Freshmen and New Student Housing Procedure

Go first to My Accounts to get your log in and passwords. (You can refer back to this site at any time to confirm your information)

You will then log on to My.Mansfield using your Campus Services ID (including @mansfield.edu) and password. Then select the link for My Housing.

Apply for Housing

1. Select the log in button under "Apply Online"
2. Select New Student 2013/SP from the drop down box. Then click Next
3. The next page is the housing/dining agreement. Please read the agreement carefully so that you understand your obligations.
4. After you have read the agreement, click "I Agree". This creates your electronic signature on the binding agreement.
5. The next page contains information regarding the housing deposit. Click "Continue with Application"
6. In the next step, you select your personal preferences. Click “Continue to Payment Page” when completed.
7. Select if paying with e-check or credit card.
   - Credit cards accepted are Master Card, American Express, and Discover.
   - Credit cards are charged a 2.5% service charge
   - There is no service charge on e-checks.
8. Follow the steps carefully through the payment process.
9. Print the confirmation page for your records.

Assignments will be made in mid-summer and an e-mail will be sent to your Mounties e-mail account in mid-July. Assignments are posted to My Housing Portal as soon as they are made. You can log on to this site to view your assignment, which includes room assignment, roommate name, and roommate contact information. However, please be aware that as we continue to make assignments, your assignment may change.

Sign up for a Meal Plan

1. Sign in to My.Mansfield and select the My Housing link
2. Select the log in button under "MyHousing" to be directed to My Housing Overview
3. Click on the Dining button in the Navigation menu
4. Under the 2013/SP time period, choose "Select a New Dining Plan" in the drop down and click Continue.
5. Choose a Meal Plan from the drop down menu and click "Submit My Dining Plan Selection."

If you have any questions, please let us know. You can contact us at housing@mansfield.edu or at 570-662-4934 or 4952. We look forward to having you a part of the Mansfield University community!