

My Meal Plan in MyHousing



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The My Meal Plan system in MyHousing was designed to provide students an easy to use online platform for adding, changing, or deleting the meal plans.

New returning residents have the option of adding meal plans when they secure housing through the Student Web Self Assign (SWSA) process.

On-campus residents and students residing off-campus can now use the My Meal Plan system to:

- Add new meal plans, including guest meals
- Change existing meal plans
- Delete meal plans

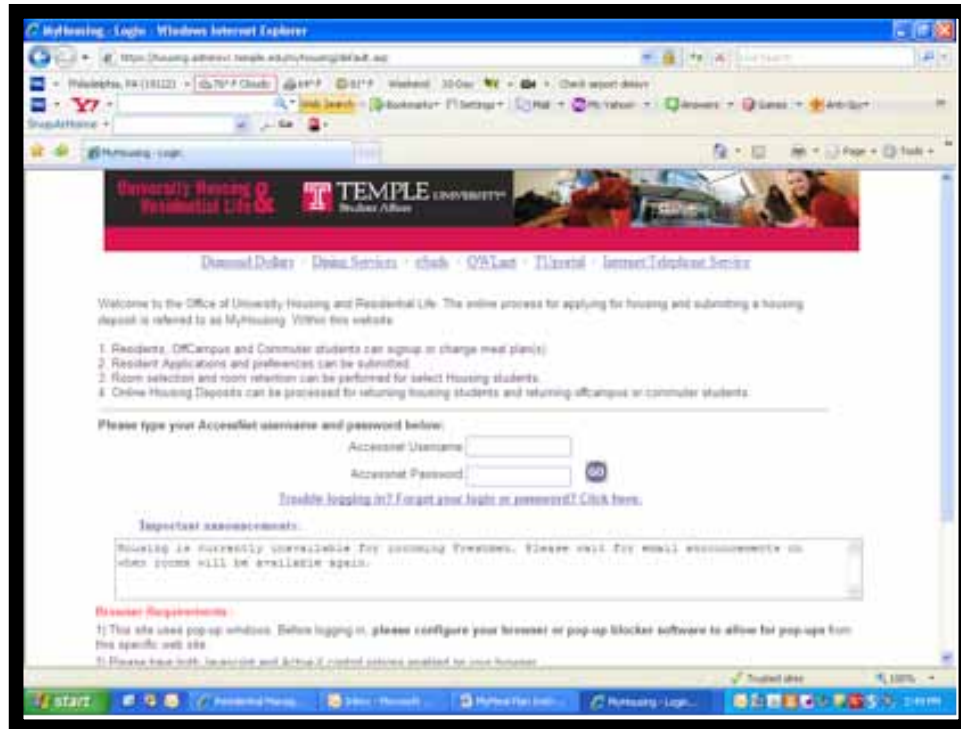
Please refer to the Terms and Conditions of the Housing and Meal Plan License for details with regards to penalties and charges.

The information in the booklet provides step-by-step instructions for using the My Meal Plan system.

