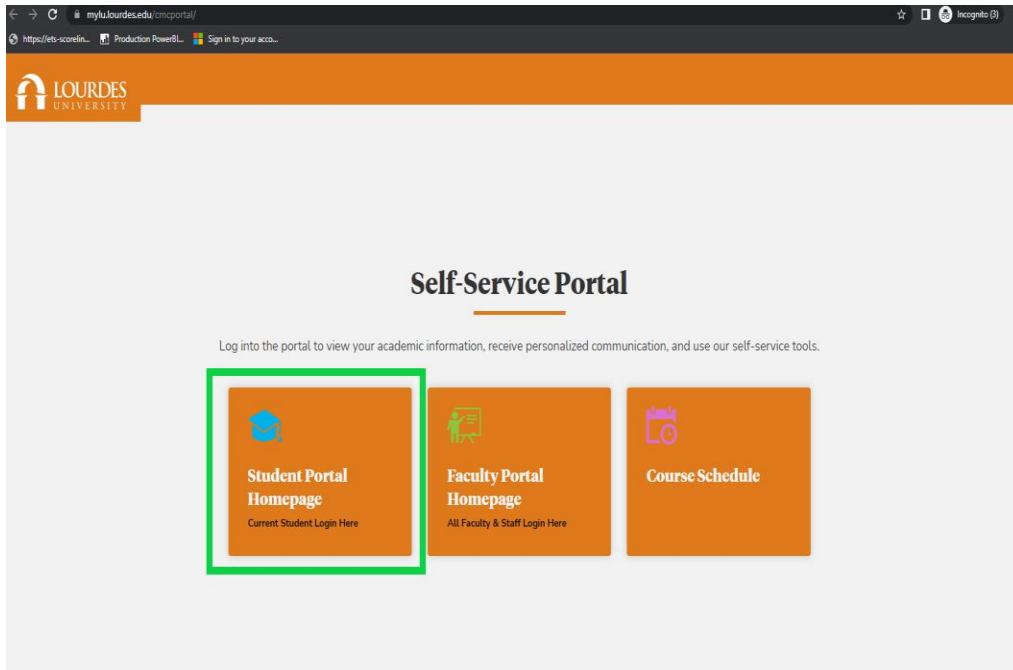
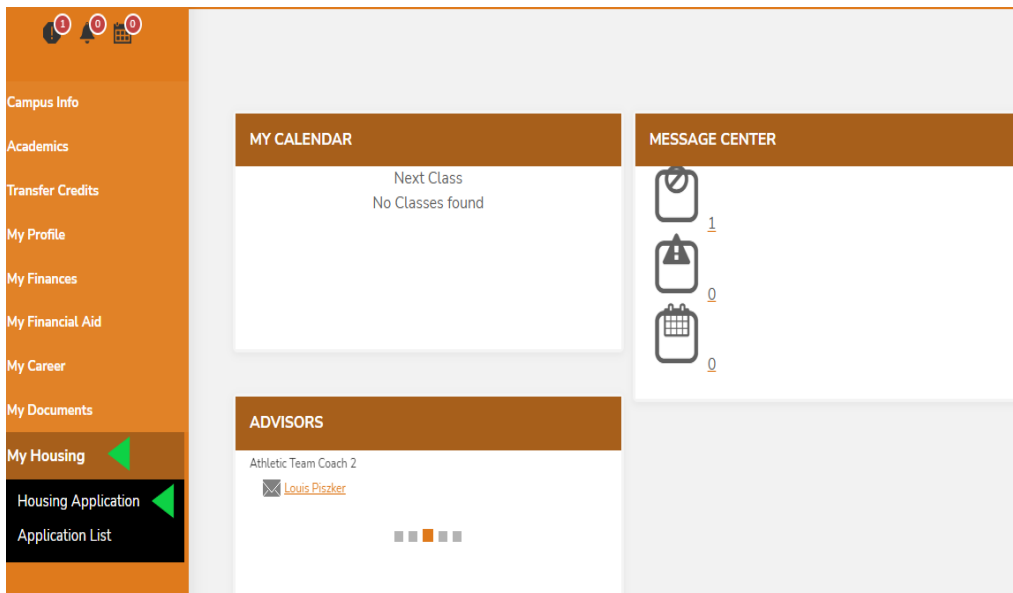


- 1) Login to the Lourdes Portal.
- 2) Click on **Student Web Self-Service** located under Quick Links.
- 3) Click on the **Student Portal Homepage**.



