Selecting a Housing Proxy

If you are abroad or on Personal Leave and will return to campus for Fall 2017 OR you will not be on campus during Housing Selection weekend, you need to designate a person (“Proxy”) to complete the housing selection process on your behalf.
Supported browsers: Google Chrome, Safari, Firefox, Internet Explorer

Enter this URL: https://housing.oberlin.edu/hmsstu/Login.asp?TargetPage=Default.asp

You will be directed to a login page that looks like the image below.

After entering your ObieID and password – click “Submit”

Your Login ID is your ObieID – i.e. jsmith2
DO NOT add “@oberlin.edu”

Your password is the password you use for your Oberlin email
This is your Homepage. The top of your homepage should look like this image.

Menu
- My Home
- Proxy
- Logout

Reminders
Use your OCMail username (e.g., if your e-mail address is jsmith@oberlin.edu then your OCMail username is jsmith) and password to log on.

If you have questions about your OCMail account you can access CIT’s quick reference page at citwiki.oberlin.edu/index.php/OCMail_Setup or you can contact CIT at 440-775-8197 or CIT@oberlin.edu.

Contact Res Ed if you have questions about the registration process at ResEd@oberlin.edu or 440-775-8472, Monday through Friday between 8:00 am and 5:00 pm EDT.

Scroll down to the bottom of the page.
How to designate a Proxy:
If you are abroad or on Personal Leave and will return to campus for Fall 2017 OR you will not be on campus during Housing Selection weekend, you need to designate a person (“Proxy”) to complete the housing selection process on your behalf.

Acceptance of Off-Campus Status Offers for Academic Year 2017-2018

Off-Campus Status selection process is complete. Students who are on the current waitlist for off-campus status for academic year may still be contacted with an offer of off-campus, however, at this point, you should plan to select on campus housing for the upcoming Academic Year.

Please see the Off-Campus Housing Page for more details on the process and visit the Off-Campus FAQ Page for answers to common questions.

2017-2018 Academic Year

Proxy Form

Click on “Proxy Form” to select your Housing Proxy

2017-18 On-Campus Housing Application: You completed your registration form on 11/9/2016 10:38AM

Continuing Students: Edit your preferences for Fall 2017
Clicking on “Proxy Form” will direct you to this page:

Help
Click on Add to add a proxy. You will then enter the T number of your proxy into the "Find By ID Number" and click Look Up. You then must click on the agree button and click save. Your proxy must then log into the site and accept your request to be your proxy.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No items were found.

Click “Add” and the below image will appear beneath this table.

1) Enter your Proxy’s T# into this box using the format “T01111111”.

2) After typing in the T#, click “Lookup”.

NOTE: If you want to go back a screen, DO NOT hit the Back button. Click “Cancel”
If you typed in the T# correctly and clicked “Look Up”, your Proxy’s “Last, First Name” will appear in this box.

Your Proxy’s T# will appear on this line

You must click “Agree” and then click “Save” to complete the process of designating a proxy

NOTE: If you want to go back a screen, DO NOT hit the Back button. Click “Cancel”
After clicking “Save” you will be directed to a screen that looks like the below image:

If you completed the proxy process correctly, you should see these items.

Click “Close” to return to the homepage.

IMPORTANT: The Proxy process is NOT complete until your Proxy accepts your proxy request. Your Proxy will need to log into the system using their login ID and password.

At the bottom of their homepage, the Proxy will see the below image:

Your Proxy needs to click on this link
Your Proxy will be directed to a screen that looks like the below image:

![Proxy Requests](image)

The Proxy "Accepts" the Proxy Request.

A pop-up box will appear asking "Are you sure you want to accept to be the proxy person for "FIRST NAME, LAST NAME"? Click "OK".

If you have correctly completed this process, the Proxy’s screen will look like the below image. Click “Close” to exit this screen and return to the homepage.
If you wish for the ResEd Office to act as your Proxy, complete the following steps:

1) From the “Student Home” Page, click “Proxy Form”.

2) Click “Add”.

3) Check the box to select ResEd to be your Proxy.
Select Residential Education Staff as a proxy

This is what your screen should look like after checking the box to select ResEd as your Proxy

Make sure you click “Agree” and “Save”.

After saving your selection, you will be directed back to the Proxy page. Your page should look like this:

Proxy Information for term 201609 - Page 1

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revoke</td>
<td>Residential Education Staff</td>
<td>Accepted</td>
</tr>
</tbody>
</table>

Click “Close” to return to the “Student Home” page

NOTE: If you want to go back a screen, DO NOT hit the Back button. Click “Cancel”
Registration for Return From Medical Leave

Students returning from a Medical Leave must be cleared to return to campus. Once students are cleared through the Dean of Studies Office more information will be sent regarding housing.

Acceptance of Off-Campus Status Offers for Academic Year 2017-2018

Off-Campus Status selection process is complete. Students who are on the current waitlist for off-campus status for 2016-17 academic year may still be contacted with an offer of off-campus, however, at this point, you should plan to select on-campus housing for the upcoming Academic Year.

Please see the Off-Campus Housing Page for more details on the process and visit the Off-Campus FAQ Page for answers to common questions.

2017-2018 Academic Year

You are a designated proxy for FIRST, LAST NAME. Please click on this link to perform actions as a proxy.

Proxy Form

2017-18 On-Campus Housing Application: You completed your registration form on 11/9/2016 11:17 AM.

Continuing Students: Edit your preferences for Fall 2017.
After clicking on the link to perform action as the Proxy, you will be directed to a screen that looks like the below image:

By continuing through the housing selection process as a Proxy for someone, you are acting as if you were that person going through housing selection. You will see if they are part of a group and who those group members are. You will see the available housing just as it would appear for that individual. Please act responsibly and with care.
To view the instructions on how to proceed through the online housing selection process, please click on one of the links that appears on the “How Selection Works” webpage (http://new.oberlin.edu/office/housing/housing-selection/how-selection-works.dot)

There will be a set of instructions for “How to Select a Room as an Individual” and “How to Select Housing as a Group”.

These instructions show you how to navigate the housing selection process; even as a Proxy, the process for selecting housing is the same. The only difference is that you are acting on another person’s behalf when going through housing selection.