

# 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

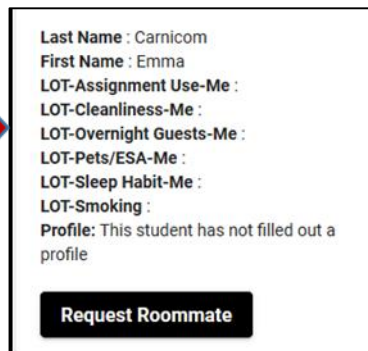
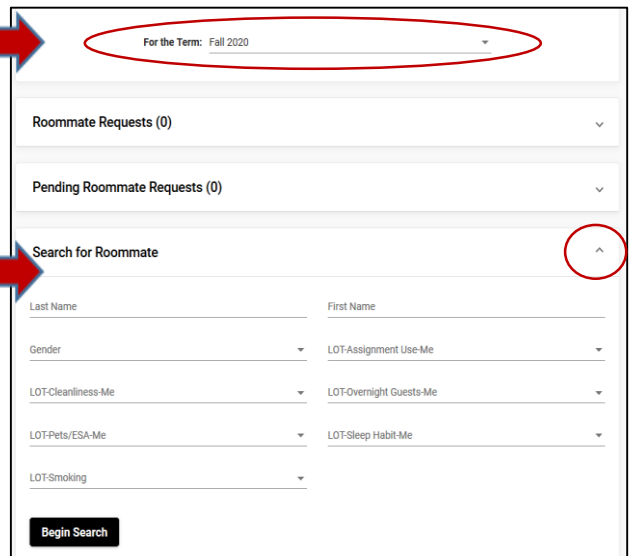
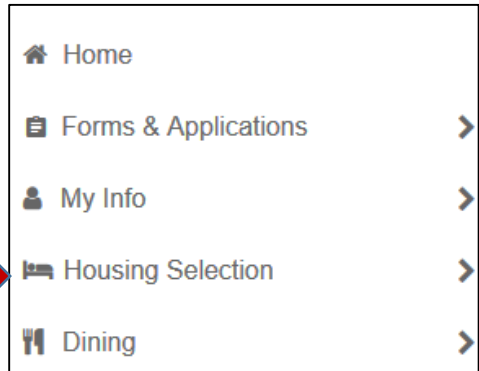
Using the dropdown, expand the section titled:  
**Search for Roommate**

### 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

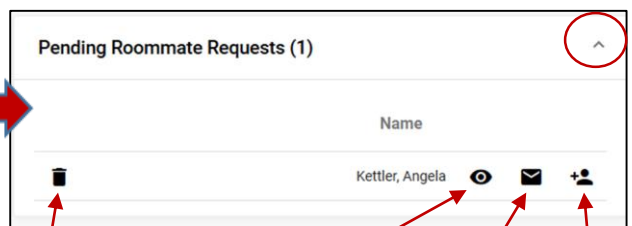
**Complete Steps 1-6 Above**

### 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

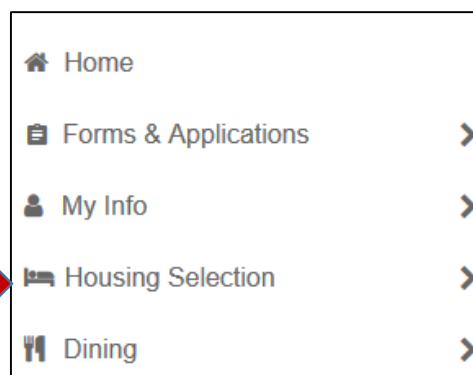
Click the “Wittenberg Housing System” link on the Campus tab

### Step 3

Log in with your Wittenberg email and password

### Step 4

Click on “Housing Selection”

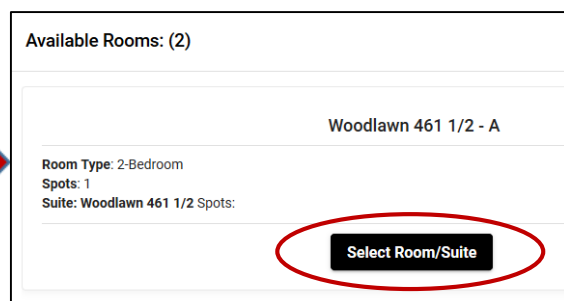


### Step 5

Click on “Select a Room/Suite”

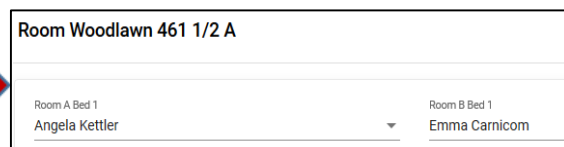
### Step 6

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 2020-2021 academic year. If you have any questions or need to make any alterations, you can contact Angie Kettler at [kettlera@wittenberg.edu](mailto:kettlera@wittenberg.edu).

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.

View amenities for each property online at  
[www.wittenberg.edu/reslife](http://www.wittenberg.edu/reslife)

If you'd like to view a floor plan, please email [housing@wittenberg.edu](mailto:housing@wittenberg.edu)