

What is your Housing Portal?

- ✓ The Housing Portal is where you will see your housing placement, roommate information, suitemate information, meal plan selection, housing contract, and housing accommodations.

How to get on your Housing Portal

- ✓ Go to westliberty.edu
- ✓ Top right corner, select 'GO WLU'
- ✓ Select 'WLU- Single Sign-On'
- ✓ Login using your login information
- ✓ A list of icons will appear; look for 'Housing Student Self Service'. It will have a blue and orange triangle next to it.
- ✓ It will then bring you to your Housing Portal home page

Navigating your Housing Portal

- ✓ Home Screen
 - Room Assignment for the semester
 - Roommate/ Suitemate information
 - Meal Plan for the semester
- ✓ Applications & Forms tab
 - Animal Registration Form
 - Undergraduate/ Graduate Housing Contract
 - Apartment Lease
 - Single Room Agreement (Hughes, Krise, and Bonar only)
- ✓ My Information tab
 - Billing Summary
 - Addresses/ Emergency Contact
- ✓ Roommate & Room Selection Information
 - Room Selection (for the following academic year)
 - Waiting Lists
- ✓ Dining
 - Dining Plans: selecting or changing your meal plan

Room Change Request

- ✓ If you would like to discuss a room change, please email Sarah Fonner at sarah.fonner@westliberty.edu or stop by the Housing Office.

Changing your Meal Plan

You can change your meal plan within the first two weeks of each semester.

- ✓ Log into your Housing Portal
- ✓ On the left-hand side of the screen, select "Dining."
- ✓ Select "Dining Plans"
- ✓ Click "Change my Meal Plan."
- ✓ Select the meal plan you want
- ✓ At the bottom of the screen, click "Purchase Meal Plan"

Selecting a Meal Plan for Commuters

- ✓ Log into your Housing Portal
- ✓ On the left-hand side of the screen, select "Dining."
- ✓ Select "Dining Plans"
- ✓ Select "Purchased Meal Plans- Fall 2026 (no current dining plan)"
- ✓ Select the meal plan you want
- ✓ At the bottom of the screen, click "Purchase Meal Plan"

Housing Accommodations

- ✓ We are happy to accommodate you to make your stay in campus housing the best experience possible!
- ✓ Your doctor must complete the **Housing Accommodation Form** found on our website.
- ✓ Room Accommodations
 - If you are requesting a room accommodation (single room, air conditioning, kitchenette, private bathroom, etc), your treating clinician **must** complete the Housing Accommodation Form
 - Once we receive the form, we will review it.
- ✓ Emotional Support Animals
 - Documentation:
 - Complete the '**Animal Registration Form**' on your Housing Portal.
 - The **Housing Accommodation Form must** be completed by your clinician treating you for the disability.
 - The Veterinary Registration Form **must** be completed by the treating veterinarian (ALL ESAs).
 - If the ESA is a cat or dog, all vaccination records (including rabies vaccine) must be submitted.
 - You are only permitted **1** ESA to be in your room.
 - You are **not** permitted to bring the ESA to your room until you have received approval from the Housing Office.
 - Please review the animal policy to prevent being documented (found on the West Liberty University website).