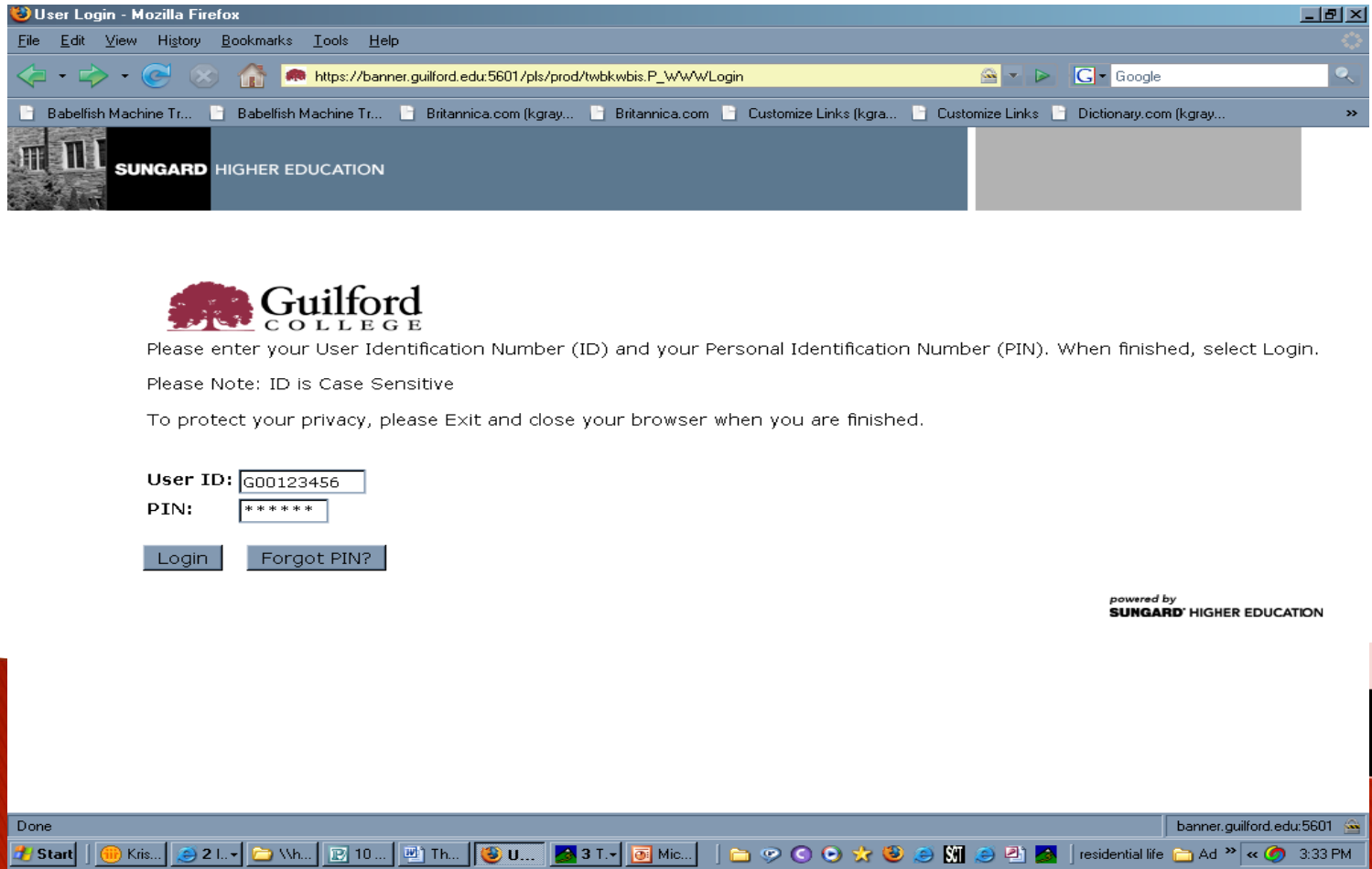


1. Access the Guilford website ([www.guilford.edu](http://www.guilford.edu)) and click on Banner Web. Type in your Banner Student ID G# and your PIN number.



# 2. Click on Student and Financial Aid

The screenshot shows a Mozilla Firefox browser window with the address bar displaying `https://banner.guilford.edu:5601/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WEL`. The browser's address bar also shows several open tabs: "Babelfish Machine Tr...", "Britannica.com (kgray...", "Customize Links (kgra...", and "Dictionary.com (kgray...".

