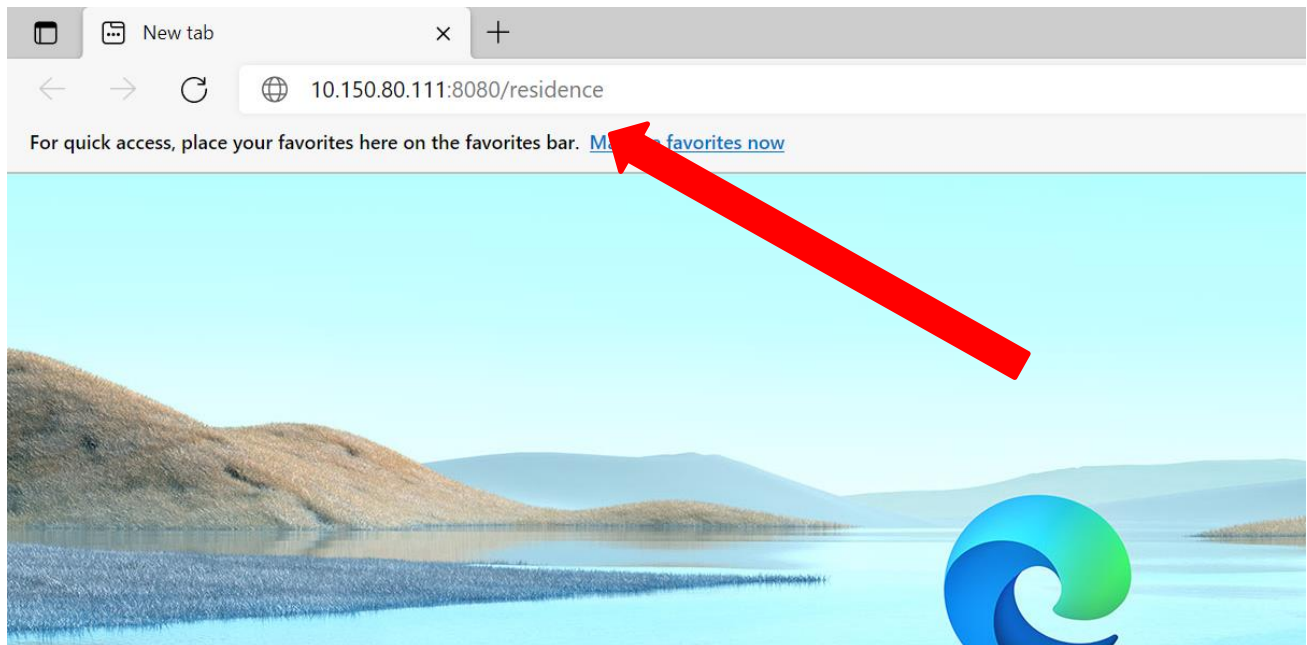


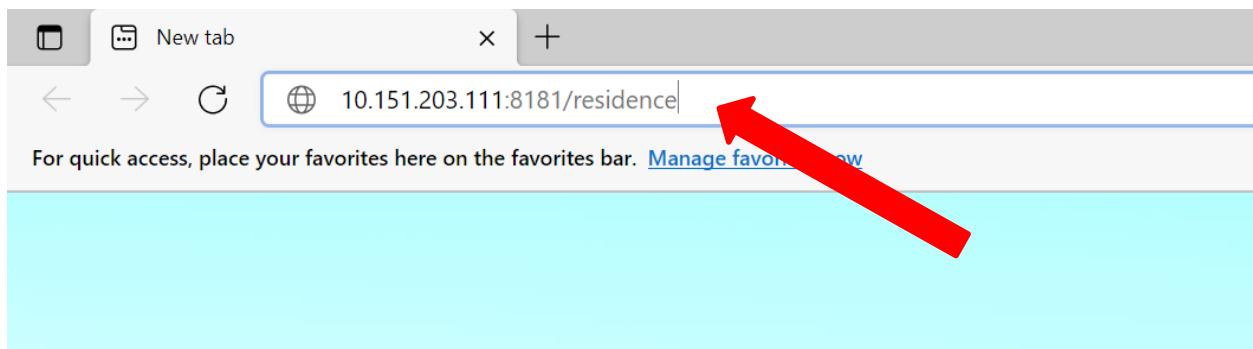
Steps to use the system properly:

1. Open any browser like: internet explorer, Mozilla/fire fox, chrome, or others
2. Write the url based on the address or of the browser based on your campus :
 - a. Main campus and technology campus: **10.150.80.111:8080/residence**
 - b. Otona campus : **10.151.203.111:8181/residence**
3. Press **Enter**

