Fall 2018 Step by Step Directions

FIRST TIME FRESHMEN HOUSING APPLICATION

Log into myTSU at mytsu.tnstate.edu

If you have issues with your password, you will need to contact the University Help Desk at 615-963-7777.

Once logged in, click on Banner Services. It will appear on the bottom or left hand side of your screen.

Your screen will look similar to below. **Click on Student.**
Click on Housing

Click on the RMS Link. You will be directed to the Mercury Housing Portal.
The Housing Portal “Landing Page” changes often with updated information. However, just look for the appropriate icon for your student type and click!

Please note: You will only have access to the application for your student type (IE. Freshmen students will only be able to access the Freshmen portal, Current/Returning Students will only have access to the Current Student portal, etc). If you believe you have access to the wrong portal, please email reslife@tnstate.edu with your Full Name and T Number, and we will look into your access.
The First Time Freshmen portal looks something like this. Like the main housing portal landing page, it also changes often.

We want you to eventually look through all of the icons, as they will help you prepare for move-in and on-campus life. However, for this tutorial please click on the “Apply” button!
You are now about to begin the Freshmen Housing Application.

Remember, the Housing Application is a 3-Step Process. Your application is not complete until all of the steps are complete. All are to be completed online through the “Apply” button.

1. Complete your housing preferences
2. Pay your $100 non-refundable housing prepayment online. At this time we do not accept mailed payments for the housing application.
3. Sign your Housing Agreement.

Before you begin, you will be asked to read the following information.

When you are ready, click the button at the bottom of the page.
Housing Application Preferences: Emergency Contact Information

Please note that all fields with an asterisk are required. If your emergency/missing contact person does not have a middle name, you can write the first or last name twice.
Facility Preferences and Meal Plan

Be sure to add your preferences by clicking the **green plus sign!**

*This PDF is an abbreviated version of the Housing Application Preferences. If you have specific questions about pages not included in this PDF, please email reslife@tnstate.edu*
Roommate Matching Questions

Be sure to answer these questions to the BEST of your ability, as they help us to match roommates. Parents- if you are completing the rest of the housing application, please have your STUDENT complete these questions!
If you are requesting a specific roommate, be sure hit SELECT to add them to your application.

Once they are added, their name will appear similar to below. Once you have your preferred roommate(s) added, then hit “Next”.
Last question of Application Preferences (Step 1 of 3)

**If you will need special housing accommodation due to a disability or other condition, please know that you MUST contact 615-963-7400 to register with the Office of Disability Services. You will not receive special accommodation until you have been processed accordingly by this office**

This is the end of the Step 1: Housing Application Preferences portion of the Fall 2018 Application.
Step 2: Making your $100 Non-Refundable Prepayment.

If you have not yet paid your $100 non-refundable prepayment, the $100 fee will show below. To make the payment, they will hit “make payment.”

Once your $100 housing prepayment has been made and processed, a confirmation screen will appear and you can hit the “Next” button.
Step 3: Sign your Agreement.

The last step is to sign the housing agreement. This must be done using the T number in the format T00123123. DO NOT use any dashes, hyphens, spaces or additional letters in signing your contract. FYI: your T Number DOES NOT have an “s” at the end.

Once your contract is accepted, you will see your confirmation page!
**NEXT STEPS:**

1. **Submit your Immunization Records to Student Health Services.**
   
   Call 615-963-5291 for more information or visit

2. **Register for Destination TSU (Orientation)**
   
   Visit [http://www.tnstate.edu/orientation/](http://www.tnstate.edu/orientation/) to register online!

3. **Review your Application before May 1**
   
   We will lock all existing applications on May 1, as we begin to work on room assignments. This means you will not be permitted to make any changes to your application after May 1. **We strongly suggest logging back in to myTSU a week or so before May 1 to review your responses.**

   **This will be your last chance to add a roommate if you have not already added one.** If you change any responses, your application submission date WILL NOT be affected as long as the change is made prior to May 1.

4. **View your Assignment!**
   
   **Assignments will begin to be released on or before the Memorial Day Weekend.** To find out your assignment, log in through MyTSU to the housing portal and look for a “View My Assignment” icon on the Landing Page. You may not have a roommate assigned right away, but continue to check back in “View My Assignment” for updates.