

# TU Housing

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TIGER PARKING, MEAL & HOUSING SYSTEMS

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TUHOUSING | 123 MADEUP LANE

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# Introduction

## 1.1 Who Is This Application For?

TU Housing is a software designed for keeping track of all parking, housing and meal plan information of all Towson University students and employees what reside, eat from or commute to Towson University.

As all of these instances of data can be quite diverse in nature, it is nice that this application can keep all this data all in one place. The goal of this application is to make the lives of Towson administrators, students and staff easier.

This interface allows administrators to manage user information as well as allowing students and staff to submit, update and check all of their housing, meal, and parking information.

## 1.2 Who Should Use This Guide?

This tutorial is to guide new users of TU Housing

- Administrators: These users will see how to login and manage student/staff information.
- Tigers: These users will see how they can log in as a well as submit and update user information.

For any more information we would advise you contact the corresponding department to request help.

Resident Phone: 410-704-2284

Meal Email: [foodshare@towson.edu](mailto:foodshare@towson.edu)

Parking Phone: 410-704-7275

# Key Features

## 2.1 Admin Features

- Login / Log Out of system
- Adding students and users
- Viewing all information by student
- Edit Housing
- Show all dorm or apartment information

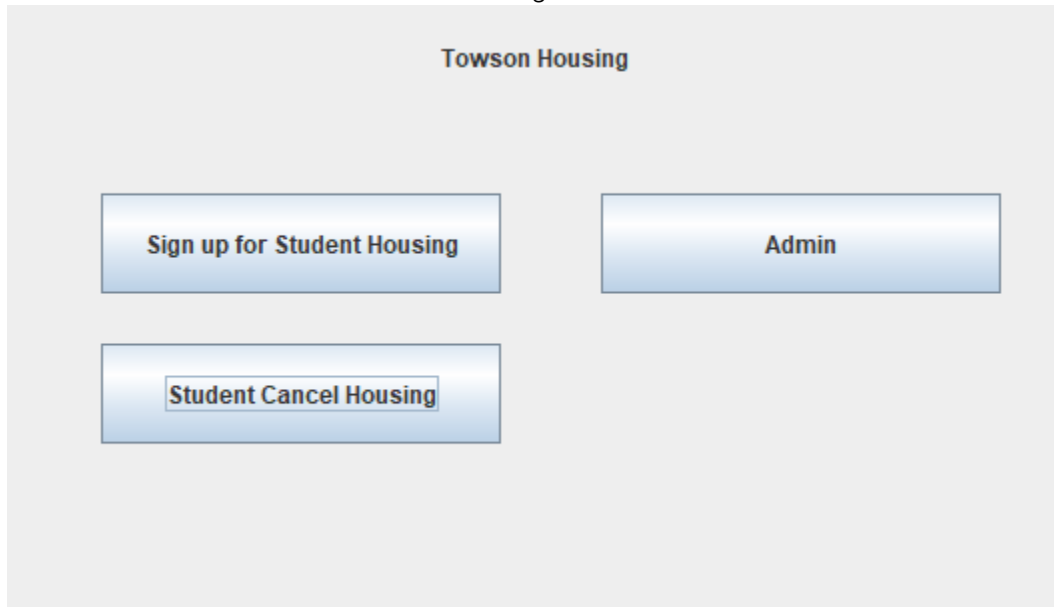
## 2.2 User Features

- Login/Log Out of system
- Viewing all Information
- Enter Car Information
- Enter Housing Status
- Enter Meal Plan
- Check all expenses
- Show all dorm or apartment information

# Admin User Guide

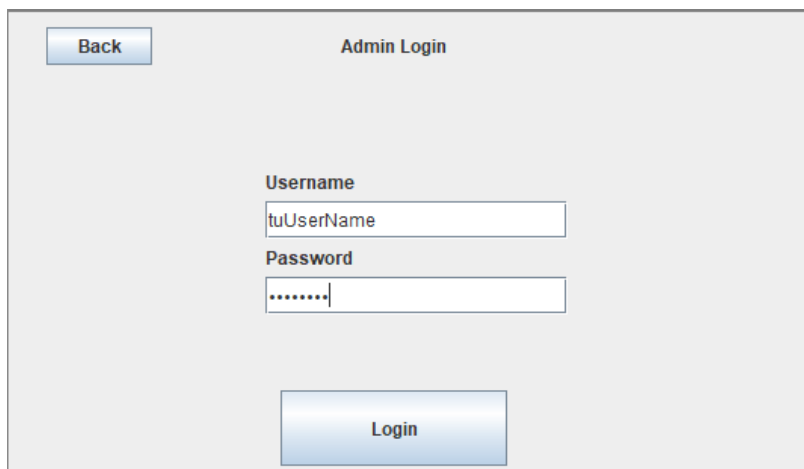
## 3.1 Login

For an admin user select “Admin” in the sign in menu.



