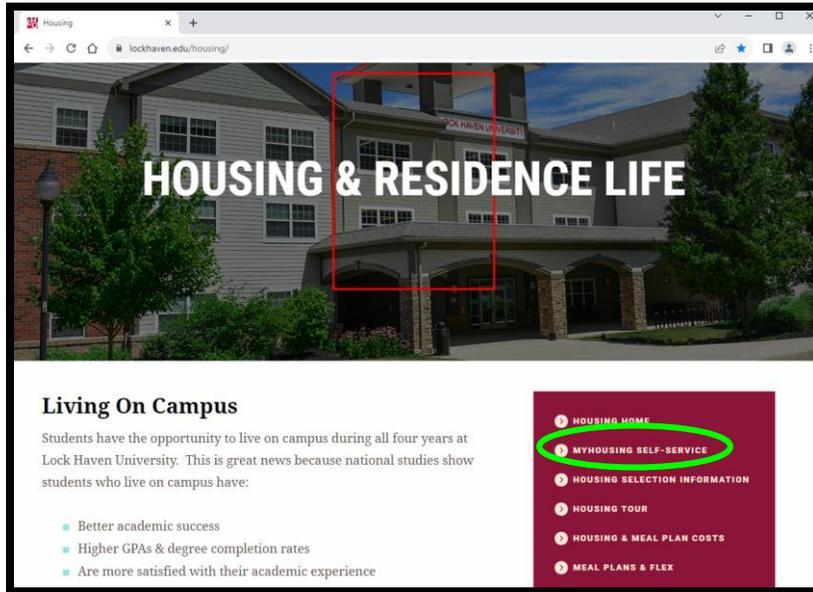


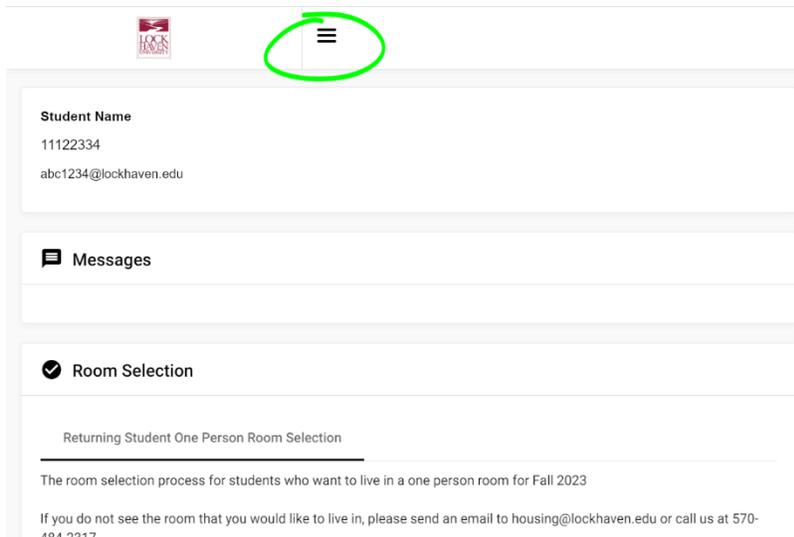
Adding FLEX in MyHousing Self-Service

STEP 1: Log in to MyHousing Self-Service using your Lock Haven username and password.

To access MyHousing Self-Service, go to <https://lockhaven.edu/housing/> and click on MyHousing Self-Service in the crimson navigation box.

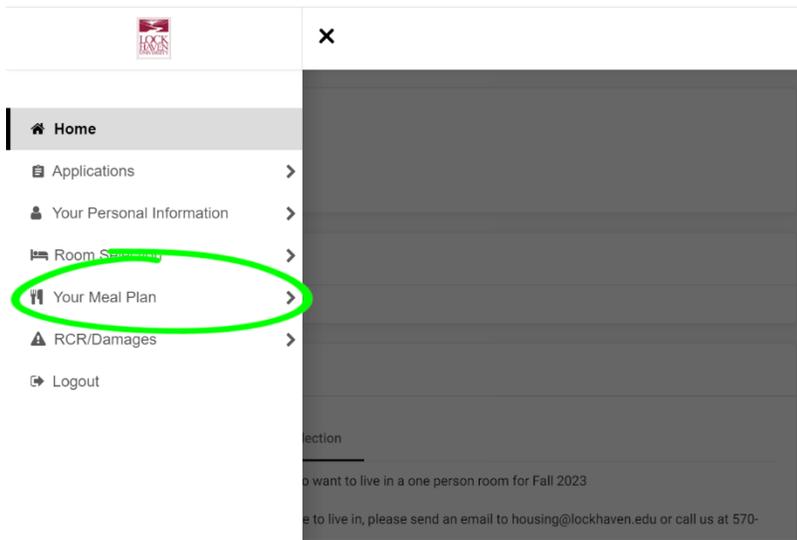


STEP 2: From the MyHousing Self-Service home screen, click on the three horizontal lines to expand the navigation menu.

