NYITCOM Housing Application 101
1. You must be accepted into NYITCOM at Arkansas State University AND have received your Arkansas State University A-State ID and email.

2. You will login to your myAState with your username and password and select “Housing”.

What You Will Need

- A-State Student ID (this number usually begins with a 5 and is an eight digit number)
- A-State Username (firstname.lastname)
- Password
- PIN (for the Housing prepayment)
You will log in to myAState.edu. In the username box, you will type your first name followed by a period and then your last name. There are no capitalized letters or spaces. Your password will be the one that you have made up for your account.
EXAMPLE: john.doe
Once in your myAState, scroll until you see the “Housing” tab and select it. It will then bring you to the Housing Portal.
Here is the Portal Homepage. This is where you will apply for your specific housing. For NYITCOM Students- Select the Village and Circle Housing tab to start your application.
Here is the start of the Village and Circle Housing Application. To begin this application, select APPLY on the 2020-2021 NYITCOM Application.
The Profile page is information about your interests, and it will be used to help you find your perfect roommate.
The Demographic Information page is general information about who you are.
Special Accommodations

Students who need special accommodations need to register with Access and Accommodation Services at 870-972-3964 or visit Access and Accommodation Services.

Please check this box if you would like to receive more information about Disability Services.

Criminal History

Have you ever been convicted of or have a pending felony charges on your record?

- No

Are you required to register as a sex offender?

- No

Convictions shall include a finding of guilty by judge or jury, a plea of guilty or a plea of nolo contendere, irrespective of the pendency or availability of any appeal or application for collateral relief. If you check yes, explain fully below specifying the nature of the offense(s), the date(s) they occurred, the name and location of the court(s), and sentence(s) imposed. In addition, please attach court documentation.

The end of this page gives you information about any special accommodations for your housing experience. If you need an accommodation, Emotional Support Animal, or any other service, you will check the box.
You must make your Residence Hall Prepayment in order to continue. You can follow the instructions on how to pay this through your MyBill. You will need your A-State ID and PIN number. **You will be able to continue the application 24-hours after you pay your prepayment.**
Finding Roommates and Making a Roommate Group

Search Meanings:
**Group**- Find your desired Group by correctly entering the name

**Details**- Enter your desired roommates name, student email, age, and gender

**Suggested**- Brings up your highest matched potential roommates from your profile section questions.

In this section, you will be able to search for a roommate, roommate group, or make your own roommate group and invite the people you would like to live with, if they are available to room with you.

You first want to make a group. The group leader for First Year Students should be the person who has made the $100 housing prepayment the earliest. The earlier you make it, the earlier your time slot will be.
Finding Roommates and Making a Roommate Group

Details - Enter your desired roommates name, student email, age, and gender.
Finding Roommates and Making a Roommate Group

Profiles: Select what type of roommate you want and it will find matches based on how they answered their profile questions.
Suggested- Brings up your highest matched potential roommates from your profile section questions.
Create your own group: You can create a group name and password. You can add other NYIT once they have paid their $100 prepayment and started the application. You can leave, change the leader, add, or remove group members at any time.
In the Room Selection tab, you will be able to select your desired room location. The Village does NOT come furnished. Rooms in the Village will also have a W/D to indicate washer and dryer connections.
After you have selected a building, you will next select a room. The rooms that will be shown are the ones available to you and your group. If you do not see any rooms, consider a different building or change your group size to find a room.
The Village is renting by the apartment, not a room. The Village does NOT come furnished and apartments with washer and dryer connections are indicated with a W/D. All three bedrooms have washer and dryer connections.
Assigning Beds for Your Room

You will assign yourself to a bedspace. If in a group, the group leader will assign the beds of the room for each person in the roommate group. If there are 2 people in your group, there will be 2 beds to assign your roommates.
This page will show you your room confirmation. If everything looks good, select save and continue.

Keep an eye on the timer in your cart. The room will stay in your cart for 10 minutes for you to confirm.
Meal plans are optional for all apartment residents. If you are not interested in a meal plan, please select “None”.

Meal Block - One swipe equals one meal in the cafeteria
Flex - Declining balance that can be used at on campus retailers like Starbucks, the campus store, and food court.
7 day - Can eat in the cafeteria unlimited amount of times per day, for 7 days a week.
Application Status

Welcome to the A-State Housing Portal

Application Status

You started your application for 2020-2021 NYITCOM on 4/21/2020. You have a room reservation for Circle 1101A-1 and have not signed the contract. You have not paid the deposit. The status of your application is not complete.

Booking Summary

<table>
<thead>
<tr>
<th>Room</th>
<th>Bed</th>
<th>First Name</th>
<th>Last Name</th>
<th>Check In Date</th>
<th>Check Out Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle 1101A-1</td>
<td></td>
<td></td>
<td></td>
<td>7/25/2020</td>
<td>7/19/2021</td>
</tr>
<tr>
<td>Circle 1101B-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This section is giving you another confirmation about your room. It will show you your room, your roommates, and the rooms that they are in.
Application Complete

Welcome to the A-State Housing Portal

NYITCOM App Complete

SAVE & CONTINUE

This is the end of the application. Please check your A-State student email for any updates about your housing and feel free to call the University Housing office. Our Customer Service Assistants will assist you with all of your questions. When calling please notify the staff member you are an NYITCOM student. NYITCOM students will return back to the A-State Housing Portal to sign the contract at a later date this summer.