The main content area of the browser displays the "SUNGARD HIGHER EDUCATION" logo and the "Guilford COLLEGE" logo. Below the logos, there are three navigation tabs: "Personal Information", "Student and Financial Aid", and "Employee". The "Student and Financial Aid" tab is currently selected.

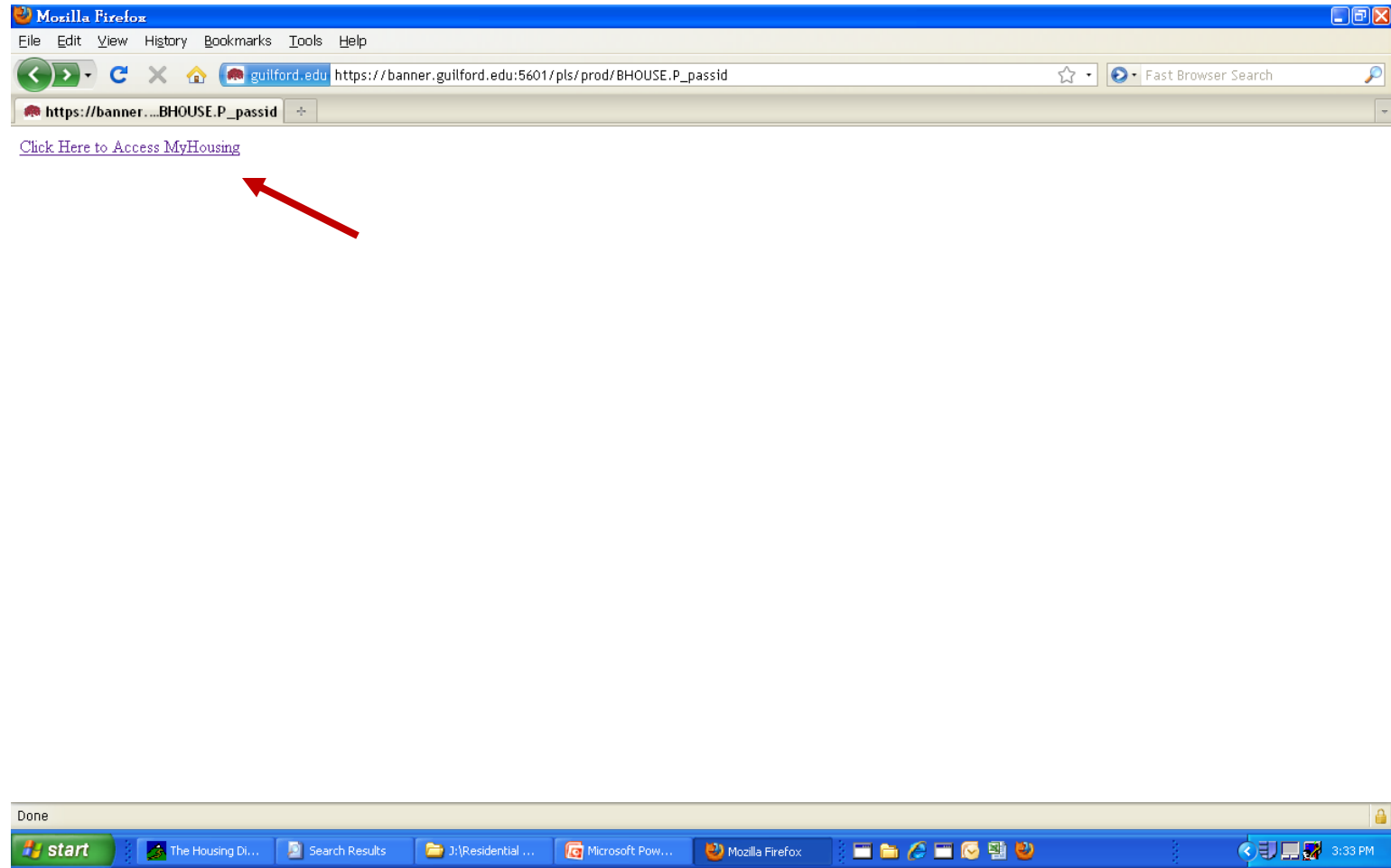
Under the "Student and Financial Aid" tab, there is a search bar with a "Go" button and a search result for "Student & Financial Aid". A red arrow points to this link. The search result text reads: "Apply for Admission, Register, View your academic records and Financial Aid".