The image shows a web interface titled "Towson Housing". It contains three buttons: "Sign up for Student Housing" on the left, "Admin" on the right, and "Student Cancel Housing" below the "Sign up" button. All buttons are blue with white text and a slight gradient.

Enter your username and password provided by your department chair.



The image shows an "Admin Login" form. It has a "Back" button in the top left corner. The form contains two input fields: "Username" with the placeholder text "tuUserName" and "Password" with masked characters ".....". Below the input fields is a "Login" button. The entire form is enclosed in a light gray border.

## 3.2 Manage Housing

All housing information for housing can be accessed from this page.

**Log Out**

**Housing Locations**

**Resident Halls**

**Glen Complex**

**Newell Hall**

**Stephens Hall**

**Apartment**

**Carroll Hall**

**Marshall Hall**

**Towson Run**

**10 West**

After selecting an apartment you will see all the information for the apartment:

**Back**

**Number of Beds: 205**

**Number of Beds Left: 205**

**Students In Housing Location**

After selecting a resident hall you will see student resident housing information.



### 3.3 Manage Students

On this screen you can select a student residing in that hall.

The screenshot shows a web interface for managing students in the 'Glen Complex'. At the top left is a 'Back' button. The title 'Glen Complex' is centered. Below it, the 'Number of Beds' is 315 and the 'Number of Beds Left' is 311. A section titled 'Students In Housing Location' contains four buttons: 'Student: Jane Snow', 'Student: Eric Walters', 'Student: Will Pain', and 'Student: Bill Smith'.

Glen Complex		
Number of Beds:	315	
Number of Beds Left:	311	
Students In Housing Location		
Student: Jane Snow	Student: Eric Walters	Student: Will Pain
Student: Bill Smith		

After selecting a student you will see all that student's information. You can remove them with the "Remove Student".

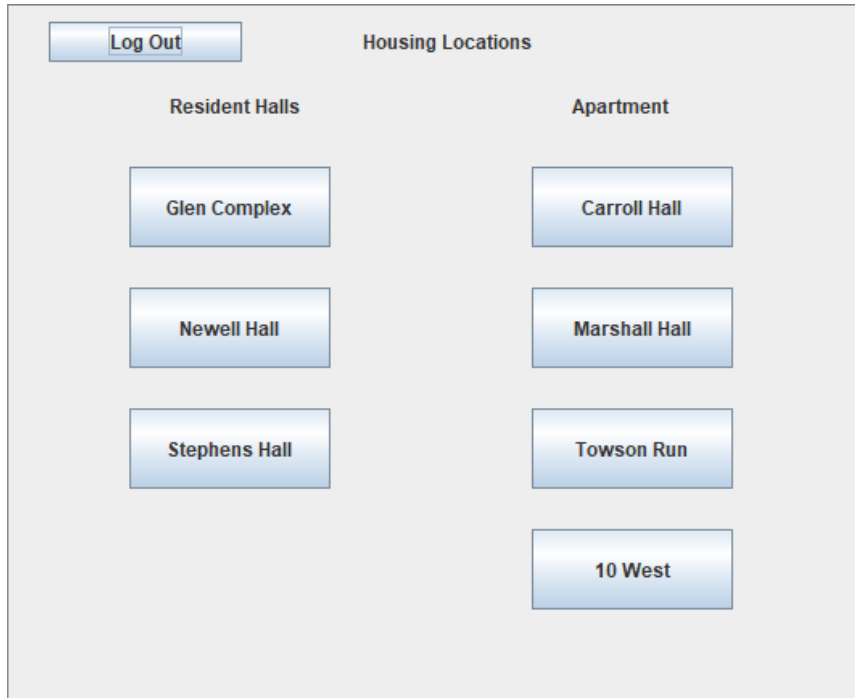
The screenshot shows a 'Student Information' screen for Jane Snow. It lists various details in a two-column format. At the bottom are 'Back' and 'Remove Student' buttons.

