

## New Student Housing Application Guide

### Navigating Eagle's Nook – Juniata's Housing Portal

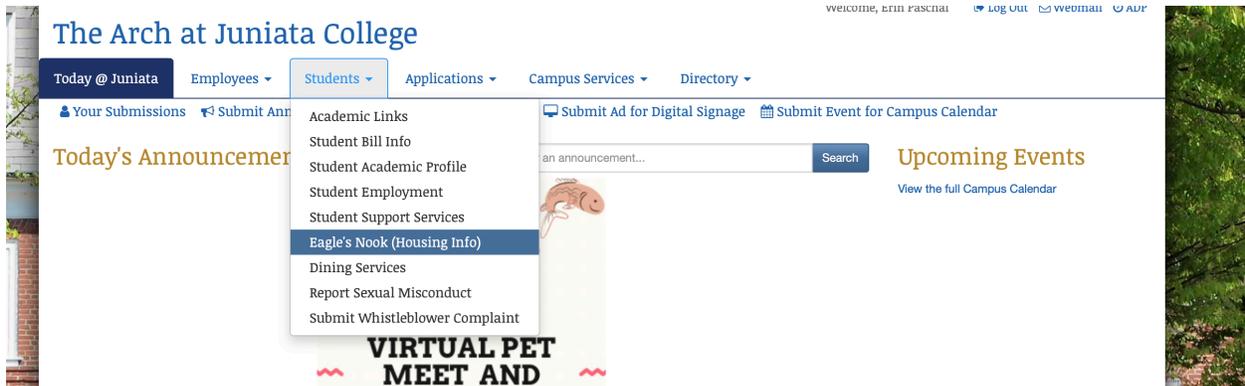
As we prepare for you to arrive this Fall, we need you to complete a couple of steps to aid us in finding your best room and roommate pairing:

1. Complete the New Student Housing Application.
2. *\*Optional\** If you have a roommate in mind, complete the Roommate Request Form.

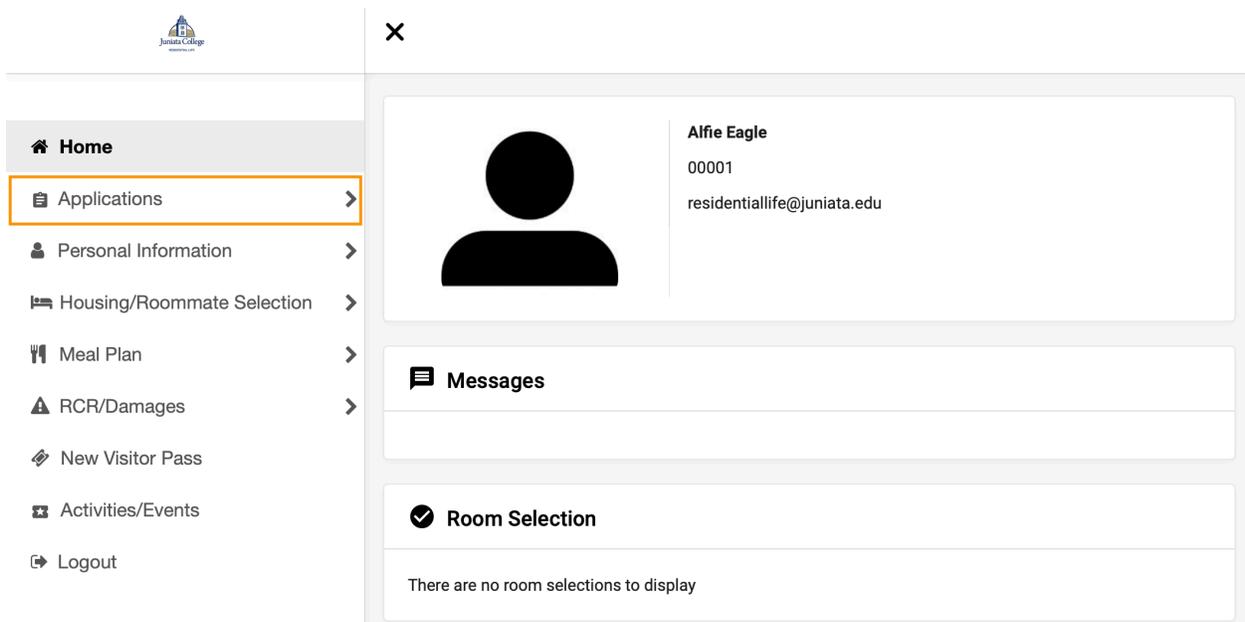
This guide will walk you through that process. If you have any questions, please do not hesitate to reach out to our office. We're available 8:00am – 4pm, Monday – Friday to answer your questions.