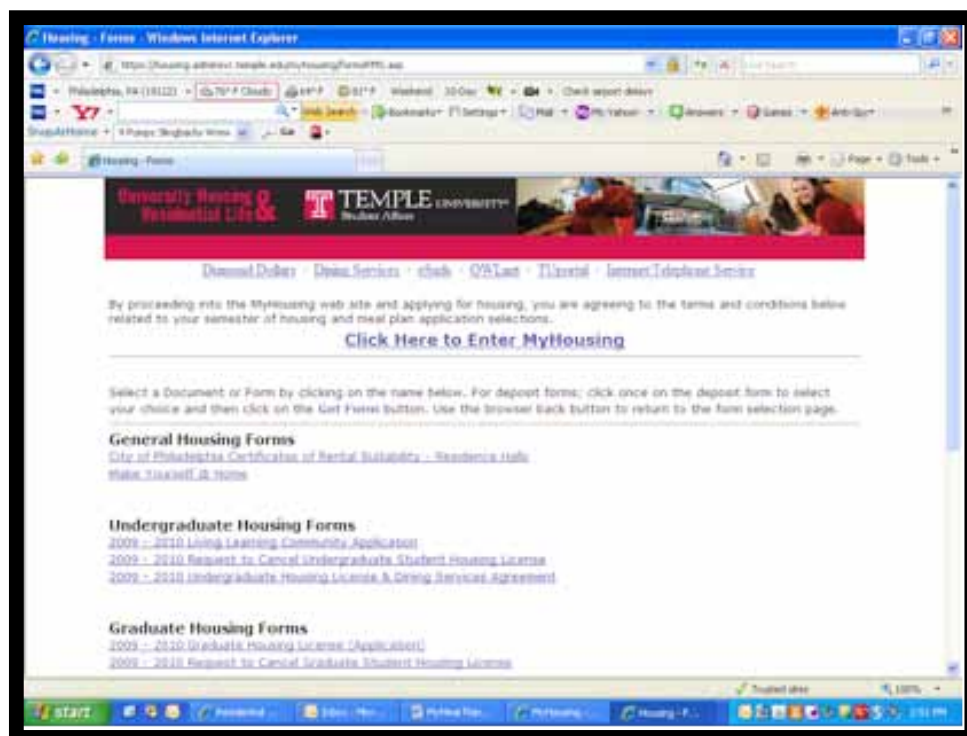
For questions please call 215-204-7184

Entering the My Meal Plan System

Step 1: Log onto MyHousing using your username and password. Click GO

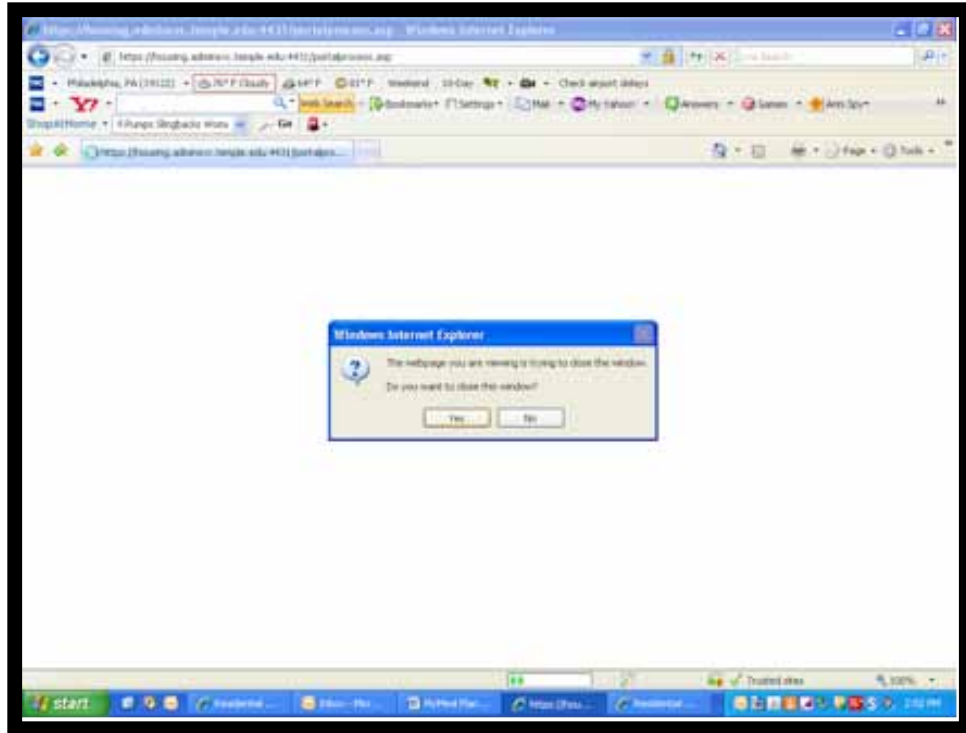


Step 2: Click on Enter MyHousing link.