At the bottom of the browser window, the Windows taskbar is visible, showing the Start button, several application icons, and the system tray with the date and time (3:34 PM).

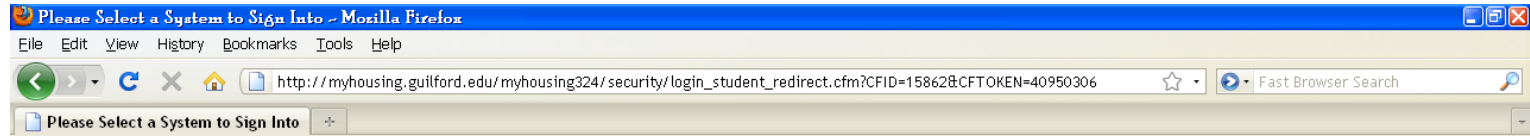
# 3. Click on Housing

The screenshot shows a Mozilla Firefox browser window displaying the 'Student & Financial Aid' page of the Guilford College website. The browser's address bar shows the URL: [https://banner.guilford.edu:5601/pls/prod/twbkwbis.P\\_GenMenu?name=bmenu.P\\_StuMainMnu](https://banner.guilford.edu:5601/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu). The page header includes the 'SUNGARD HIGHER EDUCATION' logo and the 'Guilford COLLEGE' logo. Below the logo is a navigation menu with tabs for 'Personal Information', 'Student and Financial Aid', and 'Employee'. A search bar is present with a 'Go' button. The main content area is titled 'Student & Financial Aid' and lists several links: 'Evaluation of Academic Advising', 'Admissions', 'Registration', 'Student Records', 'Financial Aid', and 'Housing'. A red arrow points to the 'Housing' link, which is accompanied by a small icon and the text 'Click here to enter Housing or the Housing Application process'. The footer of the page includes 'RELEASE: 7.4' and 'powered by SUNGARD HIGHER EDUCATION'. The Windows taskbar at the bottom shows the system tray with the time 3:36 PM and the date 3/21/2011.

# 4. Click to Access MyHousing



# 5. Login to “Apply Online”



This step is essential to receive housing

**Guilford COLLEGE**

Please select a MyHousing System to sign into:

<b>ApplyOnline</b> Select this option if you wish to submit an online housing application.	<b>MyHousing</b> Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.
<input type="button" value="Login"/>	<input type="button" value="Login"/>

**NOTICE:** If you are having trouble logging into the system please try deleting your cookies.  
Directions: [Internet Explorer](#) | [Mozilla Firefox](#).

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# 6. Select Housing Application Fall 2011 Time Frame and then Next

**MyHousing @ Guilford College**

**Application Selection**

Welcome [REDACTED] (Student ID: [REDACTED])

Please select the application you wish to begin:

**Online Help**

IMPORTANT:  
WHEN COMPLETING AN APPLICATION, BE SURE YOU COMPLETE EACH PAGE AND CLICK ON "COMPLETE APPLICATION."

If you have questions, please contact [reslife@guilford.edu](mailto:reslife@guilford.edu).

© Guilford College - MyHousing Web Suite v3.2.4 for The Housing Director

7. Scroll to bottom of the Housing Agreement page and click the “I Agree” box and then Next. You must agree to the Housing Contract to move forward. The contract is available to read at [www.guilford.edu/housing](http://www.guilford.edu/housing).

MyHousing ApplyOnline - Powered by Adirondack Solutions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://myhousing.guilford.edu/myapp/Acceptance.cfm

7. **Guest Policy** - Visitors and Guests to residence halls are permitted only as authorized by college regulations. The right of the student to live in reasonable privacy supersedes the right of a roommate, housemate, or apartment-mate to entertain guests. Common sense and mutual respect should be primary determinants for the invitation of guests to the residence halls. Students are responsible for the conduct of their guests at all times during their visit. Visitors and guests may be removed from campus at the discretion of the Residence Life staff.

