

Welcome Class of 2027

Instructions for the First Year Housing Application

Creation Date: April 12, 2023

Created By: Kate Shelley

[View most recent version on Tango.us](#)

1. [Log onto your housing portal using the OneLogin screen or this address: https://muhlenberg.datacenter.adirondacksolutions.com/muhlenberg_thdss_pro](https://muhlenberg.datacenter.adirondacksolutions.com/muhlenberg_thdss_pro)

2. The main page will look like this:

The screenshot displays the main interface of the Muhlenberg College housing portal. At the top left is the Muhlenberg College logo. The top right shows a user profile for 'Test Student'. The main content area is divided into several sections:

- User Profile:** A placeholder for a profile picture and the text 'Test Student' with the ID '00000000'.
- Messages:** A section with a message icon and the text 'Messages'.
- Assignments:** A section with a house icon and the text 'Assignments'. Below it, it states 'There are no active room assignments to list'.
- Dining:** A section with a fork and knife icon and the text 'Dining'. Below it, it states 'There are no active dining plans to display'.
- Help Text:** A section with an information icon and the text 'Help Text'. It features a 'Welcome!' heading and contact information for the housing office: 'If you have any questions please contact the housing office at housing@muhlenberg.edu or give us a call at (484)664-3180.' Below this, it provides information for students with medical conditions: 'Students with a diagnosed medical condition that may significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. Please see the Office of Disability Services website for all details including the policies, required applications, and deadlines.'
- Helpful Links:** A section with a link icon and the text 'Helpful Links'. It contains a list of links:
 - Gender Inclusive Housing
 - Muhlenberg College Financial Hardships
 - Muhlenberg College Air Conditioning Policy
 - MicroFridge
 - MyBusHome
 - Work Order
 - OIT Help Ticket

The bottom of the page features the 'Tango' logo on the left and 'Created with Tango.us' on the right.

3. Explore the main page to learn about important resources...

Welcome!

If you have any questions please contact the housing office at housing@muhlenberg.edu or give us a call at (484)664-3180.

Students with a diagnosed medical condition that may significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. Please see the [Office of Disability Services website](#) for all details including the policies, required applications, and deadlines.

⇒ Helpful Links

Tango Created with Tango.us

4. and Helpful Links!

Special Housing Request through the Office of Disability Services. Please see the [Office of Disability Services website](#) for all details including the policies, required applications, and deadlines.

⇒ Helpful Links

- [Gender Inclusive Housing](#)
- [Muhlenberg College Financial Hardships](#)
- [Muhlenberg College Air Conditioning Policy](#)

Tango Created with Tango.us

5. Housing assignments will say "no active room assignments" or TBA until late July when housing assignments and roommate information are released.

Muhlenberg College

Test Student
000000000

Messages

Assignments

There are no active room assignments to list

Dining

There are no active dining plans to display

Help Text

Welcome!

If you have any questions please contact the housing office at housing@muhlenberg.edu or give us a call at (484)664-3180.

Students with a diagnosed medical condition that may significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. Please see the Office of Disability Services website for all details including the policies, required applications, and deadlines.

Helpful Links

- Gender Inclusive Housing
- Muhlenberg College Financial Hardships
- Muhlenberg College Air Conditioning Policy
- MicroFridge
- MyBusHome
- Work Order
- OIT Help Ticket

Tango

Created with Tango.us

6. Dining Plans will be listed here once selected:

Test Student
000000000

Messages

Assignments

There are no active room assignments to list

Dining

There are no active dining plans to display

Help Text

Welcome!

If you have any questions please contact the housing office at housing@muhlenberg.edu or give us a call at (484)664-3180.

Students with a diagnosed medical condition that may significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. Please see the Office of Disability Services website for all details including the policies, required applications, and deadlines.

