Campus Housing Agreement 2016-2017](#) : You submitted a complete form on 8/29/2016 9:47 AM.
- Room: [CSB Brian Hall 1 115 \(1/16/2017 - 5/12/2017\)](#)

Need to stay on campus during break?

[CSB - Late Stay-Early Return Request Form](#) 

[SJU - Late Stay-Early Return Request Form](#) 

Need to change your meal plan?

[CSB - Meal Plan Change Request](#) 

[SJU - Meal Plan Change Request](#) 

Note: Changes made after January 6 will be reflected on

Summer 2017

Fall 2017

The Fall 2017 semester begins on August 28, 2017 and ends on December 19, 2017.

- [Designate a Proxy-Fall Selection](#)
- [CSB Fall 2017 Housing Intent & Housing Agreement - DUE MARCH 1](#) : You began this form but did not submit it. Select the appropriate link to continue.

Under Fall 2017
Click on Designate a Proxy-Fall Selection

Designate a Proxy

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



Proxy Information for term 201740 - Page 1 | < > | Add

ID	Name	Status
No items were found.		

Click on "Add"

Close

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Proxy Information for term 201740 - Page 1 | < > | Add

ID	Name	Status
No items were found.		

Enter last name of your proxy
Click on "Look Up"
Choose your proxy

Proxy Information for term 201740

*Proxy: Find By Last, First test

Lookup

Test, Student (housinginfo@csbsju.edu)
Test 1, CBORD H (bcorbett001@CSBSJU.EDU)
Test 2, CBORD H (bcorbett001@CSBSJU.EDU)
Test 3, CBORD H (bcorbett001@CSBSJU.EDU)

Cancel

ID number:

I do hereby appoint a proxy to be able to handle my online room selection, check-in, and/or check-out process. I have not waived my right to handle my room selection or check-in/out process, but grant the proxy the additional privilege of handling these functions for me. My appointed proxy will have these privileges until or unless I choose to revoke this appointment. I can revoke the proxy privileges at any time.

Agree Disagree

Save

Cancel

Designate a Proxy

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



Proxy Information for term 201740 - Page 1 | << >> | Add

ID	Name	Status
No items were found.		

Proxy Information for term 201740

*Proxy: Find By Last, First [Lookup](#)

ID number: 999999999

I do hereby appoint a proxy to be able to handle my online room selection, check-in, and/or check-out process. I have not waived my right to handle my room selection or check-in/out process, but grant the proxy the additional privilege of handling these functions for me. My appointed proxy will have these privileges until or unless I choose to revoke this appointment. I can revoke the proxy privileges at any time.

Agree Disagree

Read Proxy Statement
 Check "I Agree"
 Click on "Save"

Proxy successfully added.

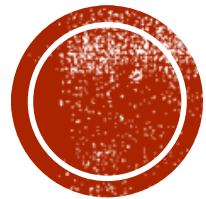
Proxy Information for term 201740 - Page 1 << >> Add			
	ID	Name	Status
Revoke	999999999	Student Test	Requested

Confirmation Message

Designate a Proxy

- Once the desired individual for your proxy is selected, review the proxy statement
- Click on "Agree"
- Click "Save" to complete the process and notify your proxy person
- Confirmation message that your request for proxy has been sent to your selected individual





PROXY INFORMATION

Confirming a Proxy Request

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[Room Selection Information](#) 
[CSB Request For Accommodation Form](#) 
[Housing Survey for Fall Study Abroad Students](#) 

SJU Information and Links

Residence Life - Student Home

CSB H. Test (999990002)

Spring 2017

The Spring 2017 semester starts on Monday, January 16, 2017 and ends Friday, May 12, 2017.

- **CSB Campus Housing Agreement 2016-2017** : You submitted a complete form on 8/29/2016 9:47 AM.
 - Room: [CSB Brian Hall 1 115 \(1/16/2017 - 5/12/2017\)](#)

Need to stay on campus during break?

CSB - [Late Stay-Early Return Request Form](#) 

SJU - [Late Stay-Early Return Request Form](#) 

Need to change your meal plan?

CSB - [Meal Plan Change Request](#) 

SJU - [Meal Plan Change Request](#) 

Note: Changes made after January 6 will be reflected on your next bill.

Summer 2017

Fall 2017

The Fall 2017 semester begins on August 28, 2017 and ends on December 19, 2017.

You have a proxy request for Room Selection. Please click on this link to process 

- [Designate a Proxy-Fall Selection](#)
- **CSB Fall 2017 Housing Intent & Housing Agreement - DUE MARCH 1**
: You began this form but did not submit it. Select the appropriate link to continue.

The requested proxy should look for the message/link under Fall 2017 on thier Student Housing Portal.

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



Proxy Requests for term 201740

	ID	Name	Status
Accept Decline	999990201	CSB Test	Requested

Click on "Accept"

Close

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Confirming a Proxy Request

2. Proxy must "Accept" or "Decline" the offer
3. Confirmation message that your proxy has accepted/declined the offer

Proxy successfully accepted.

Confirmation Message

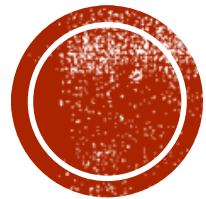
Proxy Requests for term 201740

	ID	Name	Status
Accept Decline	999990201	CSB Test	Accepted

Close

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ROOM SELECTION

Room Selection as a Proxy

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Residence Life - Student Home


CSB H. Test (999990002)


Spring 2017

The Spring 2017 semester starts on Monday, January 16, 2017 and ends Friday, May 12, 2017.


- **CSB Campus Housing Agreement 2016-2017** : You submitted a complete form on 8/29/2016 9:47 AM.
- Room: **CSB Brian Hall 1 115 (1/16/2017 - 5/12/2017)**

Need to stay on campus during break?

CSB - [Late Stay-Early Return Request Form](#) 

SJU - [Late Stay-Early Return Request Form](#) 

Need to change your meal plan?

CSB - [Meal Plan Change Request](#) 

SJU - [Meal Plan Change Request](#) 

Note: Changes made after January 6 will be reflected on your next bill.

Summer 2017

Fall 2017

The Fall 2017 semester begins on August 28, 2017 and ends on December 19, 2017.

- **You are a designated proxy for CSB Test. Please click on this link to perform actions as a proxy**
- [Designate a Proxy-Fall Selection](#)
- **CSB Fall 2017 Housing Intent & Housing Agreement - DUE MARCH 1**
: You began this form but did not submit it. Select the appropriate link to continue.

Message indicating you are 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



Proxy Home Page

CSB H. Test (999990002) on behalf of CSB H. Test (999990201)

Fall 2017

The Fall 2017 semester begins

Double check you are acting as a proxy

- CSB Fall 2016 Housing Intent Form: You submitted a complete form on 3/16/2016 5:22 PM.
- CSB Senior Majority Two Person Apartment Selection Process : Your Selection Window is - (ends at 4/5/2016 11:59 PM)

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



Your Roommates Names should appear below.

- Please make sure only the name of the person you are looking for a two person apartment with is checked. If you have three roommates listed as a back up plan (Plan B) for the four person process, uncheck the names of those not going into the two person process with you.
- The search room function will only return open rooms that match to the size of your living group - for this process only two person rooms will display.
- If you need help come to the Residential Life Offices or call 320-363-5580!

Remember - Residential Life Staff will be available to assist and answer questions. We are located in Upper Mary Commons or call 320-363-5580.

Use the drop down menu to select search for

Requested Roommates

- Include SJU Housing Test
- Include SOT Housing Test

Your proxy can begin selecting your roommates and your housing!

Select Building:

Search

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

