

## COMPLETING THE HOUSING APPLICATION FOR

# **RETURNING STUDENTS**

### Follow the steps below to complete your SUNY Morrisville Housing Application.

- 1. In your web browser, navigate to: https://www.morrisville.edu/web-students
- 2. Log in using your M# (User ID) and PIN.

## **User Login**

Please enter your user Identification and your Personal Identification Number (PIN). When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy.

User ID: PIN:		
Login	Forgot PIN?	

3. Click on Student Information & Financial Aid.

## Main Menu

Welcome, Spider D. Man. Last web access on Mar 11, 2019 at 11:12 am

**Personal Information** 

Change your Web PIN number: Pickup/Change your campus E-Mail/Network/Blackboard password; Change your security question; Answer a Survey; Change off-Campus Local Address
Student Information & Financial Aid

schedule classes, view your Academic Records, Student Account and Financial Aid Information, select Housing, Meal Plan and Laptop Preferences, and Purchase Textbooks.

Faculty & Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information Student Checklist - Incomplete Items Students should use this link to access information about important items that need attention before the start of the semester.

#### 4. Click on **Housing and Meals**.

## Student Information & Financial Aid

Student Checklist Use this link to find the checklist of information you need to complete before the start of the semester.
Scheduling Check your scheduling status, class schedule, add or drop classes and purchase textbooks.
Academic Records View your holds, grades, transcripts and other student information.
Financial Aid Apply for Financial Aid, review status and loans
Student Account <u>View your account summaries, s</u> tatement/payment history and tax information
Housing and Meals
rin out your Account Preferences, accept your Housing License, select a Meal Plan, participate in Returning Student Room Selection, or view your Housing, Roommate and Meal Plan information.

## 5. Click on Housing Preference Form.

## Housing and Meals

Housing Preferences Form Housing Preferences Form Hear Plan Selection and Change Form All new and returning students may use this form to select a meal plan. (Residence Hall, Commons or Commuter) View Your Housing, Roommate, and Meal Plan Information Students may use this link to view their room assignment, roommates and meal plan information when it is available.

6. A new screen will open with the SUNY Morrisville Housing Application Portal.

## SUNY MORRISVILLE HOUSING APPLICATION PORTAL

Please use the first	part of your Morrisville Email a	and your Morrisville password to I	ogin.	
Login ID:				
Password:				
	_		SUBMIT	
		Office of Residence Life Office: 315.684.6043 reslife@morrisville.edu	Commons Housing Office Office: 315.684.6536 commons@morrisville.edu	

- 7. Sign in with the beginning of your Morrisville Email and your Morrisville Email password (NOT your M# and PIN).
- 8. If the mobile home page opens (see below), click on Applications.

Return to Home Page



9. Click on Fall 2019 Returning Student Application.

Fall 2019 Returning Student Application

: You have not applied. Select the appropriate link above to apply:

10. Fill out the application. Please note that you may update your roommate until June 24, 2019.

# **QUESTIONS? CONTACT US!**

If you have any questions when filling out the application, please email **reslife@morrisville.edu** or call 315.684.6043. We look forward to you attending SUNY Morrisville in Fall 2019!