

Designating a Proxy:

When undergoing the Room Selection process it is helpful to designate a proxy for room selection. If the roommate with the best number will be Studying Abroad during the spring semester, has scheduling difficulties or internet accessibility issues, predetermining a proxy allows the proxy to select housing at the designators time. Here are the steps on how to complete this process and what to look for on the screen. If you have any other questions contact housing info at housinginfo@csbsju.edu

Step 1:

- Log into the Housing Portal.
- Under Fall 2017 click on **Designate a Proxy**.

COLLEGE OF
Saint Benedict  **Saint John's**
UNIVERSITY

Options

- My Home
- My Addresses
- My Emergency Contacts
- My Messages

CSB/SJU Home

CSB Information and Links

- Residential Life Site
- Room Selection Information
- CSB Request For Accomodation Form
- Housing Survey for Fall Study Abroad Students
- Petition for Release from the CSB Campus Housing Agreement-Spring 2017 Semester

SJU Information and Links

- SJU Residential Life and Housing Site
- SJU Residential Life and

Residence Life - Student Home

CSB H. Test (999990002)

Fall 2016

The Fall 2016 semester starts on Monday, August 29, 2016 and ends Tuesday, December 20, 2016.

- CSB Fall 2016 Housing Intent & Housing Agreement: You submitted a complete form on 3/16/2016 5:22 PM.
- CSB Campus Housing Agreement 2016-2017: You submitted a complete form on 8/9/2016 2:45 PM.
 - Room: CSB Brian Hall 1 115 (8/29/2016 - 12/20/2016)
- Resident Room Inspection - Fall 2016

Need to stay on campus during break?

CSB - Late Stay-Early Return Request Form

SJU - Late Stay-Early Return Request Form

Need to change your meal plan?

CSB - Meal Plan Change Request

SJU - Meal Plan Change Request

Note: Changes made after August 8 will be reflected on your next bill.

Spring 2017

The Spring 2017 semester starts on Monday, January 16, 2017 and ends Friday, May 12, 2017.

Summer 2017

Fall 2017

The Fall 2017 semester begins on August 28, 2017 and ends on December 19, 2017.

- Designate a Proxy-Fall 2017 Selection
- CSB 2017-2018 Residency Requirement Exemption Request Form - Off Campus Release Process - DUE OCTOBER 15 by 11:59 pm : You submitted a complete form on 9/30/2016 4:13 PM.
- Make Changes or Update Request for Exemption Here CSB 2016-2017 Release Process

**Under FALL 2017
Click on Designate a Proxy**

Step 2:

- The add proxy screen will appear next.
- In the Proxy Information Box Click **Add**.

Proxy Information - Page 1 | < > | Add

ID	Name	Status
No items were found.		

Click "Add" to select a proxy.
Click "Close" to return to Home screen

Close

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Step 3:

- Enter the *last name* of your proxy.
- Click on the **Lookup** button.
- Select the correct proxy. Double check to make sure the name is completely correct.
- If the proxy's name does not appear click cancel. Confirm that the preferred proxy name is spelled correctly.

Proxy Information - Page 1 | < > | Add

ID	Name	Status
No items were found.		

Proxy Information

*Proxy: Find By Last, First, Email (req) [Lookup](#)

ID number:
Test, SJU toelfke@CSBSJU.EDU
TEST, SJU TEST CARD
TEST, SJU TEST F/S
Test, Student
test, test
TEST CARD, SJU TEST CARD DEPT

Enter in the last name of proxy.
Click on "Lookup"
Select the correct proxy.
Click "Cancel" if proxy's name does not appear.

Cancel

Step 4:

- After selecting your proxy's name this message will appear.
- If the proxy's information is correct click **Agree**.
- After clicking agree click **Save**.

Help

Proxy Information - Page 1 | < > | Add

ID	Name	Status
No items were found.		