Helpful Links

- Gender Inclusive Housing
- Muhlenberg College Financial Hardships
- Muhlenberg College Air Conditioning Policy
- MicroFridge
- MyBusHome
- Work Order
- OIT Help Ticket

Tango

Created with Tango.us

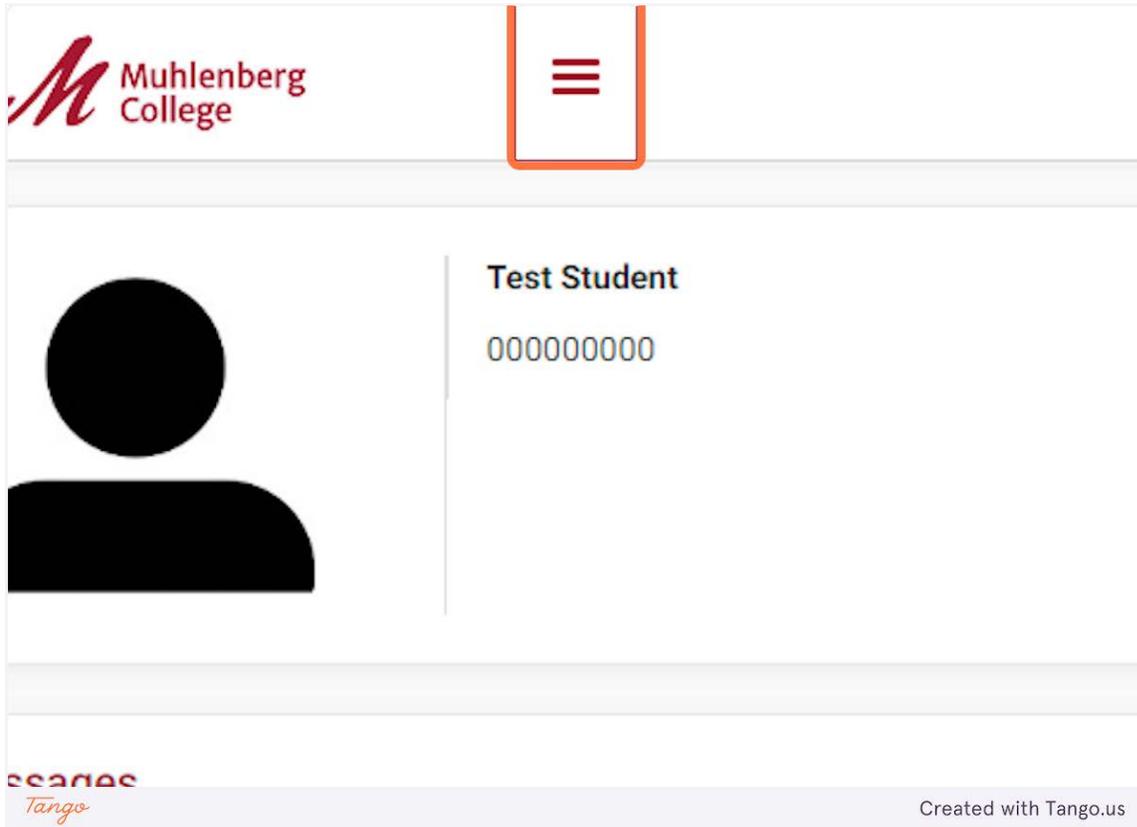
7. Alerts and messages will appear here:

The screenshot shows a student dashboard for Muhlenberg College. At the top left is the college logo. A hamburger menu icon is in the top center. At the top right are a sun icon and a profile icon. The main content area is divided into several sections: a profile section with a silhouette icon, the name 'Test Student', and ID '000000000'; a 'Messages' section highlighted with a red box; an 'Assignments' section with a house icon and the text 'There are no active room assignments to list'; and a 'Dining' section with a fork and knife icon and the text 'There are no active dining plans to display'. On the right side, there is a 'Help Text' section with a 'Welcome!' message and contact information for the housing office. Below that is a 'Helpful Links' section with a list of links: Gender Inclusive Housing, Muhlenberg College Financial Hardships, Muhlenberg College Air Conditioning Policy, MicroFridge, MyBusHome, Work Order, and OIT Help Ticket. The footer contains the 'Tango' logo and the text 'Created with Tango.us'.