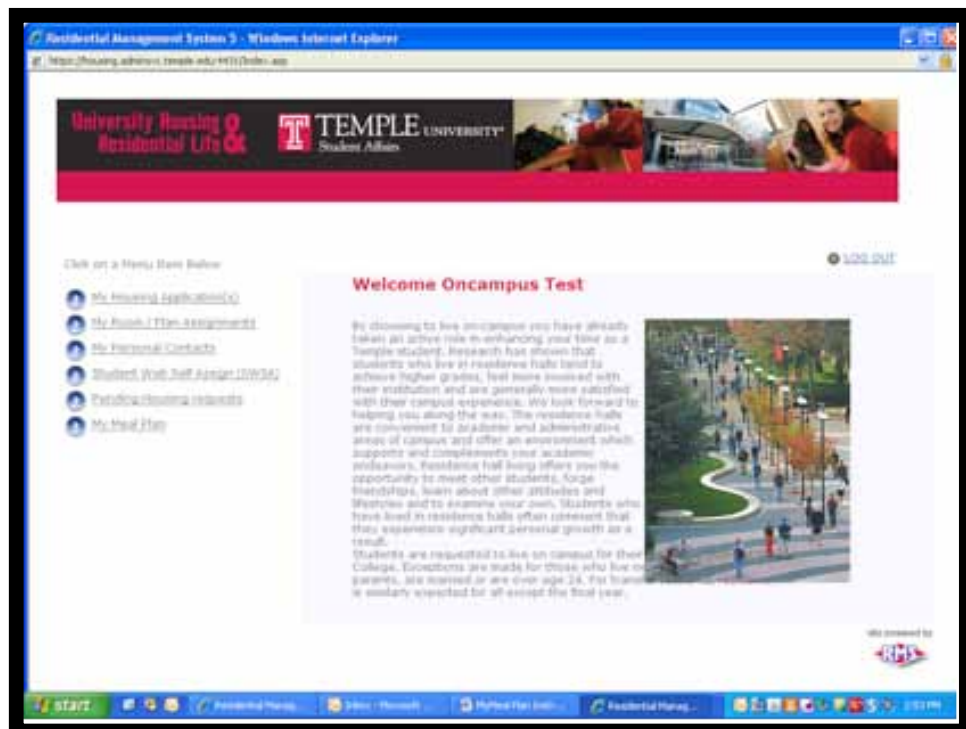


- Be sure to review the Housing and Meal Plan License for details regarding the contract.

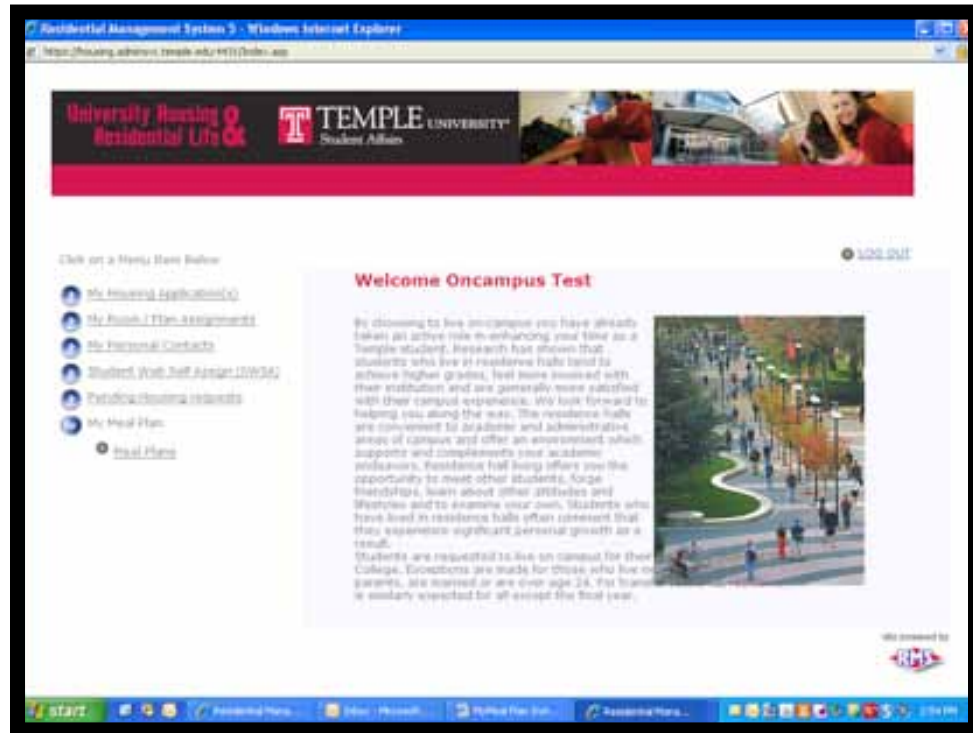
Process Note: The webpage you trying to view need to be opened.
Select YES.



Process Note: You will see the welcome page to MyHousing



Step 3: View the Menu Items on the left. Select > My Meal Plan (which is the last item) to begin the process.