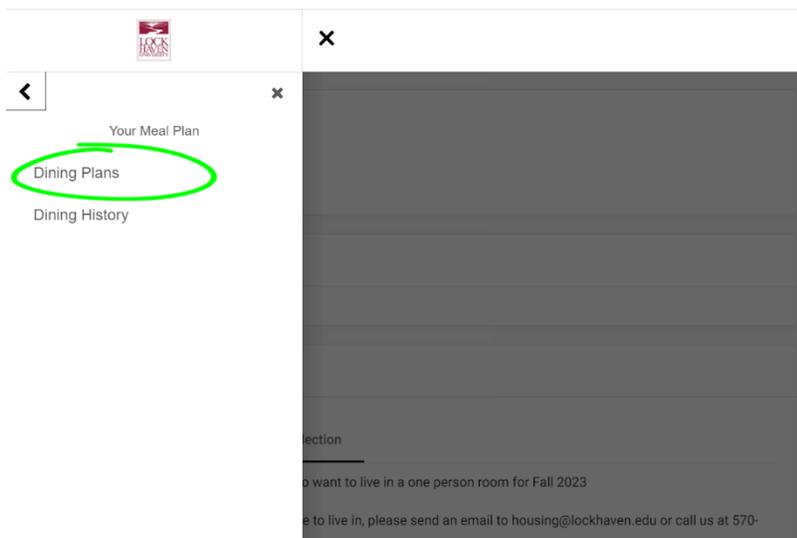


[Type here]

STEP 3: Click "Your Meal Plan" in the navigation menu.



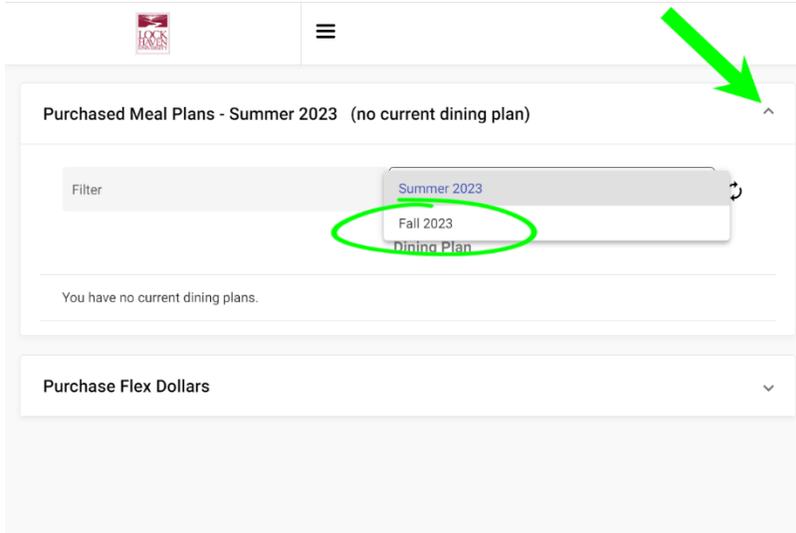
STEP 4: Click "Dining Plans".



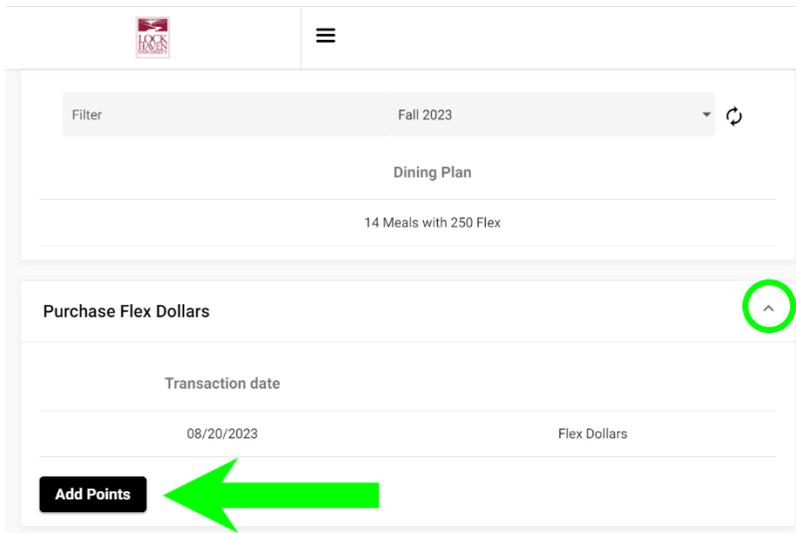
[Type here]

STEP 5: Click the down arrow (▼) next to “Purchased Meal Plans” and select the current semester from the dropdown menu.

