1. If you cannot select housing at your selection time, assign a proxy by clicking this link:

# Academic Year 2020 - 2021

- Housing Selection Proxy
- 2. Select Add at the top right.

Proxy Information for term AY20-21 - Page 1   ∢ ▶   Add						
	ID	Name	Status			
No items were found.						

Close

3. Search for the student you wish to be your proxy. And click Lookup

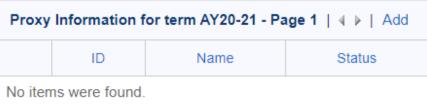
Proxy Information for term AY20-21 - Page 1   ◀ ▶   Add							
	ID	Name	Status				
No items were found.							

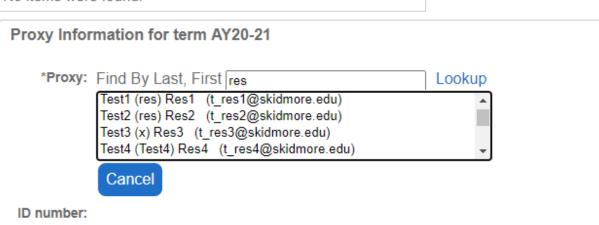
Proxy Information for term AY20-21

\*Proxy: Find By Last, First Lookup

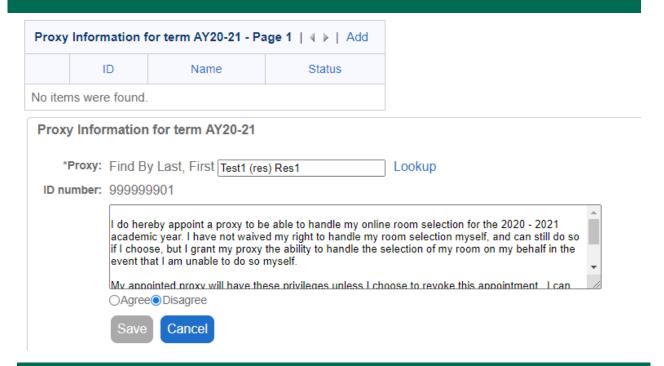
ID number:

4. Choose the correct student from the list that is generated. These are test students (please do not select them to serve as your proxy.)



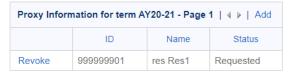


5. Clicking on a name will choose that student. Review the agreement and choose Agree, then Save.



6. After choosing Agree, then Save, the system informs you the proxy request is successful. Notice that the Status is Requested. The student you have requested must log on to accept. You also have the option to revoke the request.

⇒Proxy successfully added.



Close

## 6. TO REPLY TO A PROXY REQUEST FROM ANOTHER STUDENT.

If you have a proxy request it will be visible on your home page as shown below:

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

Housing Selection Proxy

7. Click on Accept if you wish to serve as proxy for the student, or decline if you do not. A pop up will appear to ensure you have made the choice you wish for. Click OK.

Proxy Requests for term AY20-21						
	ID	Name	Status			
Accept Decline	999999905	Test5 Res5	Requested			



8. If you click Accept and OK in the pop up, the status changes to Accepted. You may now Close the window.

⇒Proxy successfully accepted.

Proxy Requests for term AY20-21					
	ID	Name	Status		
Accept Decline	999999905	Test5 Res5	Accepted		



### 9. PERFORMING ACTIONS AS A PROXY

We have now successfully assigned a proxy. For the proxy student to select for the student who is unable, they must click this link to "perform actions as a proxy"

#### **Academic Year 2020 - 2021**

- · You are a designated proxy for Test5 Res5. Please click on this link to perform actions as a proxy
- Housing Selection Proxy

10. Clicking the link will bring you to a new page, which shows all of the students' applications. Perform the actions necessary, as requested by the student who requested you. To exit click your own name (as seen in red box)

#### **Proxy Home Page**

res Res1 (999999901) on behalf of Test5 Res5 (999999905)

#### Academic Year 2020 - 2021

- On Campus Housing Application: You submitted a complete application on 5/6/2020 11:50 AM.
- Edit my 2020-21 On Campus Application
- Special Interest Housing Application
- : You have not applied. Please click on the above link to complete this application.
- Off-Campus Address Submission Form
- : You have not applied. Please click on the above link to complete this application.
- NEW Apartment Selection Application: You canceled your application on 7/8/2020 10:59 AM. Please contact the Office of Residential Life to reapply.
- Resubmit NEW Apartment Selection Application
- Transfer Student Housing Questionnaire: You submitted a complete application on 5/21/2020 2:17 PM.
- · Remote Study Housing
- : You have not applied. Please click on the above link to complete this application.
- Hotel Application: You submitted a complete application on 7/8/2020 1:08 PM.

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