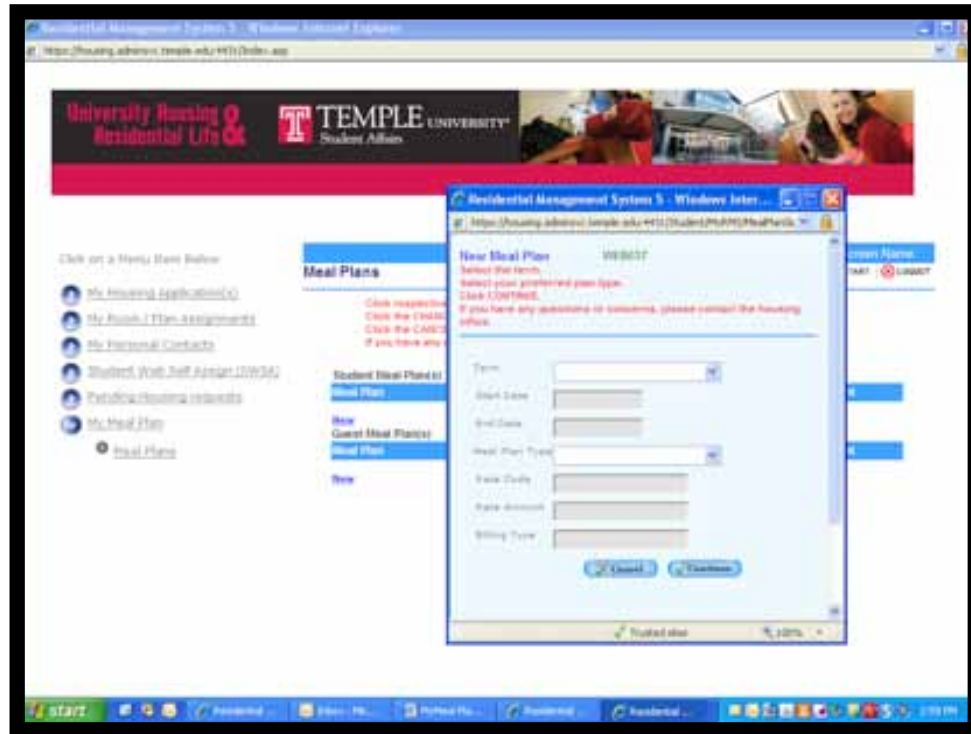


Step 4: Select >Meal Plans option to view the meal plan request screen.



Add a Meal Plan

Step 1: To Add a meal plan select **New** under Student Meal Plan(s) option.



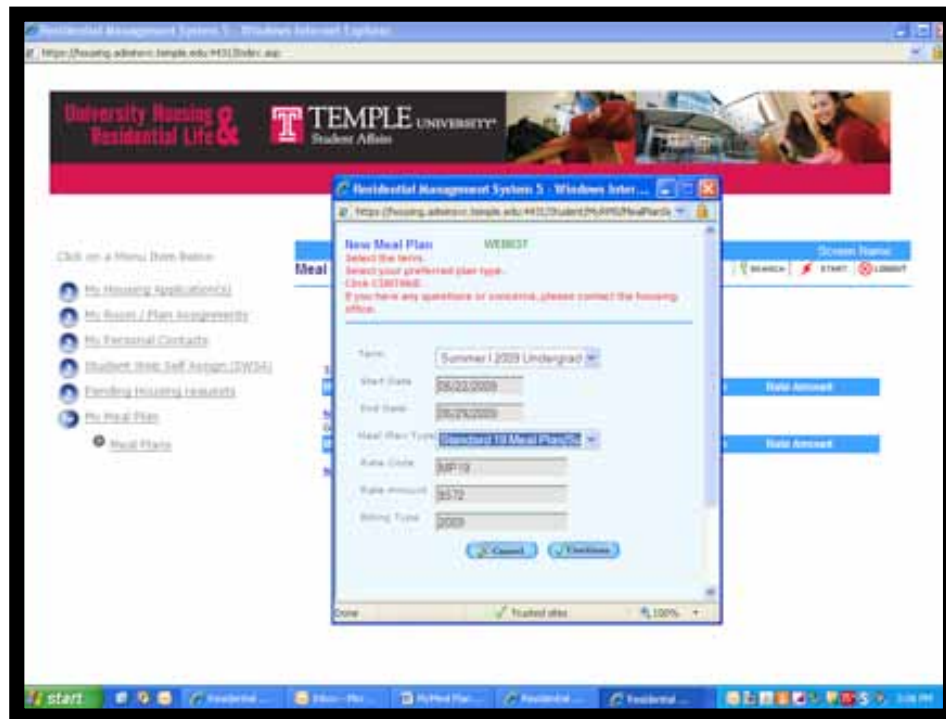
- On-campus residents can select meal plans during the SWSA process.
- Off-campus residents **MUST BE** registered for classes before using My Meal Plan.