Main campus: **10.150.80.111:8080/residence**

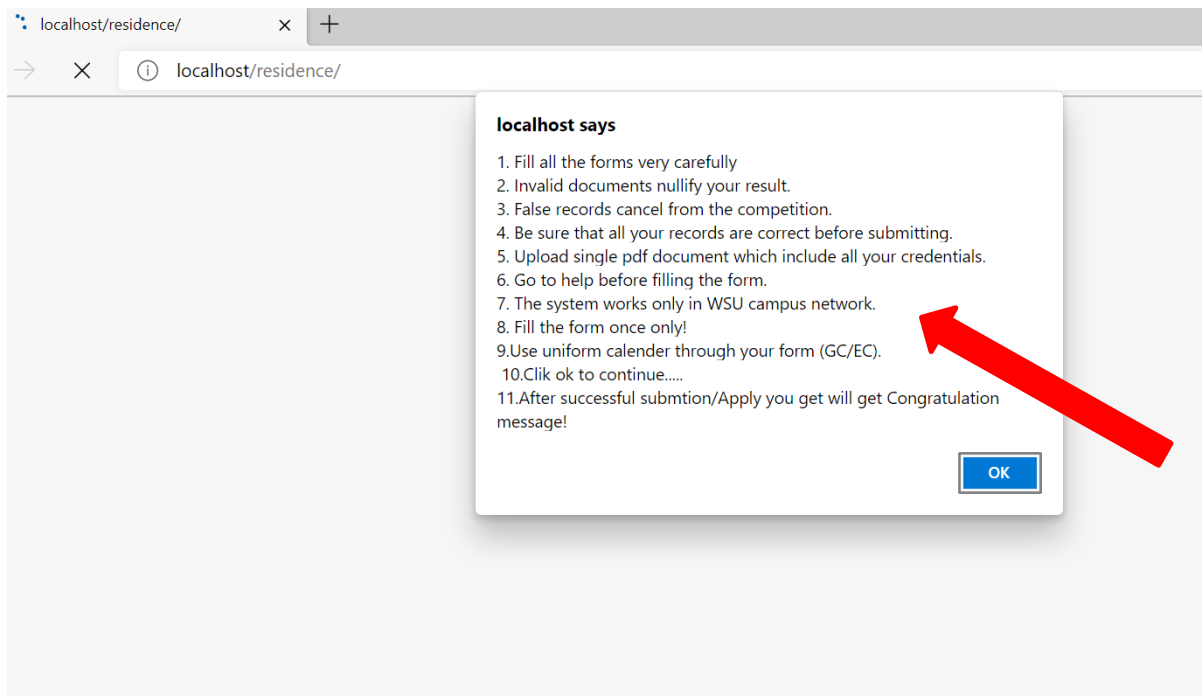


Otona campus: **10.151.203.111:8181/residence**



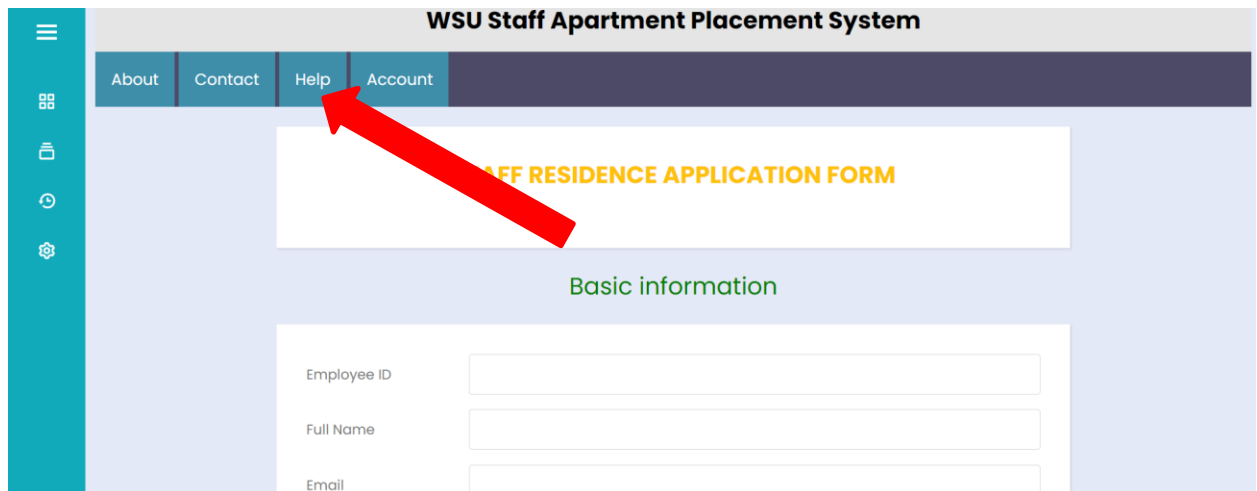
The press ENTERS on your keyboard.

