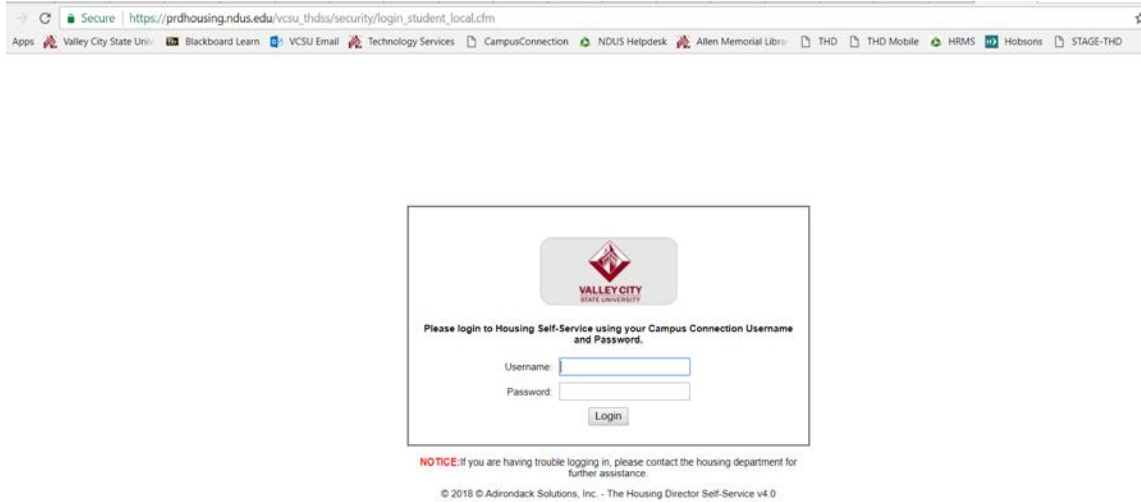


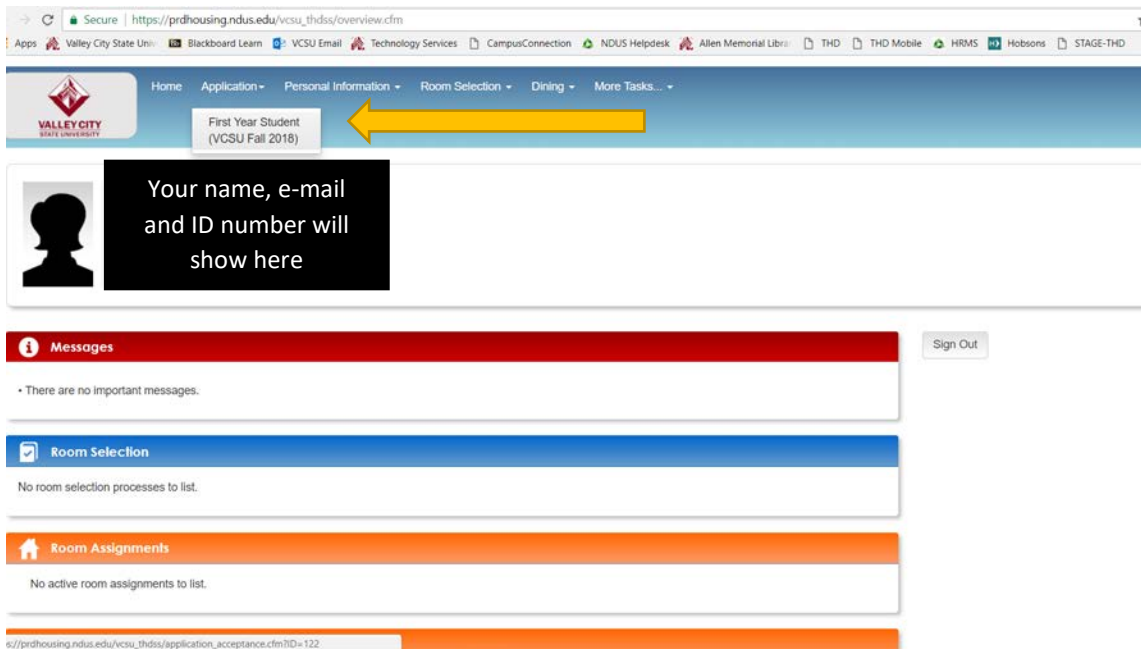
Apply Online for Housing at VCSU

Step 1: After clicking on the Housing Application button you will be brought to this page to sign in with your Campus Connection credentials. In order to do this, you already need to have claimed your account.



The screenshot shows a web browser window with the URL https://prdhousing.ndus.edu/vcsu_thdss/security/login_student_local.cfm. The page features the Valley City State University logo at the top center. Below the logo, the text reads: "Please login to Housing Self-Service using your Campus Connection Username and Password." There are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. At the bottom of the page, a red notice states: "NOTICE: If you are having trouble logging in, please contact the housing department for further assistance." Below the notice is the copyright information: "© 2018 © Adirondack Solutions, Inc. - The Housing Director Self-Service v4.0".

Step 2: Click the Application button at the top and select "First Year Student). This will take you to the beginning of the application.



