

My Housing Information and Instructions:

1. To start, a student must sign into their Max account. They can find the link for their max account under *Current Students* on the Millersville Homepage.



The screenshot shows the Millersville University homepage. The top navigation bar includes links for Current Students, Faculty & Staff, Site Index, and People Finder. A dropdown menu for Current Students is open, showing options like Calendars, Class Schedules, Desire2Learn, Get Involved, Library, Max, myAccount@MU, and myVILLE. The Max option is highlighted. Below the navigation bar, there are sections for Admissions, Academics, Parents, and Community. A featured student profile for John Coleman, a Speech Communication '15 member of the University Honors College, is displayed. Below the profile, there are sections for Announcements, News, and Events.

2. On the Max Account Page, the student must enter their User Id (M#) and pin.



[HELP](#) [EXIT](#)

MAX Login

User ID - MU ID (the number beginning with 'M' on your Marauder Onecard)

PIN - Your six character, case sensitive MAX PIN.

New Student? - Did you complete the [Account Setup](#) process?

Know your Marauder email credentials? - You can use [Account Management](#) to reset your MAX PIN.

⚠ Three failed attempts? - Enter your MU ID or Social Security Number as the User ID and select 'Forgot PIN'.

🔒 Five failed attempts? - Your account is locked for your protection. Select 'HELP' for instructions.

User ID:

PIN:

3. On this screen, the student will select *Student Services*

Millersville University complies with the Family Educational Rights & Privacy Act of 1974 (FERPA). Faculty & staff viewing student records are reminded that this information is confidential. Please refer to the [FERPA statement](#). or cont

 **Personal Information**
Change your PIN; View your own address(es) and phone number(s)

 **Student Services**
Register for classes: add classes to your waitlist; view grades and transcripts; process and view a degree audit report (DARS); display your class schedule; display your account summary request Act 48 reporting (for educators only).
Bursar: Pay your bill, see your current term bill, print a receipt, get your Federal Tax information for the Education Credit (1098T), enable parent (third party) access to billing information.
Housing & Dining: Add or Change Meal Plan, Online Housing Application, Request to Move Off Campus.

 **Financial Aid**
View: your financial aid awards; any holds or required documents that may prevent the awarding or payment of your aid; financial aid history; loan history; academic progress status.

 **Marauder Gold (formerly MAP)**
*** May not be used for tuition payments.
Make Marauder Gold (MAP) deposits by online payment. Please refer to MyVille for Flex and Marauder Gold (MAP) balance and transaction information.

 **MAX Mobile**
MAX Mobile notification system provides mobile phone text message notifications for various MAX systems.

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4. The student will now select *Housing and Dining*

Personal Information **Student Services** **Financial Aid**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

 **NEW! MAX Mobile**
MAX Mobile notification system provides mobile phone text message notifications for various MAX systems.

MAX ID
View your MAX ID and Library Patron ID.

ADVISEMENT
View your advisers. Process and view a degree audit report (DARS).

REGISTRATION
Register (add or drop) class; Check your registration status; Display your class schedule.

HOUSING & DINING
Add or Change Meal Plan, Online Housing Application, Request to Move Off Campus

BURSAR - Student Accounts
Billing, Balance Due, Online Payments
See your account charges, current balance, payments made, pay online, print a receipt, see if your account is "clear", get 1098T tax info, enable parent (t

STUDENT ACADEMIC RECORDS
View your holds; Display your grades and unofficial transcript; Review charges and payments.

NATIONAL STUDENT CLEARINGHOUSE GATEWAY
Enrollment Verifications, Deferments and other services.

ACT 48 REPORTING FOR EDUCATORS
Submit your request to have MU courses reported to PDE in compliance with Act 48 requirements for Pennsylvania educators, or check the date your data

MU Email Address
View your MU email account status.

5. The student will now select *My Housing*

Personal Information **Student Services** **Financial Aid**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Housing & Dining