8. **Quiet Hours and Noise** - Twenty-four hour courtesy hours, and specified quiet hours periods are designed to promote an environment conducive to study. Quiet hours are posted in the Guilford College Student Handbook. Strict quiet hours will be in effect in all halls 24-hours each day from the last day of classes through the end of finals. While students are permitted to have a reasonable amount of sound equipment in their room, consideration for others and the right to quiet supersedes its use. Students are expected to observe and abide by the Quiet Hours policy as outlined in the Guilford College Student Handbook. Use of electric musical instruments with amplifiers is prohibited, and excessive noise from other instruments such as drums and horns may result in disciplinary action. Students may use headphones with electrical musical instruments only. (See "Music Equipment" above) Speakers in windows, on balconies or speakers facing out of residence halls, apartments, or theme houses are prohibited except for approved programs in the halls.

17. **Housekeeping**  
The student shall maintain assigned space in an orderly, safe and sanitary condition. College personnel provide housekeeping services in common areas, such as lounges, hallways, and community bathrooms. In the event that rooms are not maintained in a sanitary condition, a health and safety inspection will occur. Students may also contact Residence Life with housekeeping concerns in common areas.

18. **Keys**  
Keys are the property of the College and must be returned when the student moves from a room. Room or suite keys may not be duplicated or lent to anyone else. Possession of another student's room or suite key is prohibited. Failure to return room keys at the end of the contract period will result in charges to the resident for replacement keys and changing locks. Residents may not install their own locking devices on room doors. Those violating this policy or possessing keys other than the one(s) assigned are in violation of this contract and subject to judicial action.

19. **Inspections**  
Inspections for health and safety conditions and property inventory will be conducted by residence life staff periodically, including, but not limited to holiday closings of campus housing. Students are expected to comply with the room cleanliness standards set forth in the student handbook and with closing notices posted by Residence Life.

20. **Right of Entry**  
The College reserves the right to enter student rooms for the following reasons: emergency, repair, maintenance, and health and safety inspections and as necessary to maintain college rules and regulations. See Guilford College Student Handbook for more information.

21. **Liability**  
The College shall assume no responsibility, and the student or other party to this contract shall indemnify and hold harmless Guilford College and its agents and employees, for any and all claims arising from personal injury or for the loss, damage, or theft of personal property belonging to, or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas, or elsewhere in or around the residence halls, houses, or apartments. The student is encouraged to carry insurance for protection against such losses.

22. **Entire Contract**  
This contract and all college rules, regulations, policies and procedures incorporated herein or by reference, form this contract. Any violation of this contract may result in termination of this contract and/or judicial action. No modification of this contract will be enforceable unless reduced to writing and signed by both the student and the Associate Dean of Campus Life and his/her designee.

I Agree    I Do Not Agree

Next >>

© Adirondack Solutions, Inc. - MyHousing 3.23

Done

start Kristine... The Ho... Macro... Search... Micro... MyHou... Guilford College Residence Life 4:52 PM

# 8. Complete each line!! Roommates are paired based on this information. Please include your email address!! When done, click on Continue.

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

a. Please list an active email address - New, Transfer and Readmitted students must include email	fosters@guilford.edu
b. Class Description	SOPHOMORE
c. Preferred First Name	Sarah
d. Cell/Home Phone Number where you can be reached *	336-867-5309
e. What is your academic major or proposed major?	Accounting
f. Rooming Preference: Please choose from Coed or Single Sex *	Coed
g. (50 character limit) List any specific room/suite/apt number that you desire, if applicable.	
h. (50 character limit) Type in name here for preferred roommate/suitemates (Your intended roommate must also name you for the request to be considered!)	
i. Do you smoke tobacco?	No
j. Do you wish to be housed with someone who smokes tobacco?	No
k. Do you wish to be housed in a substance free floor/house? Students assigned to substance free areas are required to sign an agreement at check-in.	No
l. Living Habits (Cleanliness) IMPORTANT *	Neat
m. Privacy Preference	Prefer privacy du
n. Allow Guests	No
o. Study Time	Either
p. Room Temperature	Warmer
q. Quiet Person	Yes
r. Political Leaning *	Moderate
s. What are your sleeping habits? IMPORTANT *	Depends on the c
t. Where do you prefer to study?	<input checked="" type="checkbox"/> Room

If you have a specific room or roommate in mind, please enter hall or person's name under letters **g** and **h**. **Keep it short!**

