Selecting a Housing Proxy

If you are abroad or on Personal Leave and will return to campus for Fall 2022 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
To proceed through the Housing Selection process:

From the “Residential Education – Student Home” page (the page displayed on the preceding slide) scroll to the section labeled “Fall 2022”. Your screen should look like the below image:

Click on “Proxy”
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.

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”.

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

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 “FRIST 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.
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 successfully added.

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”
At the bottom of the “Residential Education– Student Home” page, at the bottom of the page your Proxy (if not ResEd) should see the below image:

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You are a designated proxy for First, Last Name click on this link to perform actions as a proxy

Your Proxy is now set-up in the system to act as your housing proxy. When it is time for housing selection, this link will take your Proxy through the selection process on your behalf.

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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.