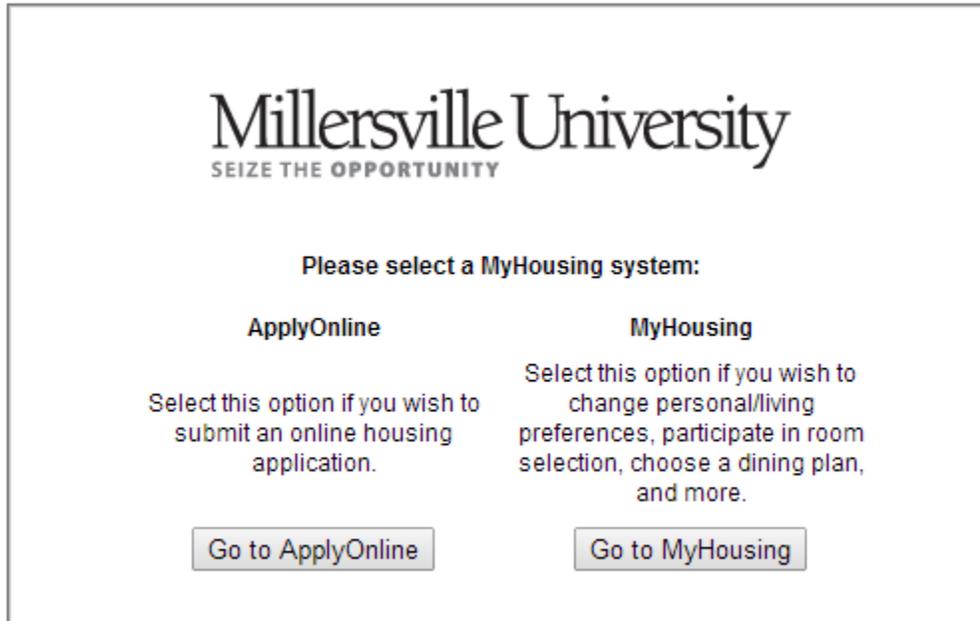
My Dining - Add/Change Meal Plan
Online Dining Application (Log into MyHousing)

My Housing
Online Housing Application

Off Campus Housing Request
Submit an off campus housing request to the Housing office.

RELEASE: 8.6

6. There are (2) options for students to select:
 - a. In applying for housing, the student will first need to select *Go to ApplyOnline*. Agree to the Housing Agreement
 - b. *My Housing* option allows a student to change personal/living preferences, participate in room selection, choose a dining plan, and more



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7. The MyHousing Overview Page will look like this

Navigation

- Home/Overview
- Personal Preferences
- Living Preferences
- Room Selection >>
- Dining

[MyHousing Help](#) | [Logout of MyHousing](#)

MyHousing Overview

My Info

Name	Student #	eMail

My Assignments

You do not have any current or future room assignments.

My Dining

You do not have any current or future dining plans.

My Future Roommate Requests

You do not have any future roommate requests.

My Future Room Selection Process

You are not involved in any upcoming room selection processes.

You do not have any future roommate requests.

My Future Room Selection Process

You are not involved in any upcoming room selection processes.

8. Click on *Personal Preferences* in the left Navigation tab to get this screen. Add your information in the categories below.

MyHousing @ Millersville University

Navigation: Home/Overview, Personal Preferences, Living Preferences, Room Selection >>, Dining

MyHousing Help | Logout of MyHousing

Personal Preferences

Questions marked with an asterisk (*) are required.

Cell Phone *	<input type="text"/>
Father Cell *	<input type="text"/>
Father Name	<input type="text"/>
Mother Cell *	215-520-3861
Mother Name *	Shari Laswell
Smoker *	No ▾

Submit My Personal Preferences

9. Click on *Living Preferences* to get this screen. Here you can add your living preferences. Change the timeframe to the semester you want to make your preferences for.

Navigation: Home/Overview, Personal Preferences, Living Preferences, Room Selection >>, Dining

MyHousing Help | Logout of MyHousing

Living Preferences

My Living Preferences for Fall 2014

You have not entered any living preferences for this time frame.

Add a New Living Preference

Time Frame	Fall 2014 ▾
Choice #	1 ▾
Request	Room Type (room) ▾ = 2 BR Dbl RM Full Suite ▾

Add Request

10. In the left Navigation column, you will *Room Selection*. Under this category, you can select My Roommate Selection Information, Roommate Selection, and Select a Room/Suite. You will need to do this when you are selecting a room

The screenshot shows the 'MyHousing @ Millersville University' interface. The navigation menu on the left includes 'Room Selection' with a sub-menu containing 'My Room Selection Information', 'Roommate Selection', and 'Select a Room/Suite'. The main content area is titled 'Living Preferences' and 'My Living Preferences for Fall 2014'. A message states 'You have not entered any living preferences for this time frame.' Below this is a 'New Living Preference' form with fields for 'Time Frame' (set to 'Fall 2014'), '#', and 'Room Type (room)' (set to '2 BR Dbl RM Full Suite'). An 'Add Request' button is at the bottom of the form. The footer contains the copyright notice: '© Adirondack Solutions, Inc. - MyHousing Web Suite v3.2.6 for The Housing Director'.

11. The Roommate Selection screen looks like this below. Remember to select the correct timeframe

The screenshot shows the 'MyHousing @ Millersville University' interface. The navigation menu on the left includes 'Room Selection' with a sub-menu containing 'My Room Selection Information', 'Roommate Selection', and 'Select a Room/Suite'. The main content area is titled 'Roommate Selection - Select Term'. A message states 'Please select a time frame for which you would like to view and/or search for roommates/suitemates:'. Below this is a dropdown menu set to 'Summer 2 2014' and a 'Continue >>' button. The footer contains the copyright notice: '© Adirondack Solutions, Inc. - MyHousing Web Suite v3.2.6 for The Housing Director'.