New Student Housing Application Instructions

Office of Community Living
May 2019
Open Web browser and go to your Banner Self Service log in screen.
http://selfservice.siena.edu

Click on “Enter Secure Area – For Access to Self Service Products”
Step 1: Log into Banner Self Service (you have received an email with this information).

Step 2: Click on “Personal Information” in the top left corner.
Step 3: Click on “My Housing Portal”
Step 4: You should now see a screen that looks like this with your name and information.
Step 5: Click on “Applications” and then “2018-2019 New Student Housing Application” should appear. Select that application.
Step 6: Review the Housing License, and sign your name at the bottom using your mouse. If a student is under the age of 18, a verification email will be sent to the student's parent/guardian to have them authenticate and approve the application. If you are under 18, please remind your parent/guardian to complete this very important step in the process!
Step 7: Respond to each of the questions listed on the left.

These questions help us in making roommate assignments, so PLEASE be honest about your preferences. The more honest you are, the better your roommate match will be!
Step 8: Hall Preferences

You can rank your housing preferences in order using the drop down menus. You can use the “Add Request” button to add up to three halls for your preferences.

After requests have been added, click “Continue >>”
Step 9: Meal Plan Selection

Please select your desired meal plan choice from the list.

Note: All students will have until Tuesday, September 17 at 4:30 p.m. to change their meal plans!
Confirmation Page:

Please review this page thoroughly as it contains important information related to roommate requests, students under 18, and information on when room & roommate assignments will be sent to you!

If you have questions please email housing@siena.edu or call 518-783-2919.