**Other Preferences**

o. Study Time	PM
p. Room Temperature	Warmer
q. Quiet Person	No
r. Political Leaning *	Moderate
s. What are your sleeping habits? IMPORTANT *	Depends on the day of the week
t. Where do you prefer to study?	<input checked="" type="checkbox"/> Room <input checked="" type="checkbox"/> Library <input checked="" type="checkbox"/> Other
u. Other Interests: check all that apply	<input checked="" type="checkbox"/> Sports <input type="checkbox"/> R&B/Hip-Hop Music <input type="checkbox"/> Visual Art <input checked="" type="checkbox"/> Movies/TV <input type="checkbox"/> Gaming <input type="checkbox"/> Travel <input type="checkbox"/> Reading <input type="checkbox"/> Foreign Languages <input type="checkbox"/> Computers <input type="checkbox"/> Politics <input type="checkbox"/> Environmental Issues <input type="checkbox"/> Country Music <input type="checkbox"/> Rock Music <input type="checkbox"/> Jazz/Blues Music <input type="checkbox"/> Classical Music <input type="checkbox"/> Top 40/Pop Music
v. Do you have any additional information you want to share about yourself that will assist us in placing you with a compatible roommate? (Answers are confidential)	

**Continue >>**

If you have a specific roommate in mind, you must name each other. This is only honored if you are not restricted by your FYE class assignment.

**Click here to Continue**

## 9. Select Living (residence hall) Preference:

☛ New Freshmen students choose from Freshman Hall Requests – Binford Hall or Milner Hall. (Your FYE class will ultimately decide which hall you will be in.)

☛ Transfers (24+ credit hours) choose from Upper Class Hall Requests. – Transfers should list 3 hall choices in numerical order. We don't guarantee first choice.

☛ When you are done, make sure you click on “Complete Application” at the bottom.

**You must complete application!!**

**Once you have hit “Complete Application,” you won’t be able to access it anymore, but you can make corrections in MyHousing.**

10. If you see this page, your housing application has been correctly submitted. Proceed to My Housing to complete your Dining Plan Options.

**MyHousing @ Guilford College**

Your application has been submitted. Now that you have completed your housing application, you will need to go to "My Housing" to select your meal plan. "My Housing" is located in Bannerweb on the same page where you click for the Online Housing Application. It is important to select a meal plan. If you do not select a meal plan, you will not receive your housing assignment. Students who wish to live in the apartments or theme houses and are not required to have a meal plan should select "Meal Plan Exempt" under the meal options.

**Online Help**

Your application has been submitted and accepted.

Please go to "MyHousing" to select your meal plan.

You may make personal preference/room request changes in "My Housing" once your housing application has been submitted and until you are housed.

Please check for a confirmation email. You must keep a copy of this email to substantiate any claims if you are having difficulties during room selection or validation of lottery number.

