

Off Campus Housing Request

Administration Screen Shots:

The landing page for admins is the same as students except the administrators have additional left navigation choices. The admins have, Administration, Active Applications, Inactive Applications, this Admin Page User Guide and the Impersonate option. The Toggle Debug button only appears in the testing environment for administrators.

Landing page

Off Campus Housing Request

The screenshot shows the administration interface for the Off Campus Housing Request system. On the left is a sidebar with navigation links: Residence Life, Off campus housing request home, Student User Guide, Administration, Active Applications, Inactive Applications, Admin Page User Guide, Logout, and Impersonate. Below the Impersonate link is a text input field, and below that are two buttons: 'Impersonate' and 'Toggle Debug'. The main content area is titled 'Welcome Dan Hakken' and contains the following text: 'Completing this form will help the Residence Life Office consider your wish to live off campus for the coming year. Submitting this form does not guarantee that you will be allowed to live off campus. If you have a medical and/or psychological condition and would like to request special consideration in the housing assignments process, please review the information available on the [Housing Accommodations Website](#).' Below this is a note: 'Please select an academic year below. Click the "Check that fields are complete" button. When all required fields are entered the "Submit" button will appear; click it to complete your application.' A bold statement follows: 'By submitting this form, I understand I may not get off campus housing, but that I am stating I would like to be considered for off campus housing.' Then, a section titled 'Select the academic year you are requesting to live off campus.' contains two radio button options: '2025-2026' and '2026-2027'. At the bottom of the form is a button labeled 'Check that fields are complete'.

The Administration page is used to set the blackout date time period and once a year process to move the year's application to an archived status. The top part of the screen is used to set the blackout dates. The blackout dates are an inclusive set of date that the students will NOT be able to use the application. The first field is for the starting date of the blackout period and the second is the ending date. Be sure to have the starting date is before the ending date.

The lower portion of the screen is for the archiving process. This process should be run once a year. First select the year you wish to archive. After selecting the year click the "Are you sure you want to archive?" button, it will change to a secondary "Submit" button, click that to complete the archiving process.

Administration Screen

Admin Page for Off Campus Housing Request

Residence Life

Off campus housing request home

Student User Guide

Administration

Active Applications

Inactive Applications

Admin Page User Guide

Logout

Impersonate

Impersonate

Toggle Debug

This page is only accessible by admins. On this page you can set a start date and end date for when the off-campus housing request page will **NOT** be available to students. If the wrong date is entered the date can easily be changed by selecting the appropriate field and entering in the correct date.

Please be sure that the ending date comes after the start date.

Unavailable Starting:

03 / 23 / 2025

Unavailable Ending:

03 / 29 / 2025

Submit

Reset off-campus housing request tables:

By clicking this button it will reset the off-campus housing request for the next housing cycle. Once the button is clicked the actions can not be undone without contacting IT for assistance.

Which year do you want to archive?

☐ 2025

☐ 2026

Are you sure you want to reset?

The Active Applications page is used to review the student requests. Select the year you wish to review and then click the “Submit Year” button to pull up that year’s currently active requests. I do not know the residence life process for communicating with the student that they have or have not be approved but once that process is complete check the “Deactivate” check box. You can “Submit Changes to Students” after one or more. The submission process to deactivate the requests can handle multiple updates at a time. The next couple screen shots show the screen before and after selecting a year.

Active Off Campus Housing Requests

Active Off Campus Requests

Residence Life

Off campus housing request home

Student User Guide

Administration

Active Applications

Inactive Applications

Admin Page User Guide

Logout

Impersonate

Impersonate

Toggle Debug

Please start by selecting and submit the academic year you wish to work on.

Which year do you want?

☐ 2025

☐ 2026

Submit Year

This is an updating list of students that have applied on the Off Campus Housing Requests application. All applications start as active, to make the application inactive check the box in the " **Deactivate**" column, and click the "Submit Changes to Students" button at the bottom of the page. **INACTIVE** page.

User Name	First Name	Last Name	Student ID	Gender	Class	Submitted Date	Deactivate
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Submit Changes to Students

With year selected and submitted

Active Off Campus Requests

Residence Life

Off campus housing request home

Student User Guide

Administration

Active Applications

Inactive Applications

Admin Page User Guide

Logout

Impersonate

Impersonate

Toggle Debug

Please start by selecting and submit the academic year you wish to work on.

Which year do you want?
☒ 2025
☐ 2026

Submit Year

This is an updating list of students that have applied on the Off Campus Housing Requests application. All applications start as active, to make the application inactive check the box in the " **Deactivate**" column, and click the "Submit Changes to Students" button at the bottom of the page. **INACTIVE** page.