Proxy Information

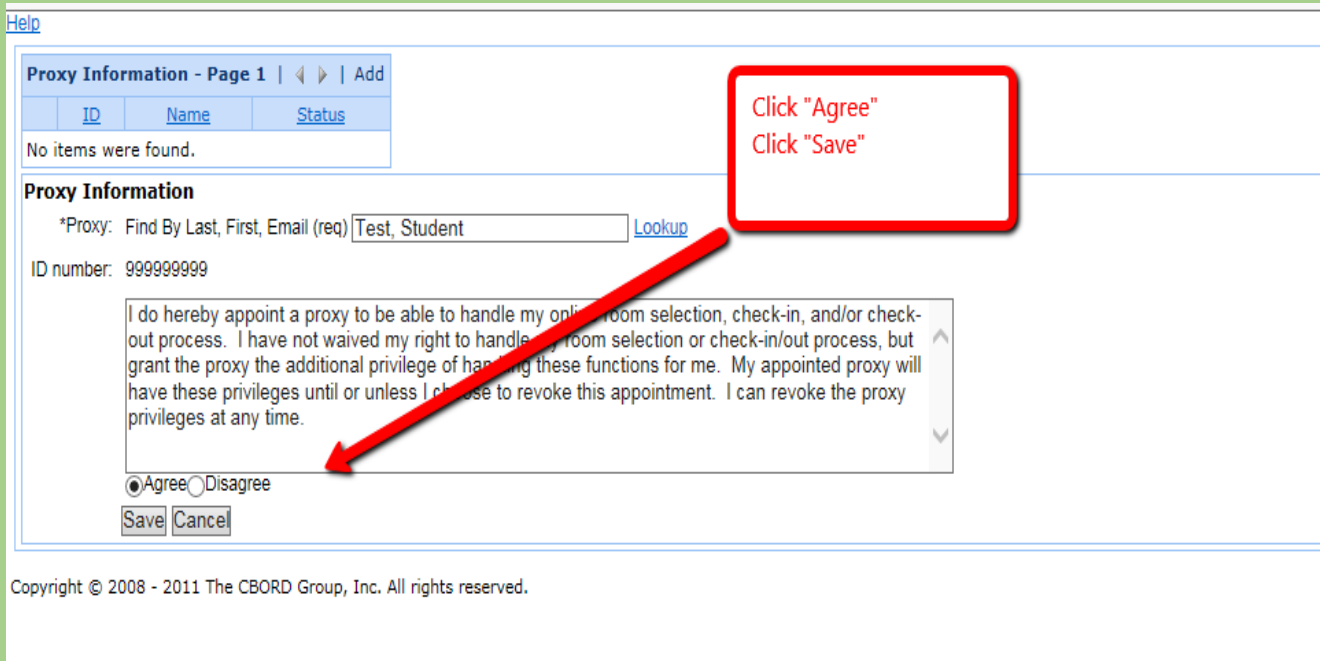
*Proxy: Find By Last, First, Email (req) [Lookup](#)

ID number: 999999999

I do hereby appoint a proxy to be able to handle my online room selection, check-in, and/or check-out process. I have not waived my right to handle my room selection or check-in/out process, but grant the proxy the additional privilege of handling these functions for me. My appointed proxy will have these privileges until or unless I choose to revoke this appointment. I can revoke the proxy privileges at any time.

Agree Disagree

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Step 5:

- After you select and save your proxy, their information will appear under the Proxy Information Box.
- If you need more assistance or clarification click on the **Help** tab located in the top left corner.
- Click the **Close** button when you are finished and it will return you to your Home Page.

