How to Apply for Housing

- Go to [www.centralstate.edu](http://www.centralstate.edu) and click on myCSU at the top of the page.
- Enter username and password.
- Click on **My Housing** in the Handle Your Business navigation bar on the left.
- Click the left login labeled **Apply Online**.
- Choose the CORRECT academic term and application type for which you are applying. *Note: Each summer term must be applied for separately. Please see Online Help along the right side of the page for clarification.*
- Take time to read through and agree to the Housing Contract terms and conditions by clicking **I Agree** at the bottom of the page.
- Complete Personal Preferences. Fields indicated with an asterisk (*) are required.
- Select and submit Living Preferences. This preference is for reference and will not guarantee assignment to a hall for any particular semester.
- Close the browser page to return to myCSU.

If you have a roommate preference, continue to the following instructions. If you have no roommate preference, proceed down to Select a Room.

- From myCSU, click on **My Housing** in the Handle Your Business navigation bar on the left.
- Click on the right login labeled **myHousing**.
- In the navigation bar, highlight Room Selection and click on **Roommate Selection**.
- Enter the correct spelling OR ID number of the student you wish to live with.
- Select student. You may choose a maximum of 2 roommate choices.
- Your proposed roommate will be sent an email stating your request to live with them and must login, complete the application and confirm your request to match you together.
- Once this occurs, either roommate can proceed with choosing an available room.
- Highlight Room Selection and choose Select a Room/Suite.
- Choose preferred hall/floor/room and click “Find available rooms.” Only rooms open to your status and gender will be available for you to choose.
- Select an available room.
- If drop down boxes indicate correct roommates, click Submit Selection.

Select a Room

- Highlight Room Selection and choose Select a Room/Suite.
- Choose preferred hall/floor/room and click “Find available rooms.” Only rooms open to your status and gender will be available for you to choose.
- Select an available room.
- If drop down box shows your name, click **Submit Selection**.
Your roommate and room selection is now complete. Proceed to choose your dining plan. All students residing in University housing must have a dining plan.

- Under the navigation bar, choose **Dining Plan**.
- Make sure correct term shows in the drop down box. Click Continue.
- Choose a dining plan from the drop down box. Only the dining plans available to you will be shown as options. For details, see Online Help on the right side of the page.
- Click Submit **My Dining Plan Selection**.

Return to Home/Overview to check your account for accuracy. If the information is correct, your process is complete and you may **logout**. Any questions can be directed to mailto:acooper@centralstate.edu.