Submitting your Contract

Housing Sign-Up 2016
How to begin: log in to the Housing Sign-Up system: [https://studentweb.housing.umich.edu](https://studentweb.housing.umich.edu)

You must have completed the registration process to gain access to the room selection elements of the system.

Logging in will bring you to the front page of the Housing Sign-Up system. You will come to this page at different points during the Housing Sign-Up process for different tasks. This tutorial is meant as a guide to understand the basic process through which your contract is submitted. *The screens you see on-line may appear different than the screen shots shown within this tutorial; please read each screen carefully when using the system.*

**THE MAIN SCREEN**

If you were not comfortable submitting the contract immediately following your room/apartment selection, you can come back to the system and submit the contract later- please make sure you submit the contract within 24 hours of selection or notification of assignment. The arrow shows where to look to begin the contract submission process.
Meal Plans

All residence hall contracts include a meal plan. Northwood apartments do not require a meal plan, but may be added by selecting a meal plan on the meal plan selection screen. Multiple meal plan options are available. Final plans may differ from the example plans shown below.

Click the button associated with your choice and you will see a similar screen (not shown) with text across the bottom confirming your choice.

Click “Continue” to move to the contract review and submission page.

Contract Review

The contract, complete with rates, will appear. Please review carefully to ensure you understand the monetary and behavioral commitments of this document.
Carefully review the contract terms and click NEXT. If you are under 18, please print out this contract and have your parents sign and fax to the Housing Information Office.

"Signing" the Contract

Clicking the “I agree” button constitutes an electronic signature: your agreement to enter into a contract with the University. This contract can only be cancelled under a very limited number of circumstances. If you have questions about contract provisions, please contact the Housing Information Office prior to submitting the contract.

Confirmation of Contract Submittal

You will receive a confirmation screen similar to the below when your contract has been recorded. If you don’t see this screen, your contract has not been submitted!

Please contact us if you have questions: 734-763-3164 or Housing@umich.edu