### New Student Housing Application

1. Go to [arch.juniata.edu](http://arch.juniata.edu).
2. Select "Eagle's Nook (Housing Info)" under the students tab.



3. If prompted, log into the system using your Juniata username and password.
4. You will be taken to your Eagle's Nook portal.
5. Go to the "Applications" tab on the left of your screen and then select "New Student Housing Application (Fall 2021)".



6. Complete the “My Information” section of the application.

### My Information - New Student Housing Application

What is your neatness level? \* Extremely Messy ▼

What is your preferred social setting? \* Hanging out with a few friends/in a small group ▼

What are your preferred study conditions? \* Busy environment (other people around) ▼

7. Click “Continue” and then “Add a New Living Request.” You’ll either enter “First Year Housing Options” or Transfer Housing Options.” Then you’ll indicate your preference for specific residence halls. You may rank up to 3 preferences (“Choice #1”, Choice #2”, and “Choice #3”). You can review our residence hall offerings at <https://www.juniata.edu/offices/res-life/res-halls/>.

### New Student Housing Application - Existing Living Requests for Fall 2021 (0) ▼

#### Add a New Living Request

| Choice #   | Request Type                    |   |   |
|------------|---------------------------------|---|---|
| <u>1</u> ▼ | <u>First-Year Housing ...</u> ▼ | = | <u>Lesher Hall (Female Only)</u> ▼ <b>Add</b> |

8. Click “Continue” and your housing application is complete. This is the only required form needed for housing.

## Roommate Request Form

Most all of our students will not have a roommate in mind. Don't worry – we are enthusiastic about the matching process. However, if you do have a roommate in mind, you will need to complete the Roommate Request Form.

1. From the “Home” tab, select “Housing/Roommate Selection”.
2. Click the “Select Roommates” tab.

The screenshot shows a web interface for a roommate request form. On the left is a navigation sidebar with the following items: Home, Applications, Personal Information, **Housing/Roommate Selection** (highlighted with an orange box), Meal Plan, RCR/Damages, New Visitor Pass, Activities/Events, and Logout. The main content area is titled 'Roommate Request Form' and features a dropdown menu for 'For the Term' currently set to 'Fall 2021'. Below this are three more dropdown menus: 'Roommate Requests (0)', 'Pending Roommate Requests (0)', and 'Search for Roommate'.

3. You will want to select “Fall 2021” for the term.

This screenshot is identical to the previous one, but with an orange box highlighting the 'For the Term' dropdown menu, which is currently set to 'Fall 2021'. The rest of the interface, including the sidebar and other dropdown menus, remains the same.

- Under “Search for Roommate” enter the name of the student you want to be your roommate then click “Begin Search.”

### Search for Roommate ^

First Name

Last Name

Email

**Begin Search**

- Click “Request Roommate” for the person you are wanting to live with.

### Search Results (1) ^

**First Name :** Alfie  
**Last Name :** Eagle  
**Email :** whitet@juniata.edu  
**Profile:** This student has not filled out a profile

**Request Roommate**

6. Once submitted, you will see this page. Your requested roommate will then need to confirm the request.

**For the Term:** Fall 2021 ▼

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**Roommate Requests (1)** ^

|   | Name         |
|---|--------------|
| ⋮ | Eagle, Alfie |

**Unmatched Roommates:**

- Alfie Eagle has not requested Alfie Eagle

7. You and your potential roommates will see any requests on the main “Housing/Roommate Selection” page. If you have a pending request you need to confirm, this page is where you will view and confirm the request.

**Pending Roommate Requests (0)** ^

| Name                                   |
|--|
| You have no pending roommate requests. |

You're all finished! Congratulations!