Student Information	
First Name	Jane
Last Name	Snow
Number of Classes	4
Number of Credits	12
Student ID	1243526
Email	jsnow2@students.towson.edu
TU Status	Junior
Phone	432-234-9342
Street	123 Walnut Drive
City	Baltimore
State	MD
Zip	21233
Housing Building	Glen Complex
Bed ID	GC-202A
Meal Plan	14 Meal Per Week
Has Parking	Yes

Back Remove Student

### 3.4 Log Out

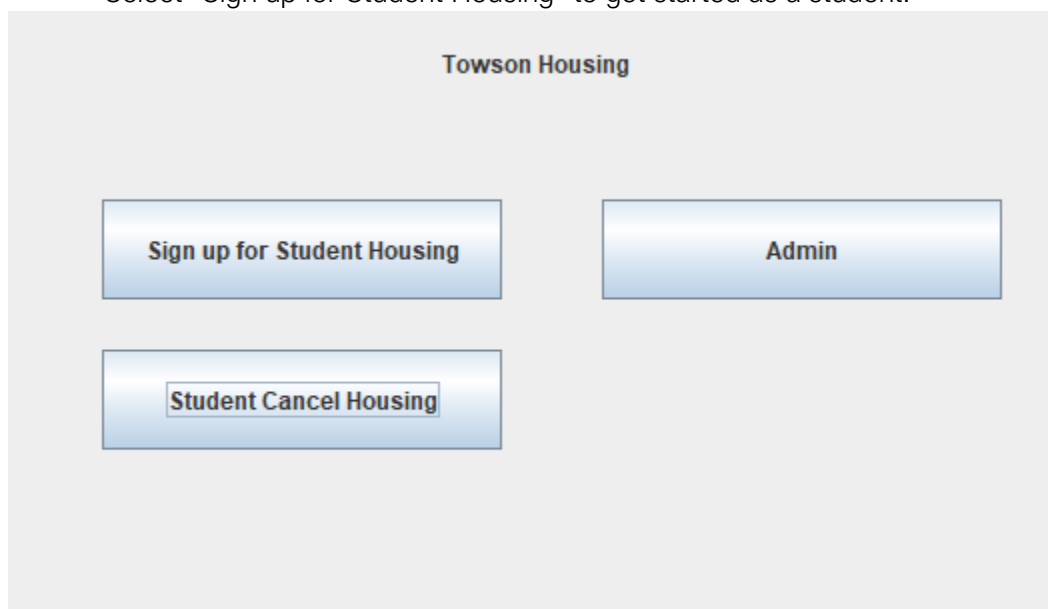
Selecting “Log Out” in the top corner will log you out of the account.



## Tiger User Guide

### 4.1 Sign up

Select “Sign up for Student Housing” to get started as a student.



Enter all your student information and select “Confirm” afterward.

Student Information Form	
First Name	<input type="text" value="Jon"/>
Last Name	<input type="text" value="Doe"/>
SSN	<input type="text" value="123456789"/>
Number of Classes	<input type="text" value="4"/>
Number of Credits	<input type="text" value="13"/>
Student ID	<input type="text" value="1234567"/>
TU Status	<input type="text" value="Senior"/>
Email	<input type="text" value="falong2@students.towson.edu"/>
Phone	<input type="text" value="4104104100"/>
Street	<input type="text" value="123 testData Ln"/>
City	<input type="text" value="Baltimore"/>
State	<input type="text" value="MD"/>
Zip	<input type="text" value="21236"/>
<div><input type="button" value="Back"/><input type="button" value="Confirm"/></div>	

## 4.2 Submitting Housing and Meal Plan

Select your type of housing:

The screenshot shows a web form titled "Student Information Form". In the top left corner, there is a "Back" button. Below the title, there are two large, light blue buttons with black text: "Resident Hall" on the left and "Apartment" on the right.

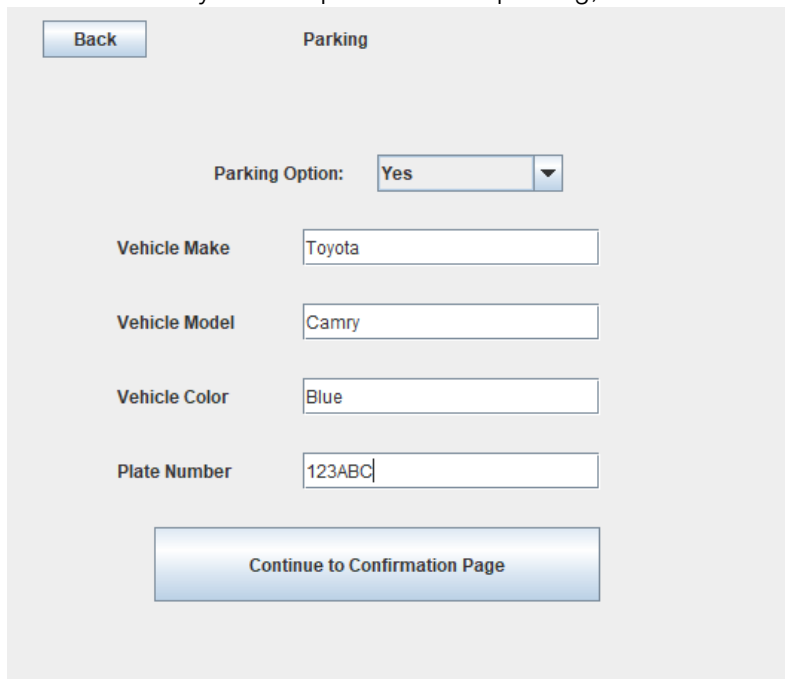
Then enter in your housing and meal plan information:

