



### STEP 1:

Click and login to your max account. Then Click on Housing & Dining. After you click on My Housing.

## STUDENT SERVICES

### 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.

### Registration

Register (add or drop) class, check your registration status; Display your class schedule.

### Housing & Dining

Add or Change Meal Plan, Dining Application, Request to Move Off Campus

### 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 (third party) access to billing information.

### 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.

## HOUSING & DINING

### My Housing

Online Housing Interface

### Off Campus Housing Request

Submit an off campus housing request to the Housing office.

### My Dining - Add/Change Meal Plan

Online Dining Application

### Flex Dollars

Additional dining funds that can be purchased in increments of 50 dollars or more throughout the semester.

### Marauder Gold

\*\*\* May not be used for tuition payments and must be added in increments of \$25.00 or more.

Make Marauder Gold (MAP) deposits by online payment. Please refer to MyVille for Flex and Marauder Gold (MAP) balance and transaction information.

Jane Doe

M00100101

jbdoe@millersville.edu

**Messages**

• There are no important messages.

STEP 2:

This page will appear. You want to click on Select a Room/Suite.

**Room Selection**

**Fall 2020 - Open Room Selection**

This is the Fall 2020 - Spring 2021 Room Selection Process. Available rooms will be displayed to choose from.

Your Start Time: (open selection)

Selection Times:

Jan 14 9:00 AM to Jan 17 10:00 PM

Select a Room/Suite



**Online Room Selection**

You are now eligible to select a room in the 'Fall 2020 - Open Room Selection' process. You have until 1/17/2020 at 10:00 PM.

**Roommate Group (1)**

You

Find Available Rooms



STEP 3:

Online Room Selection will come up. Click on Find Available Rooms

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**Room: 102A**  
2 BR Single Suite P1 /Fall

Spots: 1

**Suite: A1102**

Spots: 2

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**Room: 102B**  
2 BR Single Suite P1 /Fall

Spots: 1

**Suite: A1102**

Spots: 2

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**Room: 103A**  
2 BR Single Suite P1 /Fall

Spots: 1

**Suite: A1103**

Spots: 2

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**STEP 4:**

You see a long list that is similar to this. You will want to scroll until you find the building you want as well as the type of room (single/double).

Once you have chosen click on the Select Room button.



**Room Booking**


You have selected the room:  
in the suite:

South Village A  
103A bed 1  
103B bed 1

South Village A 103A  
A1103

Jane Doe  
(unoccupied)

Are you sure that this is correct (you will not be able to change this yourself)?  
If so, you may submit room booking now...



**STEP 5:**

After you select a building/room you will be brought to this page. IF YOU ARE SURE this is what you want then click on I Agree – Submit My Room Selection.


Congratulations! Your room selection process is complete! Just click on the back to Main Menu button.

**Save Room Assignment**

**Congratulations! Your room selection process is complete!**

Your room assignment has been saved.

You will receive a confirmation e-mail shortly.



Jane Doe

M00100101

jbdoe@millersville.edu

**Messages**

• There are no important messages.

**Room Selection**

No room selection processes to list.

**Room Assignments**

South Village A 103A  
2 BR Single Suite P1 /Fall

Fall 2020

**STEP 6:**

You will be brought back to the page you started on, only now it shows your room assignment. Make sure that it is correct.