- 4) Expand **My Housing** and click on **Housing Application**.



5) Click on the **Campus** tab and then select the **Housing Period**.

Screenshot of the Housing Application form. The 'Campus' tab is highlighted with a green box. A green arrow points from the 'Campus' tab to the 'Housing Period' dropdown menu, which is open and showing 'Spring 2023:12/12/2022-5/5/2023' selected. The 'SAVE & CONTINUE' button is visible at the bottom right.

6) Click on **SAVE & CONTINUE**.

Screenshot of the Housing Application form. The 'SAVE & CONTINUE' button is highlighted with a green box. The 'Housing Period' dropdown menu is now closed and shows 'Spring 2023:12/12/2022-5/5/2023' selected.

7) On the **Room & Building** tab enter the **Roommate Name** if you have one.

Screenshot of the Housing Application form. The 'Room & Building' tab is highlighted with a green box. A green arrow points to the 'Roommate Name' input field. The 'SAVE & CONTINUE' button is visible at the bottom right.

8) Click on **SAVE & CONTINUE**.

- 9) On the **Additional Questions** tab select from the drop-down menu your best answer for each question, scroll-down as needed and must answer all required questions.

The screenshot shows the 'Additional Questions' tab of the housing application. The left sidebar contains navigation options: Campus Info, Academics, Transfer Credits, My Profile, My Finances, My Financial Aid, My Career, My Documents, My Housing, and Housing Application (Application List). The main content area has tabs for Campus, Room & Building, Additional Questions (highlighted), and Payment. Below the tabs, a message states: 'Below are a number of additional application questions. You must at least answer any questions marked as required, but it is recommended that you answer all of them, as this will give us valuable information when processing your application.' The section is titled 'Additional Application Questions' and contains a table of questions. The first question is 'What is your desired room type?' with a 'Please Select' dropdown. The second is 'What is your desired Meal Plan? All undergraduate traditional students must purchase a meal plan' with a 'Please Select' dropdown. The third is a longer question about documented disabilities and special housing accommodations, also with a 'Please Select' dropdown. The fourth is 'I am a*' with a 'Please Select' dropdown. The fifth is 'I prefer that my roommate is:' with a 'Please Select' dropdown. The sixth is 'Smoking is not permitted in any campus' with a 'Please Select' dropdown. Each dropdown menu has a green arrow icon.

- 10) Click **SAVE & CLOSE**.

- 11) On the **Payment** tab no application payment is required at this time.

The screenshot shows the 'Payment' tab of the housing application. The left sidebar is the same as in the previous screenshot. The main content area has tabs for Campus, Room & Building, Additional Questions, and Payment (highlighted). The section is titled 'Application Payment' and contains the text: 'No application payment is required to complete your housing application. You can click on "Save & Continue" to submit your application.' A 'SAVE & CONTINUE' button is located at the bottom right of the content area.

- 12) Click **SAVE & CLOSE**.

13) Application Completed and select **Review Your Application Page** as needed.

The screenshot displays a web application interface for housing applications. On the left is a vertical navigation menu with orange and black segments. The main content area features a title 'Housing Application' and a progress bar with four steps: 'Campus', 'Room & Building', 'Additional Questions', and 'Payment'. The 'Payment' step is highlighted in orange. Below the progress bar, a white box contains the text 'Application Completed' and a congratulatory message. A 'REVIEW YOUR APPLICATION PAGE' button is located in the bottom right corner.

Campus Info
Academics
Transfer Credits
My Profile
My Finances
My Financial Aid
My Career
My Documents
My Housing
Housing Application
Application List

Housing Application

Follow the steps below to apply for housing.

Campus Room & Building Additional Questions **Payment**

Application Completed

Congratulations, this completes your housing application. You will be contacted when your application has been processed.

In the meantime, you can submit additional applications to different campuses or buildings if necessary.

[REVIEW YOUR APPLICATION PAGE](#)