

Renewal Process

Sending a Roommate Request / Form a Group

Step 1

Log into your MyWitt Portal

Step 2

Click the "Wittenberg Housing System" link on the Campus tab

Step 3

Log in with your Wittenberg email and password

Step 4

Click on "Housing Selection"

Step 5

Click on "Select Roommates"

Step 6

Change the pulldown to read:
For the Term: Fall 2021

Step 7

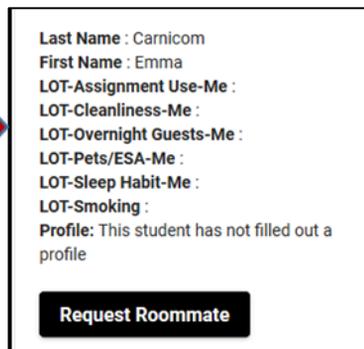
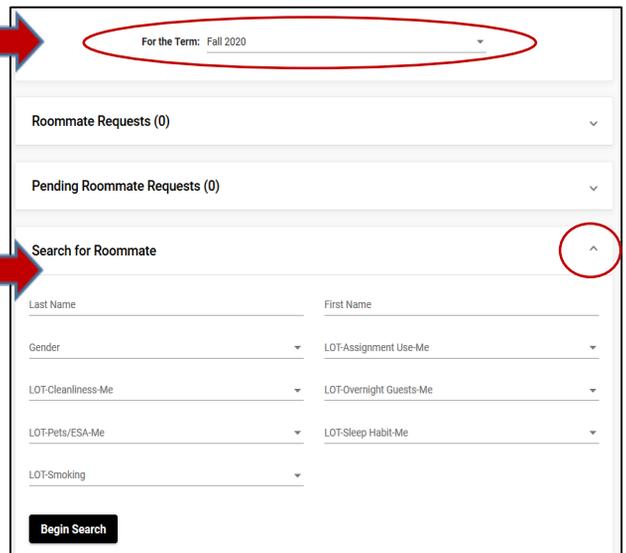
Using the dropdown, expand the section titled:
Search for Roommate

Step 8

Search for your potential roommate using the provided fields. Click "Begin Search"
*If you know the name of your roommate, you can just enter the last name.
If you need to find a roommate, use the fields marked "LOT" for help finding matches.*

Step 9

In the Search results box, find the name of your requested roommate.
Click "Request Roommate"



If you are having trouble finding a specific person, please let us know.

Accepting a Roommate Request / Form a Group

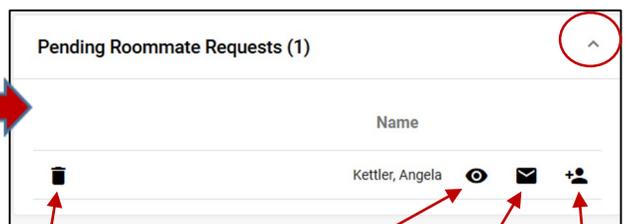
Complete Steps 1-6 Above

Step 7

Using the dropdown, expand the section titled:
Pending roommate requests

Step 8

Review requestor profile.
Ask questions as needed.
Select your desired response to the request.



Decline

View
the requestor's
profile within
the Housing
System

Email
the requestor
via their Witt
email

Accept

Please respond promptly. You can only belong to one group at a time. You can change your group membership at any point up until the group selects housing.

Renewal Process

Selecting a Room/Suite

This process must be completed by someone currently living in the home being renewed.

Step 1

Log into your MyWitt Portal

Step 2

Click the "Wittenberg Housing System" link on the Campus tab

Step 3

Log in with your Wittenberg email and password

Step 4

Click on "Housing Selection"

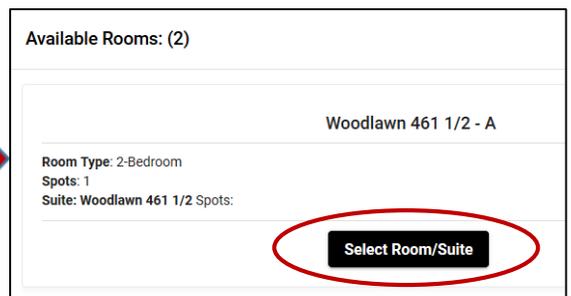


Step 5

Click on "Select a Room/Suite"

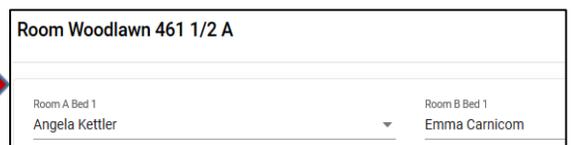
Step 6

Under Available Rooms
Click button "Select Room/Suite"
For Step 6 - Do not worry about the letter following the address



Step 7

Using the dropdown, assign each roommate to the correct bedroom.
This will be the bedroom assigned to this student.



Step 8

Please make sure that all roommates and assigned bedrooms are correct!
Click "Submit Room Selection"

At this point, you and your group members have now completed Housing Selection for 2022-2023 academic year.

Assignments generally will not be altered until after the conclusion of the Housing Selection process.

You will be prompted to make a meal plan selection (if desired) and sent information about options like laundry machine rentals in mid April after the conclusion of Housing Selection.

If you have any questions or need to make any alterations, you can contact housing@wittenberg.edu

Housing Selection Process

Selecting a Room/Suite

This process can be completed by any member of the group once their time opens.

Step 1

Log into the Wittenberg Housing Portal with your Wittenberg email and password

Step 2

Click on "Housing Selection"

Step 3

Click on "Select a Room/Suite"

Step 4

Under Available Rooms
Click button "Select Room/Suite"
For Step 4 - Do not worry about the letter following the address

- Home
- Forms & Applications
- My Info
- Housing Selection
- Dining

Available Rooms: (2)

Woodlawn 461 1/2 - A

Room Type: 2-Bedroom
Spots: 1
Suite: Woodlawn 461 1/2 Spots:

Select Room/Suite

Please Note

Please make sure that all roommates and assigned bedrooms are correct!
Click "Submit Room Selection"

Step 7

Using the dropdown, assign each roommate to the correct bedroom.
This will be the bedroom assigned to this student.

Room Woodlawn 461 1/2 A

Room A Bed 1
Angela Kettler

Room B Bed 1
Emma Carnicom

Step 8

Please make sure that all roommates and assigned bedrooms are correct!
Click "Submit Room Selection"

At this point, you and your group members have now completed Housing Selection for 2021-2022 academic year.

Assignments generally will not be altered until after the conclusion of the Housing Selection process.

You will be prompted to make a meal plan selection (if desired) and sent information about options like laundry machine rentals in mid April after the conclusion of Housing Selection.

If you have any questions or need to make any alterations, you can contact housing@wittenberg.edu