New Student Housing Application Instructions

Office of Community Living
November 2018
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!
Confirmation Page

• Once you click on “Continue” after completing the questions, you will be taken to a confirmation page. You will also receive an email confirmation that your housing application has been submitted!

• Community Living will email you your room and roommate assignment in mid-late December!