Step 2: Select the correct Term in which you want a meal plan.

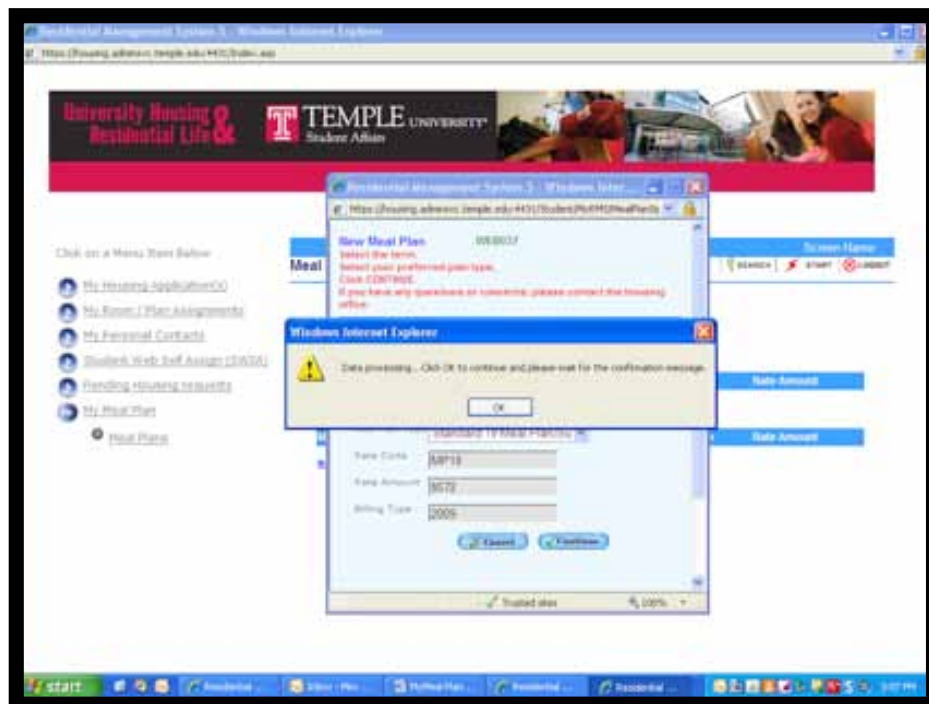


Process Note: The correct start dates for that semester will appear automatically.

Step 3: Select the Meal Plan Type you want for the semester.

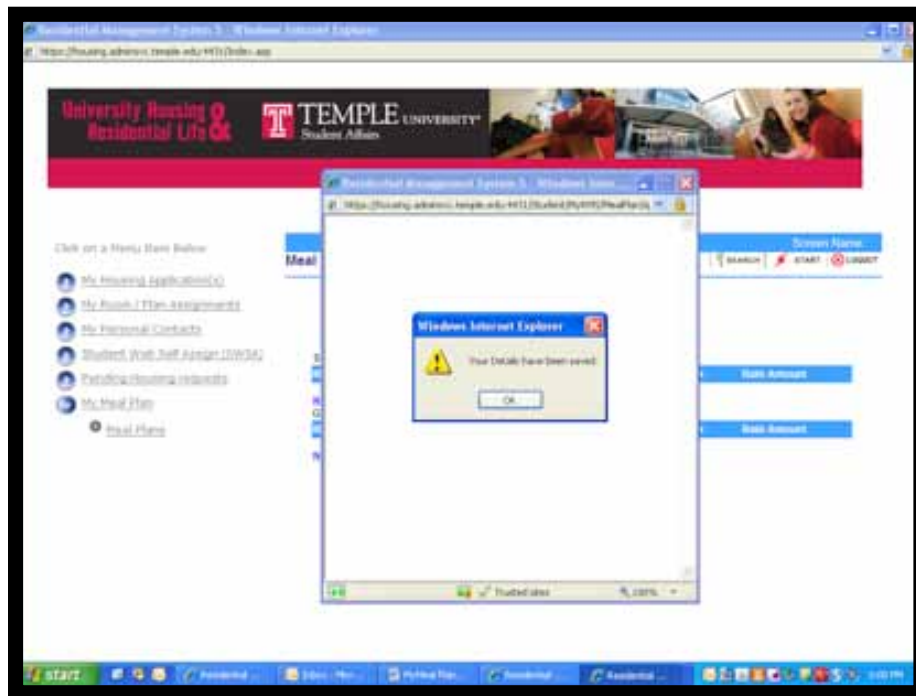


Process Note: The Rate Code, Rate Amount, and Billing Type will appear automatically.