The screenshot shows a web form titled "Resident Hall". In the top left corner, there is a "Back" button. The form contains several fields with labels to their left: "Price:" followed by the text "\$3,816"; "Lease Length" followed by a dropdown menu showing "Academic Year"; "Hall Options" followed by a dropdown menu showing "Glen Complex"; "Floor" followed by a dropdown menu showing "1"; "Bed Space:" followed by a dropdown menu showing "GC-101B"; and "Meal Plans:" followed by a dropdown menu showing "10 meals per Week". At the bottom of the form, there is a large, light blue button with black text that says "Continue to Parking Page".

After entering the information, hit "Continue to Parking Page" to confirm.

### 4.3 Submitting Parking and Vehicle Information

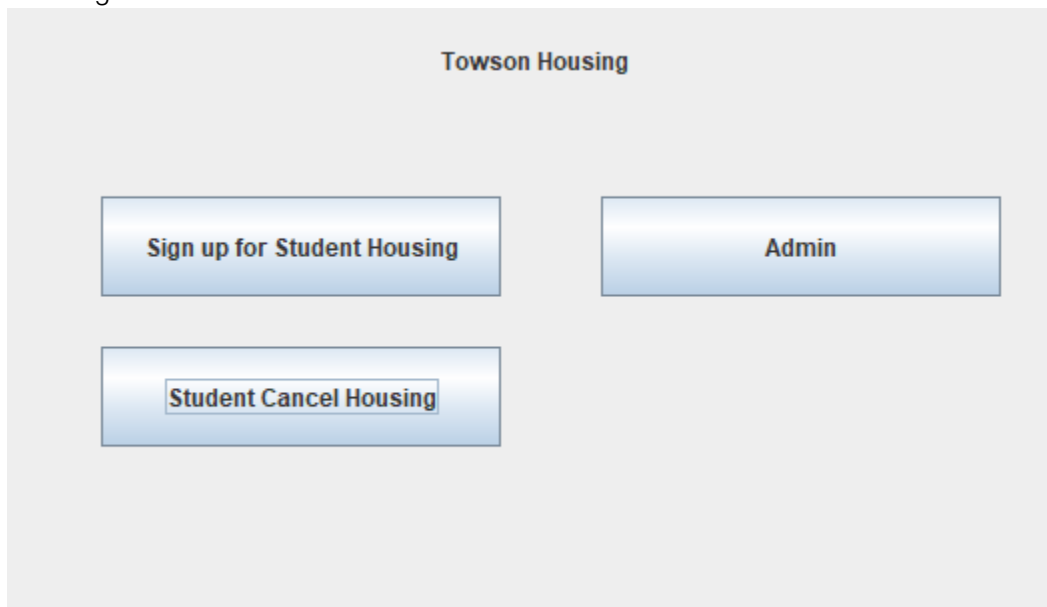
On this screen you can opt-in or out of parking, as well as entering your vehicle information.



The screenshot shows a web form titled "Parking". At the top left is a "Back" button. The form contains a "Parking Option:" dropdown menu currently set to "Yes". Below this are four text input fields: "Vehicle Make" with "Toyota", "Vehicle Model" with "Camry", "Vehicle Color" with "Blue", and "Plate Number" with "123ABC". At the bottom is a large button labeled "Continue to Confirmation Page".