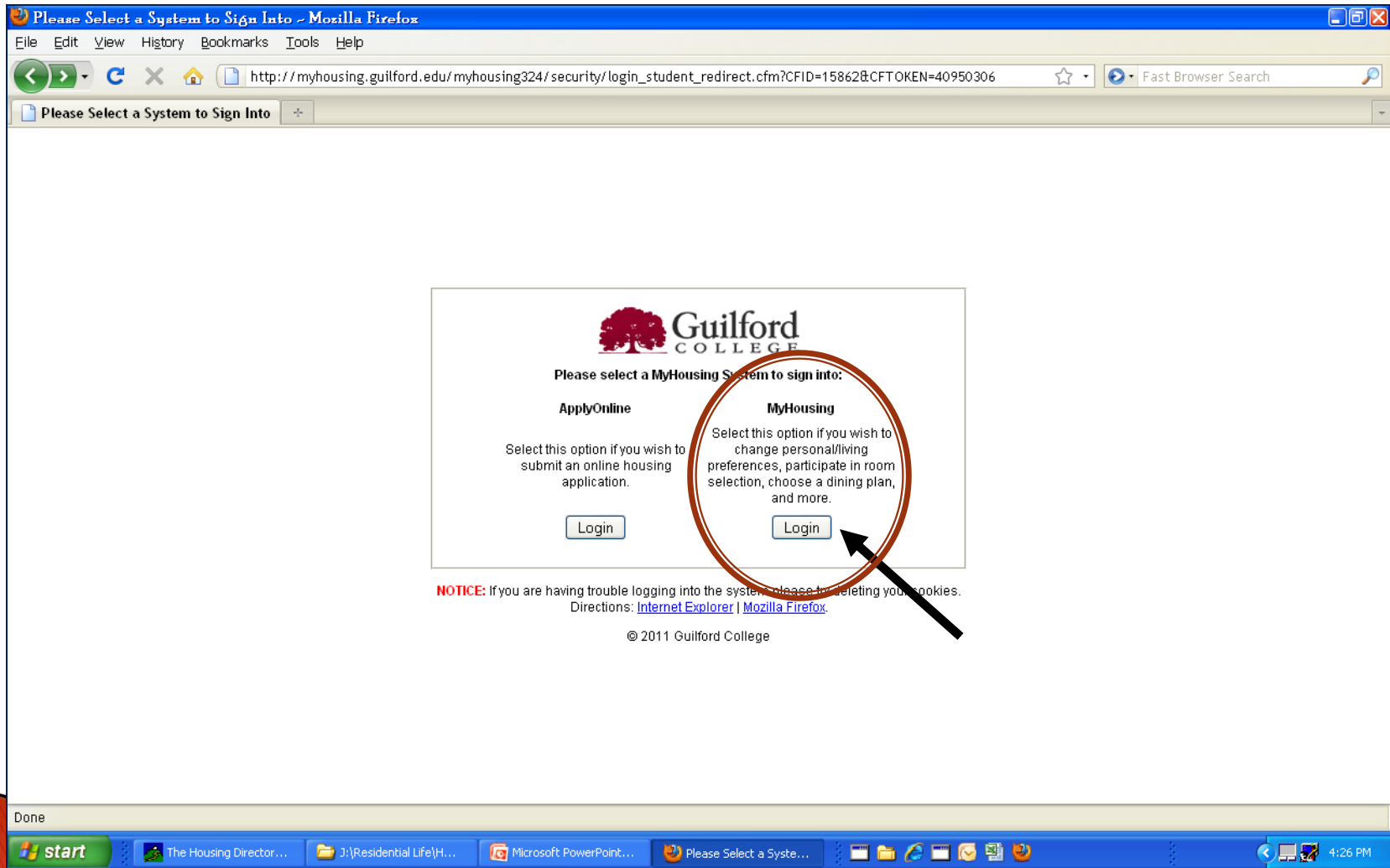
© Guilford College

**Please check your email for confirmation. If you do not get this email, check to make sure you submitted your application properly.**

Done

start | The Housing Director... | J:\Residential Life\H... | Microsoft PowerPoint... | MyHousing ApplyOnl... | 4:24 PM

11. Log back into Banner Web, but when you get to this screen, click on “MyHousing.” In MyHousing, you will select meal plans and make editing changes.



# 12. My Housing can be accessed at any time to view. Click on “Dining” on the left side to select meal plan.

**MyHousing @ Guilford College**

Navigation  
Home/Overview  
Personal Preferences  
Living Preferences  
Room Selection  
**Dining**  
Billing

Other Links  
Fall 2011 Housing Selection Information

MyHousing Overview

My Info

Name	Student #	eMail
K [REDACTED]	G00 [REDACTED]	[REDACTED]@guilford.edu

My Assignments

Assignment	Roommate(s)/Suitemate(s)
Spring 2011 Milner Hall - Floor 3 - Room 334 - Bed: 2 Phone: 4017388629 PO Box: 157 Founders Hall	[REDACTED] Room: 334 - Bed: 1 [REDACTED]@guilford.edu

My Dining

Dining Plan	Start Date	End Date
Quaker 14	01/10/2011	05/06/2011

My Future Roommate Requests

You do not have any future roommate requests.

My Future Room Selection Process

You are not involved in any upcoming room selection processes.

Online Help

FOR ALL STUDENTS VIEWING MY HOUSING ROOM ASSIGNMENTS:

IF YOU HAVE ANY CONCERNS ABOUT YOUR ROOM ASSIGNMENT, PLEASE CONTACT THE RESIDENCE LIFE OFFICE.

If you have a hold on your account, it must be cleared to view your room information on this page.

To view your hold, please go to Banner Web and check your Student Records, then contact the appropriate department concerning your hold. Once your hold has been removed, you should be able to see your assignment information the next day.

If you are unsuccessful in contacting your roommate via email, you may send an email to [reslife@guilford.edu](mailto:reslife@guilford.edu) requesting additional contact information.