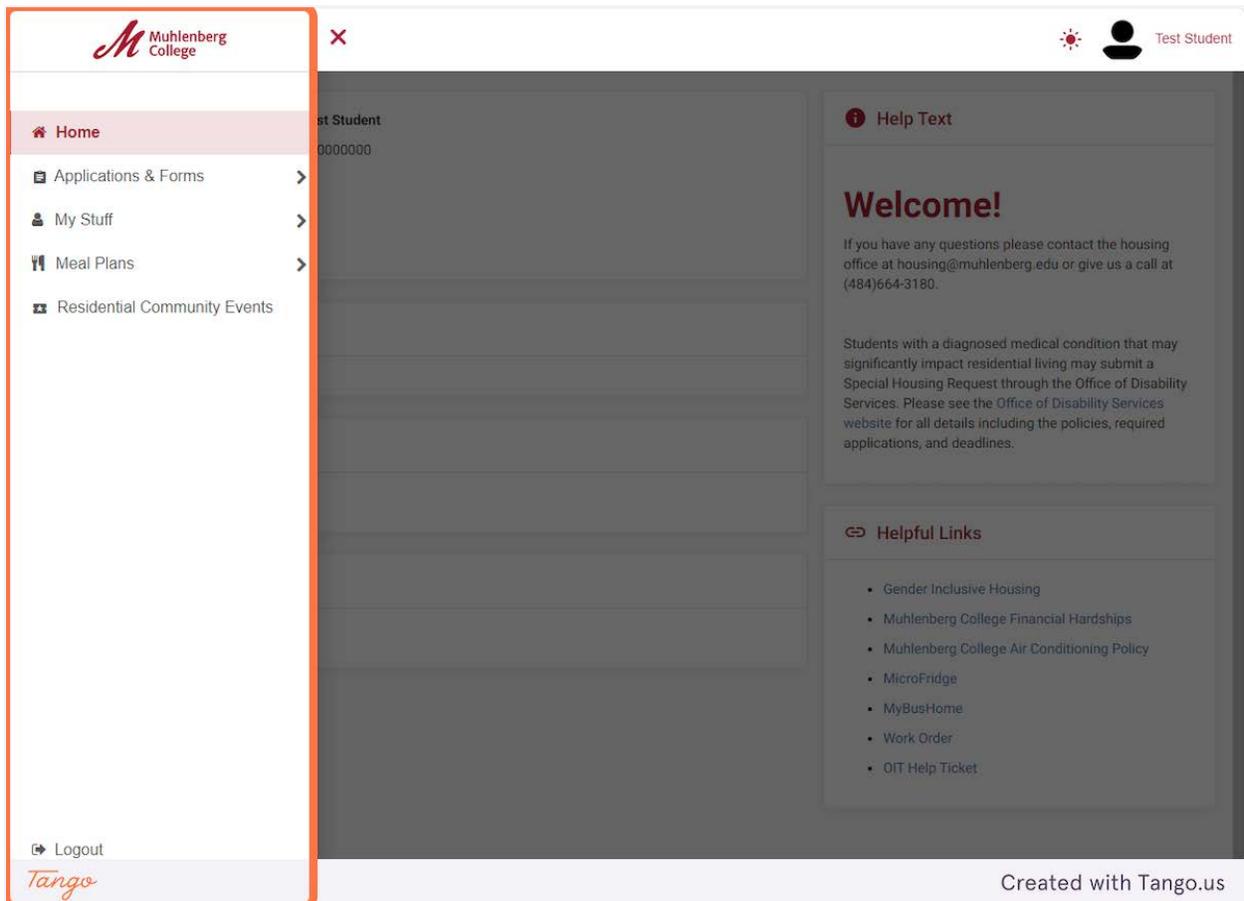
8. Your name, ID number, and mail box will appear here:

This screenshot is identical to the one above, but with a red box highlighting the profile section. The profile section contains a silhouette icon, the name 'Test Student', and the ID number '000000000'. The rest of the dashboard, including the Messages, Assignments, Dining, Help Text, and Helpful Links sections, remains the same. The footer also shows the 'Tango' logo and 'Created with Tango.us'.

9. To open the menu click this icon:



10. Menu Options:



11. Select Applications & Forms.

Muhlenberg College

Test Student

Applications & Forms

First Year Student Housing Application
(Fall 2023) - Completed

Help Text

Welcome!

If you have any questions please contact the housing office at housing@muhlenberg.edu or give us a call at (484)664-3180.

Students with a diagnosed medical condition that may significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. Please see the Office of Disability Services website for all details including the policies, required applications, and deadlines.