Step 4: Press **Continue** and wait for the confirmation message. Click **Okay**.

Process Note: Details will be saved

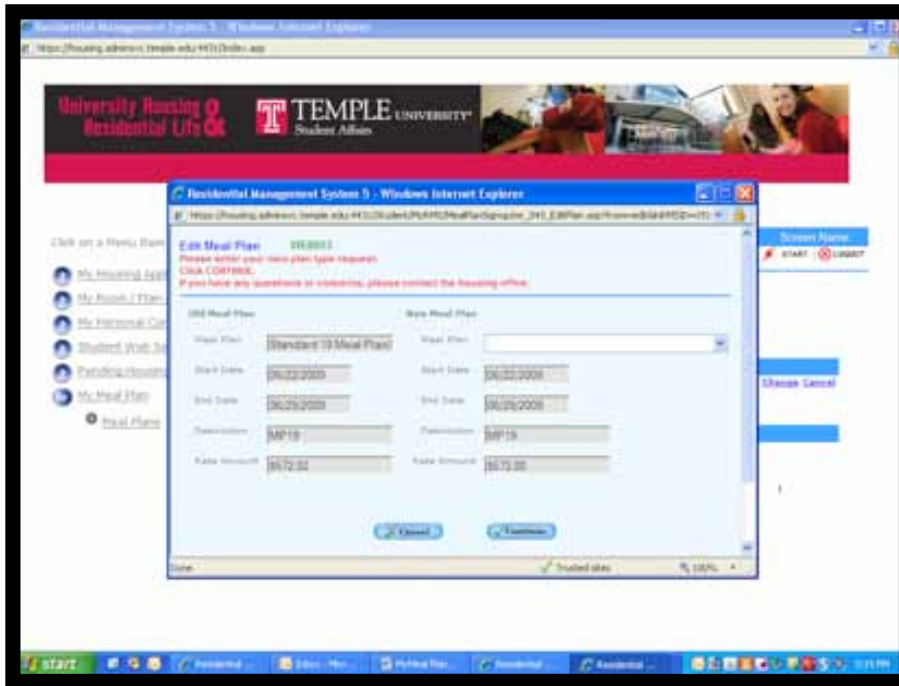


Process Note: Review your meal plan under Student Meal Plan(s)



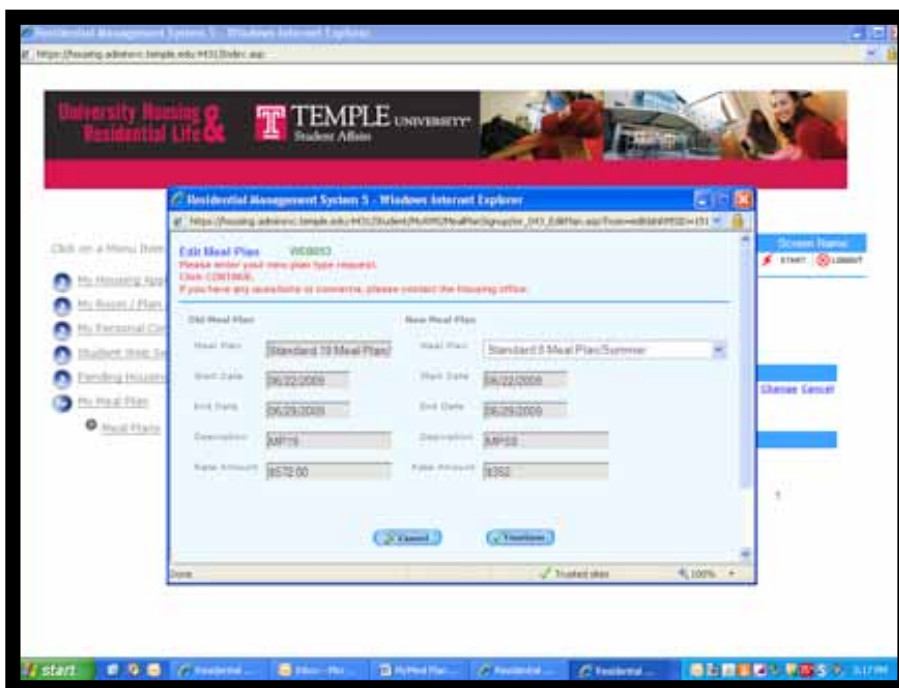
To Change a meal plan

Step 1: Select **Change** next your current meal plan.