User Name	First Name	Last Name	Student ID	Gender	Class	Submitted Date	Deactivate
DanH	DanH					2025-01-21 16:05:21	☐
JGoetschius	Judy	Goetschius	100000370	Female		2025-01-21 15:16:55	☐
bhoward27	Sunny	Howard	100421866	Female	Sophomore	2025-01-21 14:27:13	☐
hkalbrener26	Hannah	Kalbrener	100419802	Female	Junior	2025-01-21 09:20:47	☐
tgohlmann25	Trey	Gohlmann	100418142	Male	Senior	2025-01-20 10:03:21	☐
DStudentGuy23	Dan	StudentGuy	8675309	Male	Fifth Year	2025-01-21 11:17:31	☐

Submit Changes to Students

The Inactive Applications screen is used to either review records already processed or on the chance that you need to reopen a request you can do that here. First select the year and “Submit Year” to pull up the inactive requests for that year. If you do need to move a request back to an active status check the “Activate” checkbox and click “Submit Changes to Students”. The next couple screen shots show the screen before and after selecting a year.

Inactive Off Campus Housing Requests

Inactive Off Campus Housing Request

Residence Life

Off campus housing request home

Student User Guide

Administration

Active Applications

Inactive Applications

Admin Page User Guide

Logout

Impersonate

Impersonate

Toggle Debug

Please start by selecting and submit the academic year you wish to work on.

Which year do you want?
☐ 2025

Submit Year

This is an updated list of students that have applied on the Off Campus Housing Requests application. All applications on this page are inactive, to make the application active check the box in the " **Activate**" column, and click the "Submit Changes to Students" button at the bottom of the page. If an application's status is active and you wish to have it be inactive go to the **ACTIVATE** page.

User Name	First Name	Last Name	Student ID	Gender	Class	Submitted Date	Activate
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Submit Changes to Students

With year selected and submitted

Inactive Off Campus Housing Request

Residence Life

Off campus housing request home

Student User Guide

Administration

Active Applications

Inactive Applications

Admin Page User Guide

Logout

Impersonate

Impersonate

Toggle Debug

Please start by selecting and submit the academic year you wish to work on.

Which year do you want?

☒ 2025

Submit Year

This is an updated list of students that have applied on the Off Campus Housing Requests application. All applications on this page are inactive, to make the application active check the box in the "**Activate**" column, and click the "Submit Changes to Students" button at the bottom of the page. If an application's status is active and you wish to have it be inactive go to the **ACTIVATE** page.

User Name	First Name	Last Name	Student ID	Gender	Class	Submitted Date	Activate
DChou	Daniel	Chou	100411959	Nonb	RA	2025-01-17 15:48:25	☐
hkalbrener26	Hannah	Kalbrener	100419802	Female	Junior	2025-01-21 09:20:47	☐

Submit Changes to Students

After submissions the application will bring you to the Process Complete screen. Select your choice from the left navigation to continue working.

Process complete screen

Residence Life

Off campus housing request home

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Toggle Debug

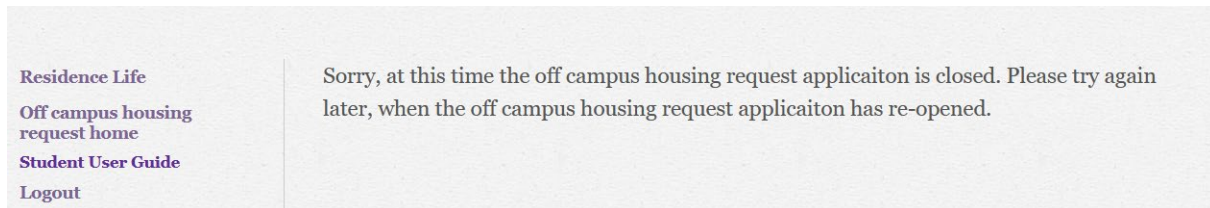
Process complete.

Student Process:

Blackout dates

If the student tries to access the application while we are in the blackout period they get the following screen.