Helpful Links

- Gender Inclusive Housing
- Muhlenberg College Financial Hardships
- Muhlenberg College Air Conditioning Policy
- MicroFridge
- MyBusHome
- Work Order
- OIT Help Ticket

Tango Created with Tango.us

12. Select First Year Student Housing Application...

Muhlenberg College

Test Student

Applications & Forms

First Year Student Housing Application
(Fall 2023) - Completed

Tango Created with Tango.us

13. Fill in your gender.



First Year Student Housing Application

Gender *

1 of 50 characters

Pronouns

1 of 300 characters

Muhlenberg Email Address *

1 of 255 characters

Students Mobile Phone Number *

1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).

1 of 300 characters

Help Text

Special Housing

Students with a diagnosis that significantly impacts their ability to live in a standard residence hall may be eligible for Special Housing Request Services. The accommodation process must be an individualized process prescribed by a professional. We will not treat that particular condition as a general rule to review all facets of the request. Please see the Request Student Form Guidelines.

Please see the Office of Special Housing

Tango Created with Tango.us

14. List your pronouns.



My Information - First Year Student Housing Application

Gender *

1 of 50 characters

Pronouns

1 of 300 characters

Non-Muhlenberg Email Address *

1 of 255 characters

Students Mobile Phone Number *

1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).

1 of 300 characters

Tango Created with Tango.us

15. Enter a back up email address.

College

My Information - First Year Student Housing Application

Gender * 1 of 50 characters

Pronouns 1 of 300 characters

Non-Muhlenberg Email Address * 1 of 255 characters

Students Mobile Phone Number * 1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other). 1 of 300 characters

Please Select Your First Choice Building *

Tango Created with Tango.us

16. List your mobile phone number.

My Information - First Year Student Housing Application

Gender * 1 of 50 characters

Pronouns 1 of 300 characters

Non-Muhlenberg Email Address * 1 of 255 characters

Students Mobile Phone Number * 1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other). 1 of 300 characters

Please Select Your First Choice Building *

Please Select Your Second Choice Building: *

Tango Created with Tango.us

17. List a requested roommate if applicable. (Please note, roommates will only be matched if they mutually request each other).

Gender * 1 of 50 characters

Pronouns 1 of 300 characters

Non-Muhlenberg Email Address * 1 of 255 characters

Students Mobile Phone Number * 1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other). 1 of 300 characters

Please Select Your First Choice Building *

Please Select Your Second Choice Building: *

Please check all of the boxes that apply to you *

Tango Created with Tango.us

18. Rank Your First Choice Building:

Please note these are preferences, we cannot guarantee your first choice.

My Information - First Year Student Housing Application

Gender * 1 of 50 characters

Pronouns 1 of 300 characters

Non-Muhlenberg Email Address * 1 of 255 characters

Students Mobile Phone Number * 1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other). 1 of 300 characters

Please Select Your First Choice Building *

Please Select Your Second Choice Building: *

Please check all of the boxes that apply to you *

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free: 1 of 300 characters

Would you opt for a triple room in order to be placed in 1 of 300 characters

Yes No

Help Text

Special Housing Request Process

Students with a diagnosed medical condition that significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. The accommodation requested through this process must be an integral component of a treatment plan prescribed by a medical professional qualified to treat that particular condition. Students are encouraged to review all facets of the documentation process, including bulleted items listed on the Special Housing Request Student Form and the Diagnostician Report Guidelines.

Please see the [Office of Disability Services website](#) for all details including the policies, required applications and deadlines.

Gender Inclusive Housing

As a part of Muhlenberg's commitment to diversity, equity, belonging, and inclusion, we welcome individuals to use the bathroom that aligns with their gender identity. Anyone who does not identify on a gender binary is welcome to use any bathroom in the building regardless of gender, gender identity, and gender expression. Additionally, gender inclusive housing is available to first year students in Prosser and Walz Halls. Most of the floors in Prosser and Walz are divided into wings with gender designated bathrooms.

Tango Created with Tango.us

19. Rank Your Second Choice Building :

1 of 300 characters

Non-Muhlenberg Email Address *

1 of 255 characters

Students Mobile Phone Number *

1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).