*Students will be permitted to downgrade their meal plan **only once** during the semester.

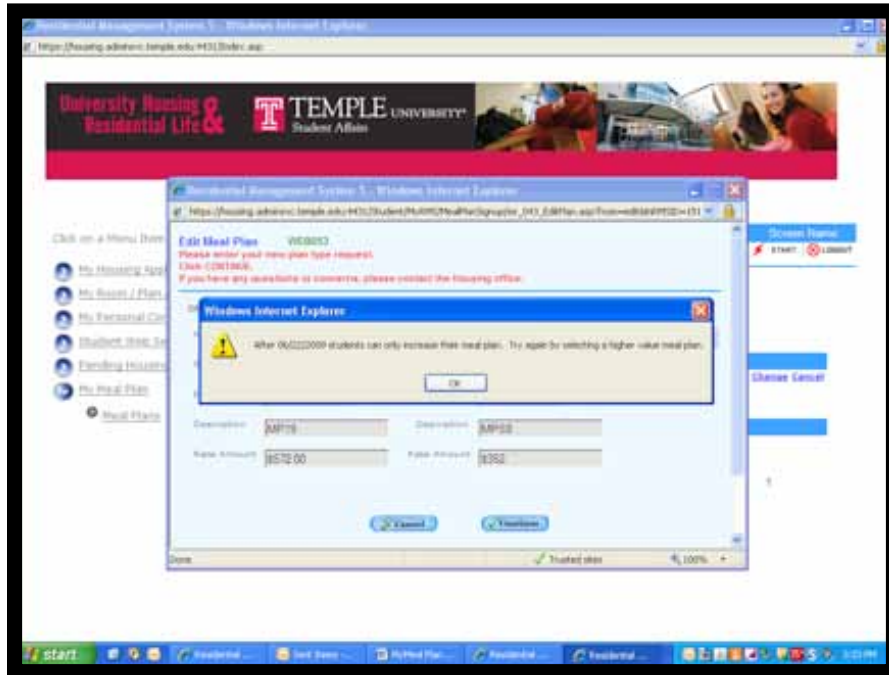
Step 2: On the active box, under **New Meal Plan**, select the plan you want.



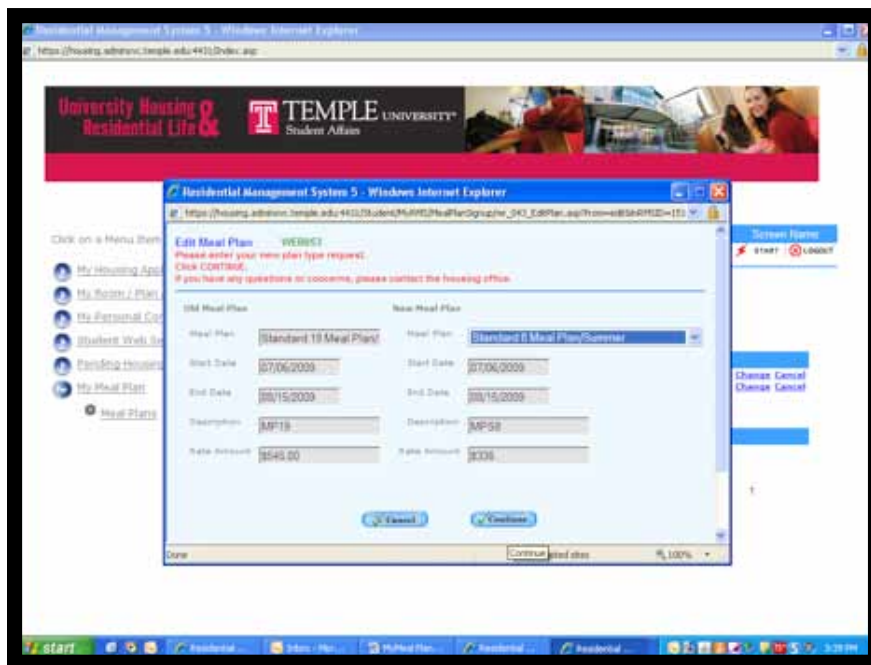
Process Note: MyMeal Plan system will prorate the transaction; change the Description and Rate Amount automatically.