Google HMS-Student Login HMS - Staff Login HMS - Admin Login ResCenter Banner Directory Enrolled Student Portal Form List ResLife SP ResLife

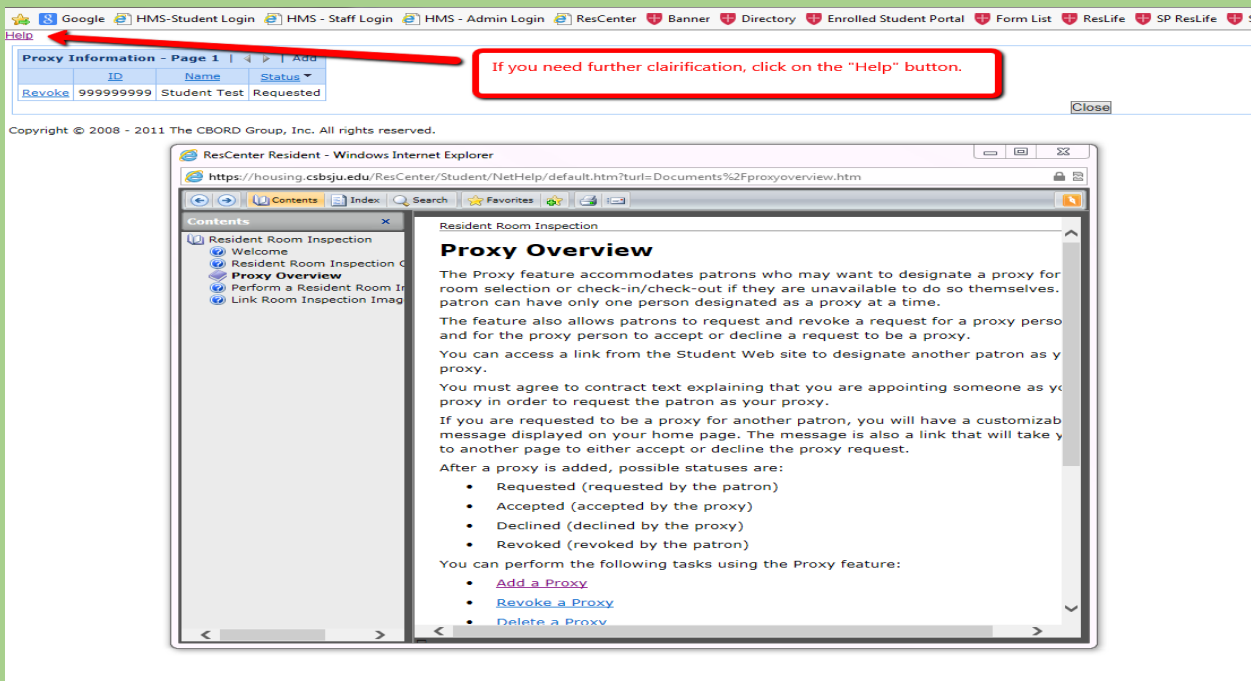
Help

Proxy Information - Page 1 | < > | Add

Revoke	ID	Name	Status
	999999999	Student Test	Requested

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If you need further clarification, click on the "Help" button.



ResCenter Resident - Windows Internet Explorer

https://housing.csbsju.edu/ResCenter/Student/NetHelp/default.htm?url=Documents%2Fproxyoverview.htm

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- Link Room Inspection Imag

Resident Room Inspection

Proxy Overview

The Proxy feature accommodates patrons who may want to designate a proxy for room selection or check-in/check-out if they are unavailable to do so themselves. patron can have only one person designated as a proxy at a time.

The feature also allows patrons to request and revoke a request for a proxy person and for the proxy person to accept or decline a request to be a proxy. You can access a link from the Student Web site to designate another patron as your proxy.

You must agree to contract text explaining that you are appointing someone as your proxy in order to request the patron as your proxy.

If you are requested to be a proxy for another patron, you will have a customizable message displayed on your home page. The message is also a link that will take you to another page to either accept or decline the proxy request.

After a proxy is added, possible statuses are:

- Requested (requested by the patron)
- Accepted (accepted by the proxy)
- Declined (declined by the proxy)
- Revoked (revoked by the patron)

You can perform the following tasks using the Proxy feature:

- [Add a Proxy](#)
- [Revoke a Proxy](#)
- [Delete a Proxy](#)