Student Blackout Screen

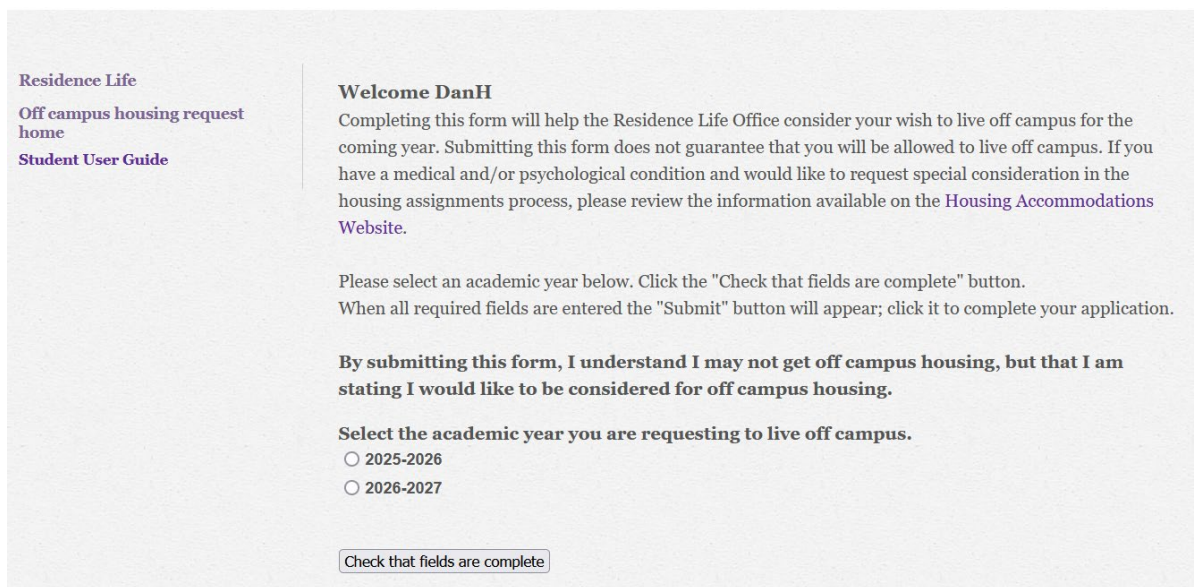


The screenshot shows a web interface with a left sidebar and a main content area. The sidebar contains the following links: "Residence Life", "Off campus housing request home", "Student User Guide", and "Logout". The main content area displays a message: "Sorry, at this time the off campus housing request applicaiton is closed. Please try again later, when the off campus housing request applicaiton has re-opened."

When the student gets into the application the landing this screen is given

Student Landing Screen

Off Campus Housing Request



The screenshot shows a web interface for the "Off Campus Housing Request" form. The left sidebar contains the following links: "Residence Life", "Off campus housing request home", and "Student User Guide". The main content area includes the following text:

Welcome DanH

Completing this form will help the Residence Life Office consider your wish to live off campus for the coming year. Submitting this form does not guarantee that you will be allowed to live off campus. If you have a medical and/or psychological condition and would like to request special consideration in the housing assignments process, please review the information available on the [Housing Accommodations Website](#).

Please select an academic year below. Click the "Check that fields are complete" button.
When all required fields are entered the "Submit" button will appear; click it to complete your application.

By submitting this form, I understand I may not get off campus housing, but that I am stating I would like to be considered for off campus housing.

Select the academic year you are requesting to live off campus.

☐ 2025-2026

☐ 2026-2027

After the student selects the year they are requesting to live off campus they will need to click the "Check that fields are complete".

Off Campus Housing Request

[Residence Life](#)
[Off campus housing request home](#)
[Student User Guide](#)

Welcome DanH

Completing this form will help the Residence Life Office consider your wish to live off campus for the coming year. Submitting this form does not guarantee that you will be allowed to live off campus. If you have a medical and/or psychological condition and would like to request special consideration in the housing assignments process, please review the information available on the [Housing Accommodations Website](#).

Please select an academic year below. Click the "Check that fields are complete" button.
When all required fields are entered the "Submit" button will appear; click it to complete your application.

By submitting this form, I understand I may not get off campus housing, but that I am stating I would like to be considered for off campus housing.

Select the academic year you are requesting to live off campus.

☒ 2025-2026
☐ 2026-2027

Check that fields are complete

This event checks to make sure they selected a year and if they did the button changes to "Submit".

Student Submit ready

Off Campus Housing Request

[Residence Life](#)
[Off campus housing request home](#)
[Student User Guide](#)

Welcome DanH

Completing this form will help the Residence Life Office consider your wish to live off campus for the coming year. Submitting this form does not guarantee that you will be allowed to live off campus. If you have a medical and/or psychological condition and would like to request special consideration in the housing assignments process, please review the information available on the [Housing Accommodations Website](#).

Please select an academic year below. Click the "Check that fields are complete" button.
When all required fields are entered the "Submit" button will appear; click it to complete your application.

By submitting this form, I understand I may not get off campus housing, but that I am stating I would like to be considered for off campus housing.

Select the academic year you are requesting to live off campus.

☒ 2025-2026
☐ 2026-2027

Submit

Once the student clicks the submit button the request is stored in the database as an active request, and the student is redirected to the thanks screen.