# 13. On the My Dining page, under Fall 2011, click “Continue”

The screenshot shows a web browser window displaying the MyHousing @ Guilford College website. The browser's address bar shows the URL: <http://myhousing.guilford.edu/myhousing324/myhousing/Dining.cfm>. The website header includes the title "MyHousing @ Guilford College" and navigation links for "MyHousing Help" and "Logout of MyHousing".

The main content area is titled "My Dining" and is divided into three sections: "Spring 2011", "Summer 2011", and "Fall 2011". Each section contains a message: "You do not have a dining plan for this time frame." and "You do not have any dining points for this time frame." Below the "Fall 2011" section, there is a link "Select a New Dining Plan" and a button "Continue >>" which is circled in red.

The footer of the website reads: "© Guilford College - MyHousing Web Suite v3.2.4 for The Housing Director".

14. To select a dining plan, choose from the drop down box, then click on “Submit My Dining Plan Selection.”

First year students have 3 options only:

1. Quaker MAX Meal Plan + \$100 Dining Dollars

2. Quaker MAX Meal Plan(19 meal swipes per week only), or

3. Quaker 14 Meal Plan+ \$175 Dinner Dollars

The screenshot shows the MyHousing @ Guilford College website. The page title is "MyHousing @ Guilford College". The navigation menu includes Home/Overview, Personal Preferences, Living Preferences, Room Selection, Dining, and Billing. The "My Dining" section shows the current dining plan as "Quaker 14" with a start date of "1/10/2011". Below this, there are instructions for Fall 2011, stating that the user does not have a dining plan for that time frame. The "Edit My Dining Plan/Purchase Points for Fall 2011" section allows the user to select a new dining plan from a drop-down menu. The selected plan is "Quaker 14 - 14 meals per week + 175 Grill Cash - (\$2,055.00)". A red arrow points to the "Submit My Dining Plan Selection" button. A red text box on the right side of the page states: "Transfers with more than 24 credit hours may also choose the Quaker 10 + \$175 Dining Dollars in addition to the other plans listed here." The website footer includes "MyHousing Help" and "Logout of MyHousing".

All students are required to be on a meal plan.

15. For editing purposes: After you have submitted your application, if you need to make changes you can go into My Housing to edit personal, hall or dining preferences.

MyHousing ApplyOnline - Powered by Adirondack Solutions - Mozilla Firefox  
http://myhousing.guilford.edu/myhousing324/applyonline/room\_prefs.cfm

### MyHousing @ Guilford College

#### Living Preferences

##### My Living Preferences for Fall 2011

You have not entered any living preferences for this time frame.

#### Add a New Living Preference

Choice # 1  
Request Freshman Hall Request (hall) = Milner Hall  
Add Request  
Complete Application >>  
<< Back

Guilford COLLEGE  
Please select a MyHousing System to sign into:

**ApplyOnline**  
Select this option if you wish to submit an online housing application.

**MyHousing**  
Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.

Login Login

NOTICE: If you are having trouble logging into the system please try deleting your cookies.  
Directions: [Internet Explorer](#) | [Mozilla Firefox](#)  
© 2011 Guilford College

### MyHousing @ Guilford College

MyHousing Help | Logout of MyHousing

#### Personal Preferences

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

Allow Guests\* No  
Do you smoke tobacco?\* No  
Other Interests: check all that apply  
 Sports  
 R&B/Hip-Hop Music  
 Visual Art  
 Movies/TV  
 Gaming  
 Travel  
 Reading  
 Foreign Languages  
 Computers  
 Politics  
 Environmental Issues  
 Country Music  
 Rock Music  
 Jazz/Blues Music  
 Classical Music  
 Top 40/Pop Music

Please list an active email address (new, transfer and readmitted students must include email)\*  
Quiet Person Yes  
Room Temperature Warmer

#### Online Help

If you need to make changes to your personal preferences, this is the page to use (although they are in a different order from the housing application).  
It has the same questions as the online application has, but you can no longer make changes in your online housing application once it was submitted.

# You're Done!

- ▶ Thank you for completing your housing registration.
- ▶ Please make sure you have logged out and you return to the internet browser.
- ▶ Please contact Kris Gray, Housing Coordinator, at [kgray2@guilford.edu](mailto:kgray2@guilford.edu) or at 336-316-2105 if you have any questions or concerns.
- ▶ You will receive your fall arrival information and housing assignment by mid-July via email.