1 of 300 characters

Please Select Your First Choice Building *

Please Select Your Second Choice Building: *

Please check all of the boxes that apply to you * I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.

Yes No

We will reach out to anyone who requests Gender

Tango Created with Tango.us

20. Select Please check all of the boxes that apply to you:

Students Mobile Phone Number *

1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).

1 of 300 characters

Please Select Your First Choice Building *

Please Select Your Second Choice Building: *

Please check all of the boxes that apply to you * I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.

Yes No

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:

1 of 300 characters

Would you opt for a triple room in order to be placed in

Tango Created with Tango.us

21. Check all boxes that are relevant to your roommate preferences:

1 of 255 characters

Students Mobile Phone Number *

1 of 20 characters

roommate that you would like to first and last name. (Please note, matched if they mutually request each other).

1 of 300 characters

Select Your First Choice Building * Prosser Hall

Select Your Second Choice Building: * Walz Hall

I plan to wake up more before 8 AM more often than not

I plan to sleep past 8AM more often than not

I plan to study in my room

I currently share a room

I consider myself an adaptable person

I like my room to be organized or tidy more often than not

plan prescribed by a m
treat that particular cor
to review all facets of t
including bulleted item
Request Student Form
Guidelines.

Please see the Office c
all details including the
and deadlines.

Gender Inclusiv

As a part of Muhlenber
equity, belonging, and i
to use the bathroom th
Anyone who does not i
welcome to use any ba
of gender, gender ident
Additionally, gender inc
year students in Prosse
floors in Prosser and W
gender designated batl

Tango

Created with Tango.us

22. If you want to request gender inclusive housing, select "Yes".

Second Choice Building: * Walz Hall

boxes that apply to you * I do not want a roommate who smokes/ chews t

clusive Housing. If you are
see the text located to the
side of this application.

Yes No

om in order to be placed in
Please note, students may
their last preference even
if they select no). *

Yes No

a joining our Global Corner
ion on what that is, please

Tango

Created with Tango.us

23. Details about Gender Inclusive housing at Muhlenberg are available here:

and deadlines.

Gender Inclusive Housing

As a part of Muhlenberg's commitment to diversity, equity, belonging, and inclusion, we welcome individuals to use the bathroom that aligns with their gender identity. Anyone who does not identify on a gender binary is welcome to use any bathroom in the building regardless of gender, gender identity, and gender expression. Additionally, gender inclusive housing is available to first-year students in Prosser and Walz Halls. Most of the floors in Prosser and Walz are divided into wings with gender designated bathrooms.

There is a floor that first-year students of all genders can request, which has gender inclusive bathrooms. This is referred to as our Gender Inclusive Floor. This

Tango Created with Tango.us

24. If you would prefer a triple room select here:

Please Select Your Second Choice Building: * Walz Hall

Please check all of the boxes that apply to you * I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.

Yes No

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:

of 300 characters

Would you opt for a triple room in order to be placed in your top building preferences. (Please note, students may still be assigned a triple room or their last preference even if they select no). *

Yes No

Are you interested in joining our Global Corner Community? For more information on what that is, please refer to the text on the side. *

Yes No

Do you have any health concerns with regards to your housing placement? *

Yes No

Tango Created with Tango.us

25. If you are interested in the Global Corner Community, please click "yes"

Please Select Your Second Choice Building: * Walz Hall

Please check all of the boxes that apply to you * I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application. Yes No

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:
|
of 300 characters

Would you opt for a triple room in order to be placed in your top building preferences. (Please note, students may still be assigned a triple room or their last preference even if they select no). * Yes No

Are you interested in joining our Global Corner Community? For more information on what that is, please refer to the text on the side. * Yes No

Do you have any health concerns with regards to your housing placement? * Yes No

Tango Created with Tango.us

26. Read here for more information about the Global Community:

community is a space for all students to be home and in community. The Resident Advisor staff on this floor are also students who value diversity, equity, belonging, and inclusion.



