



# University of New Haven

## Road Map for New Undergraduate Students

### Instructions for Completing the Housing License Agreement and Roommate Questionnaire

Resident students must complete the Housing License Agreement and Roommate Questionnaire in myHousing by 11:59 p.m. on Friday, January 4, 2019. Use the instructions below to get started. If you run into any problems, please contact us at [transition@newhaven.edu](mailto:transition@newhaven.edu).

#### **Step 1 – Login to myHousing**

- You can use the link provided in the Road Map for New Undergraduate Students, or access the myHousing system directly at <http://newhaven.edu/myhousing>
- Your Student ID number is provided in the housing step on the Road Map for New Undergraduate Students
- **You must use slashes when entering your Date of Birth.**

The screenshot shows the login interface for the University of New Haven's myHousing system. At the top is the university's logo and name. Below that is the 'OFFICE OF RESIDENTIAL LIFE' title. A prompt asks users to login with their UNH Student ID and Date of Birth. There are input fields for 'Student ID:' and 'DOB (mm/dd/yyyy):'. A 'Campus' dropdown menu is set to 'Main Campus'. A 'Login' button is at the bottom.

#### **Step 2 – Access the Housing License Agreement**

- To access the Housing License Agreement, choose “Applications” from the menu.
- Then choose “2018-2019 Housing Application (Spring 2019)” from the drop-down menu.

The screenshot shows the '2018-2019 Housing Application' overview page. At the top is a navigation bar with links: Home, Application (with a dropdown arrow), Personal Information (with a dropdown arrow), Dining (with a dropdown arrow), and More Tasks... (with a dropdown arrow). Below the navigation bar is a header for '2018-2019 Housing Application'. The main content area features a profile section with a silhouette icon and the text 'Charlie the Charger' and '01011920'. At the bottom, a URL bar shows 'housing.newhaven.edu/MyHousing/overview.cfm#'



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## Instructions for Completing the Housing License Agreement and Roommate Questionnaire (page 2)

### Step 3 - Read and Sign the Housing License Agreement

- Read the entire document, as it includes important information that you must acknowledge.
- At the bottom of the document, sign the agreement to indicate your acceptance of the terms and conditions for living on campus.

First year students who remain tripled (3 occupants) as of both October 6<sup>th</sup> and February 9<sup>th</sup> during the Housing Period will receive... The student is responsible for the terms of this Agreement, the policies as outlined in the Student Handbook and all other University off campus. The University reserves the right to make modification in fees, accommodations, facilities, policies and regulations as it immediately upon written notice to the Student based on his or her failure to pay fees, violation of University regulations, rules, policies, or requirements, or breach of the terms of this Agreement. **Variations** - All University-operated assumes all risk of loss with respect to his or her property located in or about the Premises and (ii) acknowledges and agrees that he Fees, the University shall endeavor to cause utility service providers to furnish and provide basic utilities to University-operated student housing. **Indemnification** - I will indemnify, defend and hold harmless the University under no circumstance will the University be obligated to abate the Room Fees, or otherwise be liable or responsible for, any intern the utilities provided to University-operated student housing. **Expenses** - I will indemnify, defend and hold harmless the University for all expenses, fees, fines, penalties, suits, damages, liabilities and costs of each and every nature whatsoever (including attorneys' fees) during the entire Housing Period. Students who desire to cancel the Agreement and their occupancy in the Premises for any reason, University's rights and remedies at law and in equity, all of which are hereby expressly reserved, be billed for, and are hereby obligated to pay. **Non-refundable** - I understand that the Room Fees are non-refundable. **Spring 2019** - I understand that the Room Fees for new spring students (i.e., students who were not enrolled at the University in the fall 2017 semester) become 100% non-refundable. **Opportunities** - Opportunities for student housing are available to all students without regard to race, age, creed, religion, color, sex, national origin or ethnicity.

If you agree, sign your name in the box below.  
If you do not agree, [click here](#) to exit the application.

Clear

Continue >>

### Step 4 – Access and Complete the Roommate Questionnaire

- To access the roommate questionnaire, choose “Personal Information” from the menu.
- Then choose “Update Information”
- Then choose “Spring 2019”
- Then, fill out the full questionnaire and submit.

If you run into any problems, please contact us at [transition@newhaven.edu](mailto:transition@newhaven.edu).

University of New Haven

Home Application Personal Information Room Selection Dining More Tasks

**Update Information**

Questions marked with an asterisk (\*) are required.

01. What is your Missing Person Contact's name?   
This may or may not be the same as your Emergency Contact.

02. What is your Missing Person Contact's phone number?

03. Bedtime  (N/A)

04. What are your music preferences? ☐ Rock ☐ Classical ☐ Country ☐ Rap ☐ Top 40 ☐ Techno ☐ R&B ☐ Alternative ☐ World ☐ Other

05. Are you a quiet/sly person?  No

06. Do you smoke?  No

07. Where do you study? ☐ Room ☐ Library ☐ Other

08. When do you study?  (N/A)

09. Are you tidy or messy?  (N/A)