Student Thanks screen after successful submission:

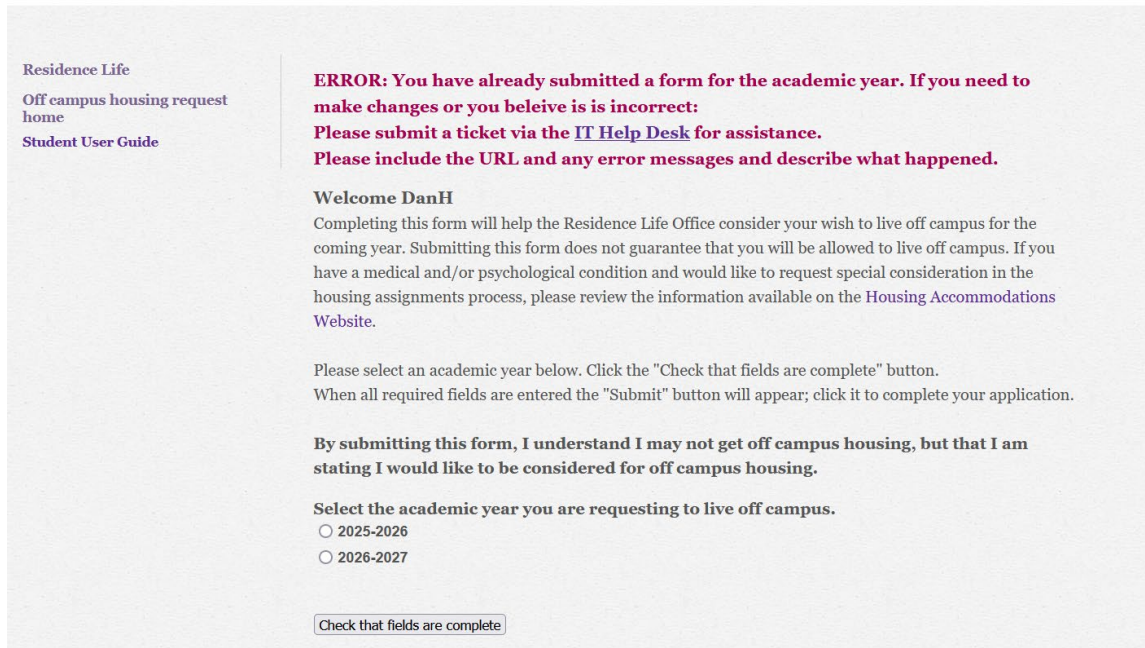
[Residence Life](#)
[Off campus housing request home](#)
[Student User Guide](#)

Thanks for submitting your request for off campus housing. Residence Life will review your request and will contact you when you are selected.

The application does check to make sure the student has not already submitted a request for that specific year. If they have the screen returns with the error message below.

Student Failed submission, already submitted for that year:

Off Campus Housing Request



The screenshot shows a web application interface for 'Off Campus Housing Request'. On the left is a sidebar menu with links: 'Residence Life', 'Off campus housing request home', and 'Student User Guide'. The main content area displays an error message in red text: 'ERROR: You have already submitted a form for the academic year. If you need to make changes or you believe is incorrect: Please submit a ticket via the IT Help Desk for assistance. Please include the URL and any error messages and describe what happened.' Below the error is a 'Welcome DanH' section with introductory text about the application. It then prompts the user to 'Please select an academic year below' with two radio button options: '2025-2026' and '2026-2027'. At the bottom of the form is a button labeled 'Check that fields are complete'.

The other option that students have in the application is the student user guide. This will open a new tab in their browser with the “Of Campus Housing Request User Guide” PDF displayed.

Beginning of Student user guide

Off Campus Housing Request User Guide

This application is used to submit a request living off campus for the request year. Completing this form will help the Residence Life Office consider your wish to live off campus in the coming year. Submitting this form does not guarantee that you will be allowed to live off campus. If you have a medical and/or psychological condition and would like to request special consideration in the housing assignments process, please review the information available on the [Housing Accommodations Website](#).

The menu choices:

Residence Life

Clicking the “Residence Life” menu choice we redirect you to the Residence Life landing page.

Off campus housing request home

Clicking the “Off campus housing request home” menu choice will bring you to the main landing page for the “Off Campus Housing Request” application.

Logout

Clicking the “Logout” menu choice will log you out of the application and will require you to log back in to see the application.

The off campus housing request home page

This is the main landing page for the application. To complete it you need to select the year you wish to live off campus, then click the “Check that fields are complete” button.

Off Campus Housing Request