The screenshot shows the "overview.cfm" page in the VCSU Housing Self-Service system. The top navigation bar includes "Home", "Application", "Personal Information", "Room Selection", "Dining", and "More Tasks...". The "Application" dropdown menu is open, showing "First Year Student (VCSU Fall 2018)" with a yellow arrow pointing to it. Below the navigation bar is a profile section with a silhouette icon and a black box containing the text: "Your name, e-mail and ID number will show here". The main content area is divided into three sections: "Messages" (red header) with a "Sign Out" button and the message "There are no important messages."; "Room Selection" (blue header) with the message "No room selection processes to list."; and "Room Assignments" (orange header) with the message "No active room assignments to list.". The footer of the page contains the URL: s://prdhousing.ndus.edu/vcsu_thdss/application_acceptance.cfm?ID=122.

Step 3: Click the link to read the contract. You can download a copy of the contract from this page and a copy will also be sent to you via e-mail after you have completed the application. Once you have read the contract, please sign your name in the box.

Secure | https://prdhousing.ndus.edu/vcsu_thdss/application_acceptance2.cfm

Apps Valley City State Uni Blackboard Learn VCSU Email Technology Services CampusConnection NDUS Helpdesk Allen Memorial Libr THD THD Mobile HRMS Hobsons STAGE-THD

Home Application Personal Information Room Selection Dining More Tasks...

VALLEY CITY STATE UNIVERSITY

First Year Student

[Click here to view the contract \(Adobe Reader required\)](#)

If you do not have Adobe Reader, [click here to download it.](#)

If you agree, sign your name in the box below.
If you do not agree, [click here to exit the application.](#)

Clear

Continue >>

Step 4: Fill in the necessary information below. Here you will provide your cell phone number, choose a meal plan, and tell us a little bit about your living preferences.

Secure | https://prdhousing.ndus.edu/vcsu_thdss/application_personal.cfm

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Home Application Personal Information Room Selection Dining More Tasks...

VALLEY CITY STATE UNIVERSITY

Personal Information

Questions marked with an asterisk (*) are required.

01. Please provide your cell phone number.

02. Please choose a meal plan.

03. Please share some of your hobbies and interests.

04. If you would like to request a roommate, please provide their name.

05. Please tell us about your sleep preferences.

06. Please tell us about your sleep preferences.

Continue >>

Step 5: Please use this page to give us some information about your primary address and to provide an Emergency Contact.

The screenshot shows a web browser window with the URL https://prdhousing.ndus.edu/vcsu_thdss/application_address.cfm. The page header includes the Valley City State University logo and navigation links: Home, Application, Personal Information, Room Selection, Dining, and More Tasks. The main content area is titled "Addresses/Emergency Contacts" and contains the instruction: "Please save one address/emergency contact at a time and click the Continue button when you are done." Below this, the "Address Type" is set to "Primary". The form fields include: Street Address 1 (with placeholder "Street"), Street Address 2 (with placeholder "Street2"), City (with placeholder "City"), Country (dropdown menu set to "United States"), State (dropdown menu set to "North Dakota"), Zip Code, Phone Number (with placeholder "Phone Number"), and Email Address (with placeholder "Email Address"). A "Save This Address" button is located at the bottom left of the form.

Step 6: On the next page, you will provide your first and second preferences for living arrangements. When you get to this page, click the "Request Type" drop down and select VCSU Hall Selection. At this point, an additional drop-down menu will appear. Please use this to select your first preference. To add a second request, click the "Add request" button to make an additional selection.

The screenshot shows a web browser window with the URL https://prdhousing.ndus.edu/vcsu_thdss/application_living.cfm. The page header is identical to the previous screenshot. The main content area is titled "Existing Living Requests for VCSU Fall 2018" and displays the message: "You have not entered any living requests for this term." Below this, there is a section titled "Add a New Living Request". This section contains a "Choice #" dropdown menu set to "1", a "Request Type" dropdown menu set to "VCSU Hall Selection", and a second dropdown menu showing "Kolstoe Hall (co-ed hall)". An "Add Request" button is positioned below the second dropdown menu. At the bottom left of the form, there is a "Continue >>" button. The footer of the page reads: "© Adirondack Solutions, Inc - The Housing Director Self-Service v4.2".

Step 7: You have completed the application portion, now it's time to make the \$50 reservation fee payment. This will be added to your student account and will pay towards your balance for the fall term. You can choose to pay by credit card or e-check from this page. Once you have completed the payment process, you will be brought to a confirmation page. You've completed the application process!

North Dakota University System [US] | https://epayment.ndus.nodak.edu/C22600_upay/web/payment_options.jsp

Apps Valley City State Univ Blackboard Learn VCSU Email Technology Services CampusConnection NDUS Helpdesk Allen Memorial Libr THD THD Mobile HRMS Hobsons STAGE-THD

VALLEY CITY STATE UNIVERSITY

Housing

Please select a payment method and enter an amount

* Indicates required information

Payment Amount: \$ 50.00

* Payment method: Select a Payment Method

[Continue](#) [Click to Cancel this Payment and Return to the Housing Portal](#)

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