New Student Housing Application Tutorial

Fall 2014
Hey new students, grab that e-mail you got from Dean because this is going to walk you through getting your housing all set step by step!

**Step 1: Find your e-mail!**
The email you want has “Dean Email and Housing Info” in the subject line.
• Step 2
  • Find and know your username and password.
    • It can be found about midway down the e-mail you were sent
  • It will be as follows:
    • Username: first initial last name
    • Password: your birthday written as mmddyy

• So for example Fred Rodgers would be…
  • Username: frodgers
  • Password:032028
    • He was born March 20th, 1928
Step 3: Getting to Today @ Dean

• **Step 3**
  - Go to…
  - [https://today.dean.edu](https://today.dean.edu)
  - Enter that username and password we talked about

• Now you will see something that looks like the next slide.
Step 4: Click on this

Your name should be here
Step 5: Get to “My Housing”
Step 6: The box will change to this.

Step 6: Click on the words “Click Here”
Step 7: You will go to a page that looks like this...

Step 7: Click on the “Go To Apply Online” button
You will go to a page that looks like this for Step 8.

Make sure you select the First Year application for FALL 2014. Then hit “Next.”
Step 9: This is the Housing Agreement, make sure you read it because it tells you all about the expectations Dean has for its on campus students! Afterwards click “I Agree” and hit the “Next” button.

5. Alcohol may not be stored, possessed, Members of Franklin Commons, Clark upon move in. Failure to comply with the Quiet Hours/Courtesy Hours. Any time students are in a residence area are expected to keep sound and activities uninterrupted sleep and study. Volume of excessive noise is not permitted. During the September Hall Meeting the and determine the hours of their quiet times. During the Final Exam period, quiet hour periods occur during 24 hour Quiet Hour Periods.
Step 10: Now you are going to tell us about yourself.

- It is highly recommended that you and NOT your family do this.

- Be as honest as possible because this is what we use to match you with a roommate.

- If you are not honest about things like guests and studying you and your roommate are going to have a bad time.
Step 11: Tell us where you want to live

MyHousing @ Dean College

Living Preferences
Your room preference has been added.

My Living Preferences for Fall 2013

<table>
<thead>
<tr>
<th>Choice #</th>
<th>Request Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(hall) Specific Hall</td>
<td>Adams Hall</td>
</tr>
</tbody>
</table>

Add a New Living Preference

<table>
<thead>
<tr>
<th>Choice #</th>
<th>Request Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 11: Building preference

-Please know that we cannot always grant a student’s preference but we do try to.

-Ewen, Wallace, Jones and Bourret are all specifically held for first year students so think about those buildings when choosing.

-When you are finished click “Continue”
Step 12: You are almost done!

Step 12: Pick your dining plan

- Dean has continuous unlimited dining (that means you can basically eat in the cafeteria any time you want as long as it’s open).

- The different plans you have available vary in the number of dining dollars you want. These can be used at Jazzmans (café), Boomers (pub style) and even Dominos!

- Make sure you choose one or you are going to be pretty hungry.
BOOM! Done!

MyHousing @ Dean College

Thank you for completing your 2013-2014 Housing and Dining Form.

Please understand that your online submission obligates you to occupy a room in the College's residence halls, and board in the College's dining hall for the entire academic year. Housing placement is contingent upon receipt of the Dean College Health Form and payment in full of all college billing. In addition, you further agree to abide by all rules and regulations established by Dean College, the Office of Residence Life, the Office of Student Development, and the individual living unit. Please review the Housing Agreement and as well as the Student Code of Conduct on the Dean Website.

Placement of students will begin after Monday, July 29th. Should you have any questions about the status of your application or room assignment please call the Office of Residence Life at 508-541-1888 or email at reslife@dean.edu.

This is your confirmation page. As long as you see this congratulate yourself because you have just signed up for your first room at college!
Still have questions?

Contact the office at reslife@dean.edu or 508.541.1838

You can also friend us on Facebook: https://www.facebook.com/Dean.ORL.RHA
And follow us on Twitter: @Dean_ORL_RHA

See you soon!