Phase 1: Housing Self Service Application Instructions

1) Login to [www.xavier.edu/thd](http://www.xavier.edu/thd) using your Xavier credentials

2) Select Applications to left of screen ➔ *Fall 2021 Rising Sophomore Housing Application*.

3) Read the Housing Contract and sign at the bottom using your mouse cursor or finger. Click Continue.

   ![Signature Pad](image)
4) The next page includes several questions requiring responses including acknowledgement of the lead paint disclosure indicated in the housing contract and contact information. Click Continue.

My Information - Fall 2021 Rising Sophomore Housing Application

I acknowledge the information about lead-based paint possibly being in Brodman, Husman, Kuhlman, and Dana Houses.

I have received the Protect Your Family Pamphlet regarding lead-based paint available at https://www.epa.gov/sites/production/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf

Do you have a past accommodation with Disability Services?

Students should update their accommodation request with their office. Students needing an accommodation for the first time should reach out to Disability Services.

Pronouns *

Non-Xavier Email Address *

Student Cell Phone Number *

5) Students should review their address and contacts information. All fields are required. Make changes by clicking on the pencil to right of the line. Once you have completed updating for that row, push save. All asterisked (*) values are required! Click Continue.
6) The next screen will ask you to provide a list of hall preferences. This is not required and is only used by our office when a student does not select their own room. The preferences entered DO NOT limit what you can select from later on.

7) Select the Choice # (1-3), Request Type: Hall, and then select from the list of halls. Then select Add.

**First Year Student Communities**: Buenger Hall, Brockman Hall, Husman Hall, and Kuhlman Hall.

**Returning Student Communities**: Apartment Areas, Buenger Hall, Justice Hall (formerly Fenwick Place) and Kuhlman Hall.

![Add a New Living Request](image)

8) Press Continue to submit your application. You will get a confirmation screen. The system will also send a confirmation email to your Xavier email address. The application is complete!

![Application Complete - Fall 2021 Rising Sophomore Housing Application](image)

**Underage Applicants:**
If you are under the age of 18 your guardian will be sent an email (to the email address you provide) with a verification code. They will need to click the link provided in the email, login to the system with YOUR credentials, and enter the code to sign off on your application. Your application will not be complete until this step is done.