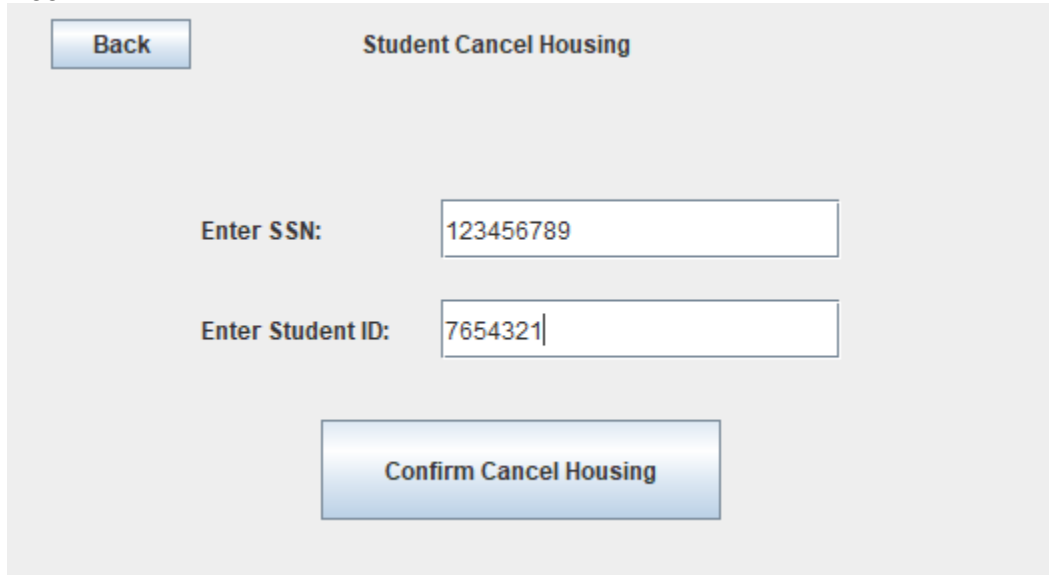
### 4.4 Canceling Housing Information

To remove your information from the TUHousing Database, select "Student Cancel Housing" on the main screen.



The screenshot shows a web page titled "Towson Housing". It features three buttons: "Sign up for Student Housing" on the left, "Admin" on the right, and "Student Cancel Housing" at the bottom left.

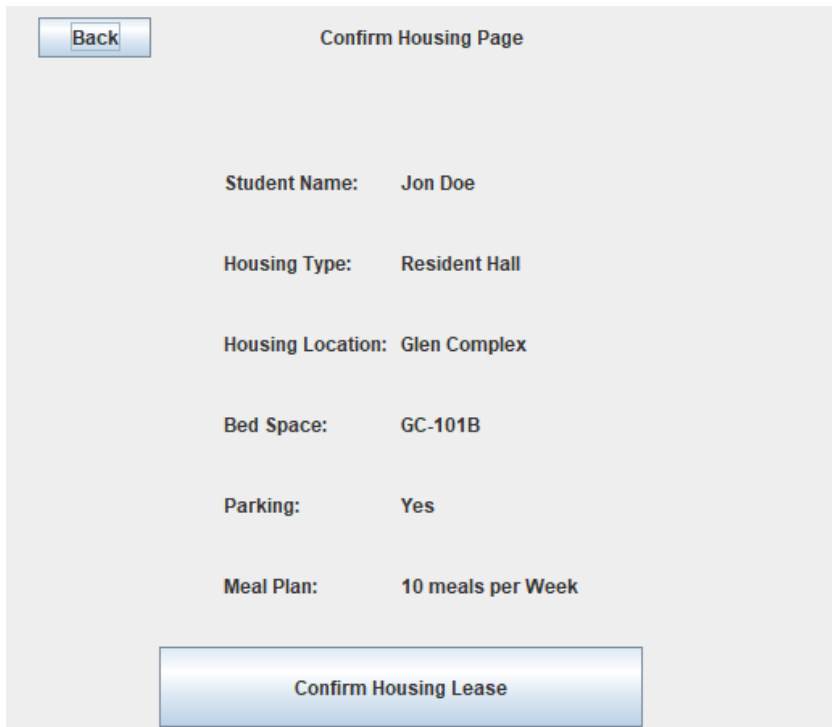
Then enter your SSN and TUID to confirm your removal from the database and you will be logged out.



A screenshot of a web form titled "Student Cancel Housing". In the top left corner is a "Back" button. The form contains two input fields: "Enter SSN:" with the value "123456789" and "Enter Student ID:" with the value "7654321". Below these fields is a large "Confirm Cancel Housing" button.

#### 4.5 Confirmation and Log Out

Selecting that you confirm the lease, will enter all user data to the database as well as log the user out.



A screenshot of a web form titled "Confirm Housing Page". In the top left corner is a "Back" button. The form displays user information in a list format: "Student Name: Jon Doe", "Housing Type: Resident Hall", "Housing Location: Glen Complex", "Bed Space: GC-101B", "Parking: Yes", and "Meal Plan: 10 meals per Week". At the bottom of the form is a "Confirm Housing Lease" button.