

# 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”



## Residential Education - Login

The login form contains two input fields: 'Login ID:' and 'Password:'. The 'Login ID' field is highlighted with a red border, and the 'Password' field is highlighted with a green border. A blue 'Submit' button is located below the password field.

*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:**

Fall 2022

- 2022-23 On-Campus Housing Application: You completed your registration form on 3/30/2022 2:36 PM.

Proxy

**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.

Proxy Information for term 202209 · Page 1 | ◀ ▶ **Add**

ID	Name	Status
No items were found.		

Close

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

#### Proxy Information for term 202209

☐ Select Residential Education Staff as a proxy

\*Proxy: Find By ID Number (req)

Lookup

ID number:

I do hereby appoint a proxy to be able to handle my online room selection, check-in, and/or check-out process. I have not waived my right to handle my room selection or check-in/out process, but grant the proxy the additional privilege of handling these functions for me. My appointed proxy will have these privileges until or unless I choose to revoke this appointment. I can revoke the proxy privileges at any time.

☒ Agree ☐ Disagree

Save

Cancel

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”**

## Proxy Information for term 202209

☐ Select Residential Education Staff as a proxy

\*Proxy: Find By ID Number (req  [Lookup](#)

ID number:

I do hereby appoint a proxy to be able to handle my online room selection, check-in, and/or check-out process. I have not waived my right to handle my room selection or check-in/out process, but grant the proxy the additional privilege of handling these functions for me. My appointed proxy will have these privileges until or unless I choose to revoke this appointment. I can revoke the proxy privileges at any time.

☒ Agree ☐ Disagree

[Save](#)

[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:

[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.

 Proxy successfully added.

Proxy Information for term 20209   - Page 1   < >   Add			
	ID	Name	Status
<a href="#">Revoke</a>	T01111111	First, Last	Requested

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

Close

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:

2022-2023 Academic Year

You have a proxy request. Please click on this link to process

[Proxy Form](#)

Your Proxy needs to click on this link



Your Proxy will be directed to a screen that looks like the below image:

Proxy Requests

Help

Proxy Requests for term 202209				
	ID	Name	Status	
Accept	Decline	T01111111	First, Last Name	Requested

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.

Proxy Requests

Help


Proxy successfully accepted.

Proxy Requests for term 201609				
	ID	Name	Status	
Accept	Decline	T01111111	First, LastName	Accepted

***If you wish for the ResEd Office to act as your Proxy, complete the following steps:***

#### 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.

 Proxy successfully deleted.

Proxy Information for term 202209 - Page 1 | < > | **Add**

ID	Name	Status
No items were found.		

Close

2) Click "Add"

***1) From the "Student Home" Page, click "Proxy Form".***

When you click "Add" the following image should appear below the box you just clicked.

***3) Check the box to select ResEd to be your Proxy***

Proxy Information for term 202208

☐ Select Residential Education Staff as a proxy

\*Proxy: Find By ID Number (req)

Lookup

ID number:

I do hereby appoint a proxy to be able to handle my online room selection, check-in, and/or check-out process. I have not waived my right to handle my room selection or check-in/out process, but grant the proxy the additional privilege of handling these functions for me. My appointed proxy will have these privileges until or unless I choose to revoke this appointment. I can revoke the proxy privileges at any time.

☒ Agree ☐ Disagree

Save

Cancel



## Proxy Information for term 202209

☒ Select Residential Education Staff as a proxy

\*Proxy:

ID number:

I do hereby appoint a proxy to be able to handle my online room selection, check-in, and/or check-out process. I have not waived my right to handle my room selection or check-in/out process, but grant the proxy the additional privilege of handling these functions for me. My appointed proxy will have these privileges until or unless I choose to revoke this appointment. I can revoke the proxy privileges at any time.

☒ Agree ☐ Disagree

Save

Cancel

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

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

**i** Proxy successfully added.

## Proxy Information for term 202208 - Page 1 | ◀ ▶ | Add

	ID	Name	Status
Revoke		Residential Education Staff	Accepted

Click "Close" to return to the "Student Home" page

Close

Make sure you click "Agree" and "Save".

**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:

Fall 2022

You are a designated proxy for First, Last Name proxy

click on this link to perform actions as a

2022-2023


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.

After clicking on the link to perform action as the Proxy, you will be directed to a screen that looks like the below image:

## Proxy

First, Last Name (T01111111) on behalf of First, Last Name (T02222222)

Fall 2022 Academic Year

2022-2023 Campus Housing Application: You completed your registration form on 3/8/2022 9:39 AM. 

[Room Selection Fall 2022](#)

Click on this link to proceed through housing selection as a Proxy

Group Information	Group ID	Group Name	Status
<a href="#">View</a>	634	Size	Completed

***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.***

If the Proxy wants to view the housing application, including the housing preferences, of the person they are selecting housing for, the Proxy can click on this link and view the application.

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.