**Global Corner Roommate Program
(FOR INCOMING FIRST YEAR
STUDENTS ONLY)**

The Global Corner Roommate Program offers a unique residential experience, focused on cultivating worldwide viewpoints for all those involved in the learning, friendship, and community. As part of this

Tango Created with Tango.us

27. Do you have any health concerns with regards to your housing placement?

om in order to be placed in
Please note, students may
their last preference even
if they select no). *

Yes No

in joining our Global Corner
tion on what that is, please
fer to the text on the side. *

Yes No

ncerns with regards to your
housing placement? *

Yes No

the box if it applies to you _____

Tango Created with Tango.us

28. If you select yes, include relevant details:

r their last preference even
if they select no). *

Yes No

in joining our Global Corner
tion on what that is, please
fer to the text on the side. *

Yes No

ncerns with regards to your
housing placement? *

Yes No

Health Concern Type None

the box if it applies to you _____

Tango Created with Tango.us

29. We attempt to honor as many preferences as we can, but are not able to honor all preferences.

Inclusive Housing. If you are
se see the text located to the
side of this application.

anyone who requests Gender
are details you would like to
share, please feel free:

room in order to be placed in
(Please note, students may
or their last preference even
if they select no). *

d in joining our Global Corner
ration on what that is, please
refer to the text on the side. *

oncerns with regards to your
housing placement? *

Health Concern Type

ck the box if it applies to you

Yes No

of 300 characters

(none)
Peanut Allergy
Need to be on ground floor
Need to be near restroom
Animal Allergy
Other (Please explain below)
None

equity, belongi
to use the bath
Anyone who d
welcome to us
of gender, gen
Additionally, g
year students
floors in Pross
gender design

There is a floo
can request, w
This is referre
community is
community. Th
also students
inclusion.

Global Co
(FOR INC
STUDENT

Tango Created with Tango.us

30. If there is a medical need, please see more details about our Special Housing Request Process

Please see the Office of Disability Services website for all details including the policies, required applications, and deadlines.

Test Student

Student Housing Application

Gender * (1 of 50 characters)

Pronouns (1 of 300 characters)

Email Address * (1 of 255 characters)

Phone Number * (1 of 20 characters)

ou would like to
e. (Please note,
mutually request
each other). (1 of 300 characters)

Choice Building *

Choice Building: *

at apply to you *

Help Text

Special Housing Request Process

Students with a diagnosed medical condition that may significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. The accommodation requested through this process must be an integral component of a treatment plan prescribed by a medical professional qualified to treat that particular condition. Students are encouraged to review all facets of the documentation process, including bulleted items listed on the Special Housing Request Student Form and the Diagnostician Report Guidelines.

Please see the [Office of Disability Services website](#) for all details including the policies, required applications, and deadlines.

Gender Inclusive Housing

As a part of Muhlenberg's commitment to diversity,

Tango Created with Tango.us

31. For Religious based housing requests, please click here:

their last preference even if they select no). *

in joining our Global Corner information on what that is, please refer to the text on the side. *

concerns with regards to your housing placement? *

Health Concern Type Need to be on ground floor 

check the box if it applies to you  

Tango Created with Tango.us

There is a floor can request, w This is referre community is community. Th also students inclusion.

Global Co (FOR INC STUDENT

The Global Cor residential exp viewpoints for friendship, and intentional cor and domestic opportunity to by being paired or someone w

32. Select any that apply:

ices. (Please note, students may room or their last preference even if they select no). *

sted in joining our Global Corner information on what that is, please refer to the text on the side. *

th concerns with regards to your housing placement? *

Health Concern Type Need to be on ground floor 

check the box if it applies to you

- I am requesting a Shabbat key (This is a physical key to the entrance of the building. Note, all students will still have student ID swipe access)
- I am requesting a bathroom with at least one manual fixture
- I am requesting housing within the Eruv
- I am requesting a single gender wing with a designated bathroom
- Additional Religious Based Request (Please provide details below)

Tango Created with Tango.us

There is a floor can request, wh This is referred community is a community. The also students w inclusion.

Global Cor (FOR INCC STUDENTS

The Global Corr residential exp viewpoints for a friendship, and intentional com and domestic s opportunity to t by being paired

33. Listed are the requests that we are typically able to accommodate if requested by the July 1 deadline. If selecting other, please note that we may not be able to meet other preferences.

