The first step in the housing process for students who have deposited to be residents is to electronically sign your 2010-2011 Housing Application/Agreement. To do this, simply point your web browser to http://housing.lasell.edu/MyHousing. You will be prompted to log in. You log into the system using the same username and password that you use to log into your college e-mail account.

Once you have logged in, you must read and electronically sign your Housing Application/Agreement by clicking the apply on-line button. This step is required before you will be allowed to indicate your housing preferences and/or to request roommates.

**PERSONAL PREFERENCES**

Next, you will be prompted to answer a few personal preference questions which will help inform the roommate assignment process. In order to make the best decisions when indicating your personal preferences please review the attached document while you answer the questions.

**REQUESTING ROOMMATES**

You can navigate to different parts of the system by using the Navigation Panel on the left side of the screen. Some options that are marked with a >> have sub menus that will appear when you hover your mouse over them.

Once you have logged into MyHousing, place your mouse over the Room Selection menu option on the Navigation Panel. A drop down menu should appear. Select the "Roommate Selection" option from the drop down. If the screen informs you that you are not eligible to submit roommate requests, it might be because you have not paid a housing deposit or you did not electronically sign your 2010-2011 Housing Agreement. You can search for a roommate by filling in some or all of the fields displayed on this page. You do not need to fill in all fields. If your search yields more than 10 results, you will need to fill in more of the search form to select your roommate.

If you receive the message that **"No matching students were found"**, it may indicate one of the following situations:

- You misspelled your desired roommate's name.
- You used a nickname and not his/her actual name.
- You entered an incorrect student ID.
- They are of the opposite gender.
- The have not yet completed their online Housing Agreement.

When you request a student to be your roommate, they will receive an automatic e-mail notification. If you choose to delete a roommate request, they will also receive an e-mail notification. **It is absolutely required that all roommate requests be mutual in order to receive an assignment together.**

When you add a roommate(s), your request will be marked "Does Not Match", until the student also requests you as a roommate. **Once the student(s) request you as a roommate, your request will marked “Matches”.** You will need to communicate with your roommate(s) about requesting one another. Do not panic if your requests are marked "Does Not Match", especially if you are waiting for one of your roommates to log onto the system and request you in return. You will be in receipt of the "Does Not Match" until all requests are mutual. It is required that all of your roommate requests are marked as "Matches" in order for your requested roommate group to be complete.

If you experience any difficulties or have any questions about the on-line processes please e-mail us at residentiallife@lasell.edu or call us at (617) 243-2115.