If the student already signed up for a meal plan for the current semester, it will appear below. If they do not have a meal plan, the message “You have no current dining plans.” will be displayed.

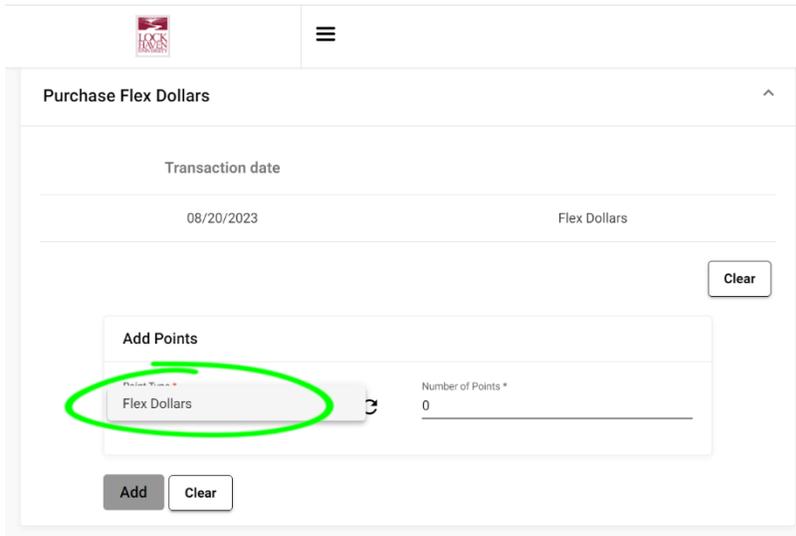


STEP 6: Click the down arrow (▼) next to “Purchase Flex Dollars” and click the “Add Points” button.



[Type here]

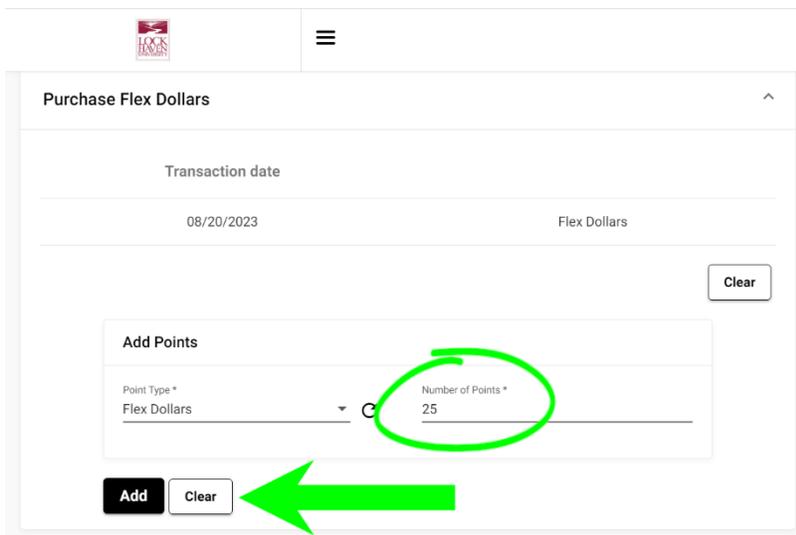
STEP 7: Change “Point Type” to “Flex Dollars”, which is the only choice in the dropdown menu.



The screenshot shows the 'Purchase Flex Dollars' interface. At the top, there is a logo and a menu icon. Below that, the title 'Purchase Flex Dollars' is displayed. The 'Transaction date' is set to '08/20/2023' and the currency is 'Flex Dollars'. A 'Clear' button is located to the right. The 'Add Points' section contains a dropdown menu with 'Flex Dollars' selected, which is circled in green. To the right of the dropdown is a text input field for 'Number of Points *' with the value '0'. Below the dropdown and input field are 'Add' and 'Clear' buttons.

STEP 8: In the “Number of Points” field, type in the dollar amount of FLEX you would like to purchase and click the Add button.

Please note, \$25.00 is the minimum amount of FLEX that must be purchased at any given time.



The screenshot shows the 'Purchase Flex Dollars' interface. The 'Transaction date' is '08/20/2023' and the currency is 'Flex Dollars'. A 'Clear' button is on the right. The 'Add Points' section has a dropdown menu with 'Flex Dollars' selected. The 'Number of Points *' field now contains the value '25', which is circled in green. Below the dropdown and input field are 'Add' and 'Clear' buttons. A large green arrow points to the 'Add' button.

The cost of the purchase then will be applied to your student account.