4. You will get the following page. Then Read the procedures very carefully

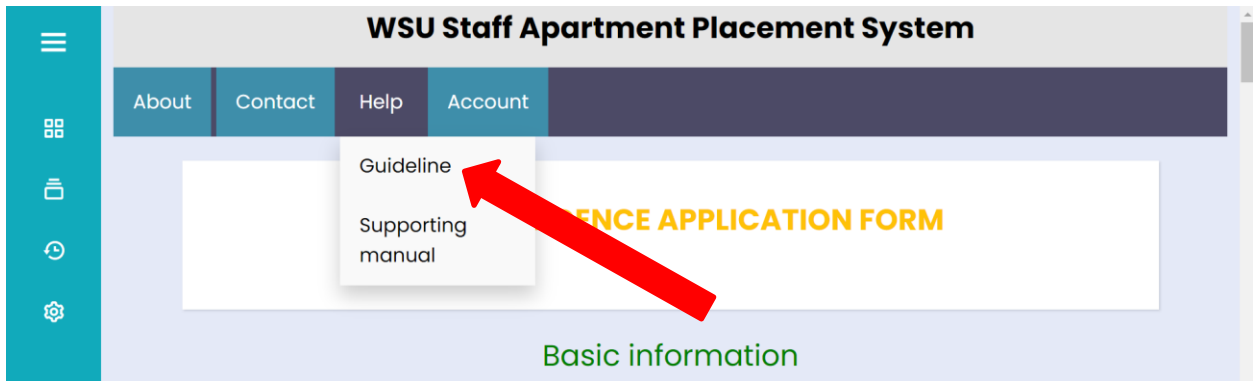


5. If you are clear with the procedures given on the above screen click **ok** button continue with the system.

6. After clicking **ok** button you will find the form



7. Before starting to fill the form, please read the directive attach under **help** link/ **guideline** download it. **Supporting manual** is also attached.



8. Before starting to fill the form **scan** all necessary documents and put the image in single word file then save it as **pdf/ convert it to pdf**. The documents like, work experience, marriage certificate, birth certificate of your child, position evidences, and others... everything requires proved justification with document.

9. **Then now start filling the form.**

10. Be sure that you can justify each information with evidence

11. Use similar calendar G.C/ E.C/ throughout the form. Assume the following condition.

12. If you have nothing for some fields, leave them as it is, don't worry. **Don't put invalid information.**

13. Finally you will see the following interface to finish the form

- a. Before submitting/**Apply** the form click on **view summary** button to look on you result that will be displayed on new **TAB**

Upload scanned documents & finish
(The above all information requires evidence scan your documents and make a pdf file)

Any comment (Remarks)

Upload scanned document(PDF) No file chosen

All information filled above is correct ☐ Confirmed

view summary **Apply** **Cancel**

- b. After looking the result on the page below:

WSU Staff Apartment Placement System

About Contact Help Account

BEFORE SUBMITTING CHECK ALL YOUR RESULTS ARE CORRECT!

If you are agree with the results you are looking below in table

1. Your record is not submitted and you can re correct it.
2. Check the guideline under help link in main menu for how it is calculated
3. Re check that if everything filled correctly in the form as you documents.
4. Consult the concerned body mentioned in the contact list still you are not satisfied.
5. If you are agree with the result go back to previos page and click on **apply** button

ID	Full name	Academic rank	Work Experience	Position	Marriage	Child	Disability	Gender	Special need	Total
1	temesgen mengistu helana	40	25	9.5835616438356	10	0	0	0	0	84.583561643836

Read the procedures carefully.

- c. Go back to previous page on **13.a.** then click on **apply** button to submit the form or you can make modification on the form if you have some error.

- d. If you submit the form by clicking on the **Apply** button you will get the following page:

The screenshot shows the 'WSU Staff Apartment Placement System' interface. On the left is a teal sidebar with icons for menu, grid, document, refresh, and settings. The top navigation bar includes 'About', 'Contact', 'Help', and 'Account'. A central white box displays 'STAFF RESIDENCE APPLICATION CONFIRMATION PAGE' in orange. Below this, a green message reads 'Congratulation! Your application is successful'. At the bottom, a table lists application details for a user named 'temesgen mengistu helana'.

ID	Full name	Edu level & Academic rank	Work Experience	Position	Marriage	Special need (child + disability + sex)	Total
1	temesgen mengistu helana	40	25	9.5835616438356	10	0	84.584

It is the final page after successful application.

14. Don't repeat application if you get once this page!

Good luck!