Muhlenberg College logo and navigation menu at the top left. User profile 'Test Student' at the top right. The form contains several sections: 'Please Select Your Second Choice Building: *' with a dropdown menu showing 'Walz Hall'; 'Please check all of the boxes that apply to you *' with a dropdown menu showing 'I do not want a roommate who smokes/ chews tobac...'; a section about 'Gender Inclusive Housing' with radio buttons for 'Yes' and 'No' (selected 'No'); a section about 'Global Corner Roommate Program (FOR INCOMING FIRST YEAR STUDENTS ONLY)' with radio buttons for 'Yes' and 'No' (selected 'No'); a section about 'Health Concern Type' with a dropdown menu showing 'Need to be on ground floor'; and a section for 'Additional Religious Based Request' with checkboxes for various requests, including 'I am requesting a single gender wing with a designated bathroom' which is checked. A 'Continue' button is at the bottom left. The form is created with Tango.us.

34. List any relevant notes

The form contains three questions with radio buttons for 'Yes' and 'No' (selected 'No' for all): 'Would you opt for a triple room in order to be placed in your top building preferences. (Please note, students may still be assigned a triple room or their last preference even if they select no). *'; 'Are you interested in joining our Global Corner Community? For more information on what that is, please refer to the text on the side. *'; and 'Do you have any health concerns with regards to your housing placement? *'. Below these is a 'Health Concern Type' dropdown menu showing 'Need to be on ground floor'. There is a section for 'Additional Religious Based Request' with a dropdown menu showing 'I am requesting a single gender wing with a de...'. A text area for 'Describe your religious based request below (please note, we cannot guarantee housing with a student of the same religious identity as you):' is highlighted with an orange border. A 'Continue' button is at the bottom left. The form is created with Tango.us.

35. Click Continue to submit

Please Select Your Second Choice Building: * Walz Hall

Please check all of the boxes that apply to you * I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:

Would you opt for a triple room in order to be placed in your top building preferences. (Please note, students may still be assigned a triple room or their last preference even if they select no). *

Are you interested in joining our Global Corner Community? For more information on what that is, please refer to the text on the side. *

Do you have any health concerns with regards to your housing placement? *

Health Concern Type Need to be on ground floor

Please check the box if it applies to you I am requesting a single gender wing with a de...

Describe your religious based request below (please note, we cannot guarantee housing with a student of the same religious identity as you):

Continue

Gender Inclusive Housing

As a part of Muhlenberg's commitment to diversity, equity, belonging, and inclusion, we welcome individuals to use the bathroom that aligns with their gender identity. Anyone who does not identify on a gender binary is welcome to use any bathroom in the building regardless of gender, gender identity, and gender expression. Additionally, gender inclusive housing is available to first year students in Prosser and Walz Halls. Most of the floors in Prosser and Walz are divided into wings with gender designated bathrooms.

There is a floor that first-year students of all genders can request, which has gender inclusive bathrooms. This is referred to as our Gender Inclusive Floor. This community is a space for all students to be home and also students who value diversity, equity, belonging, and inclusion.

Global Corner Roommate Program (FOR INCOMING FIRST YEAR STUDENTS ONLY)

The Global Corner Roommate Program offers a unique residential experience, focused on cultivating worldwide viewpoints for all those involved in the learning, friendship, and community. As part of this intentional community, both our international student and domestic students within the cohort will have the opportunity to take part in social and academic growth by being paired with a roommate from another country.

Created with Tango.us

36. When complete you will see this message: Thank you for submitting your application.

Muhlenberg College

Application Complete - First Year Student Housing Application

Thank you for submitting your application.

Home

Help Text

If you have any questions or concerns please email us at housing@muhlenberg.edu

Helpful Links

- Gender Inclusive Housing
- Muhlenberg College Financial Hardships
- Muhlenberg College Air Conditioning Policy
- MicroFridge
- MyBusHome
- Work Order
- OIT Help Ticket

Created with Tango.us

37. You can return to the application as many times as you would like before the July 1st deadline if you want to check your answers or edit them.

First Year Student Housing Application - Submitted

Records indicate that you submitted this application on **Wednesday, April 12, 2023 at 02:11 PM (US/Eastern)**

What would you like to do with this application?

[Do Nothing and Return to Main Menu](#) [Submit](#)

[Revisit/Update This Application](#)

Tango Created with Tango.us