Step 3: Press **Continue**

Process Note: If the student tries to downgrade or cancel the meal plan after the cutoff date, they will receive the message below:



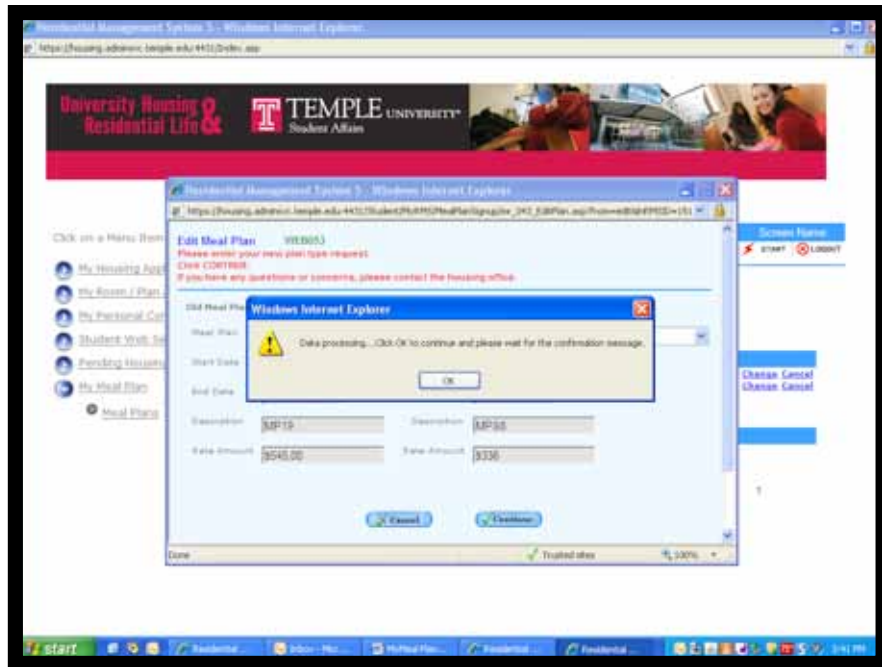
Process Note: If the student changes before the cutoff date, the process will allow to continue.



Step 4: Press **Continue** to confirm your meal plan change request.

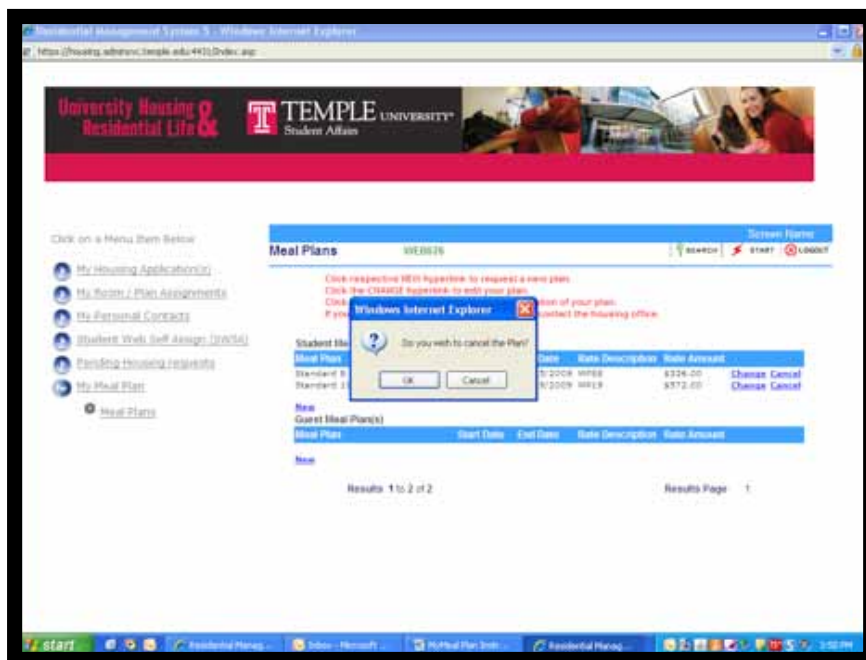
Step 5: Press OK to process your request.

Process Note: Details will be saved and you are able to view your new meal plan



To Cancel your meal plan

Step 1: Click on the link to **Cancel**.



*Once students are billed for their meal plan, these requests will not be considered unless you are withdrawing from the University. Please see the Housing and Meal Plan License for details.

Step 2: Wait for confirmation message.

