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.
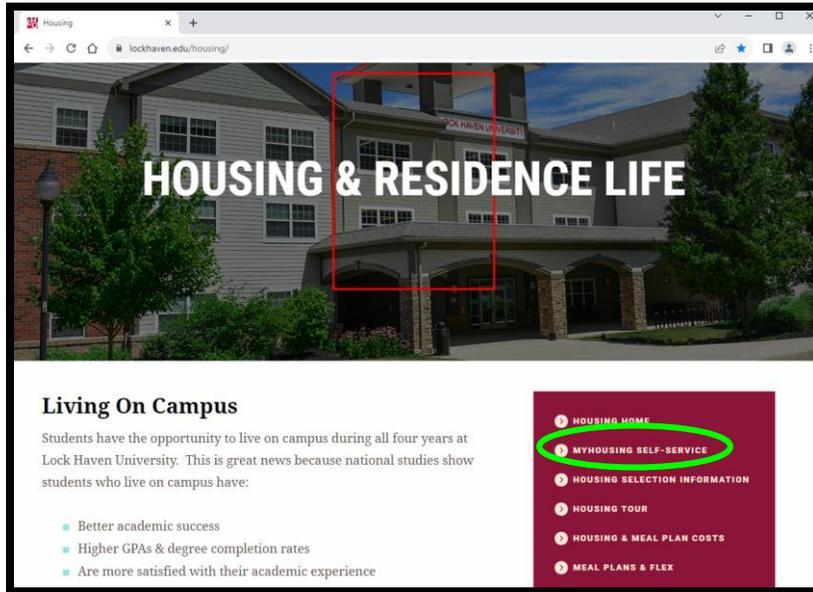
STEP 2: From the MyHousing Self-Service home screen, click on the three horizontal lines to expand the navigation menu.
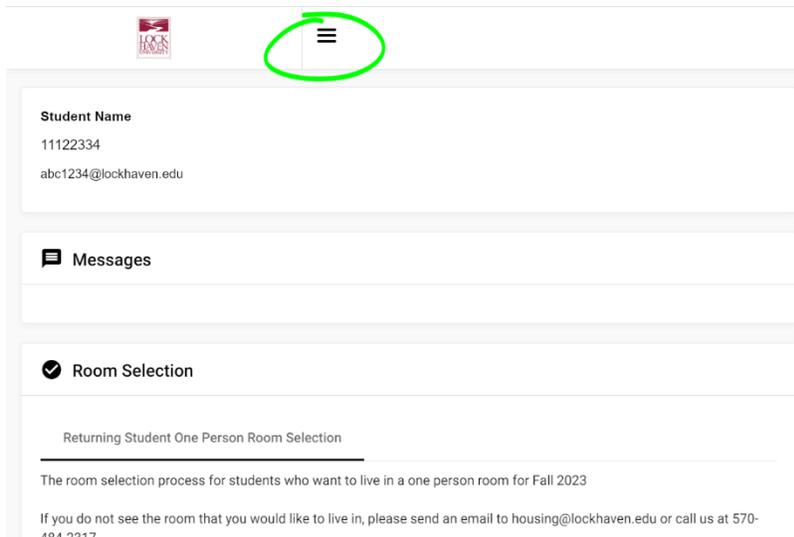
STEP 3: Click "Your Meal Plan" in the navigation menu.
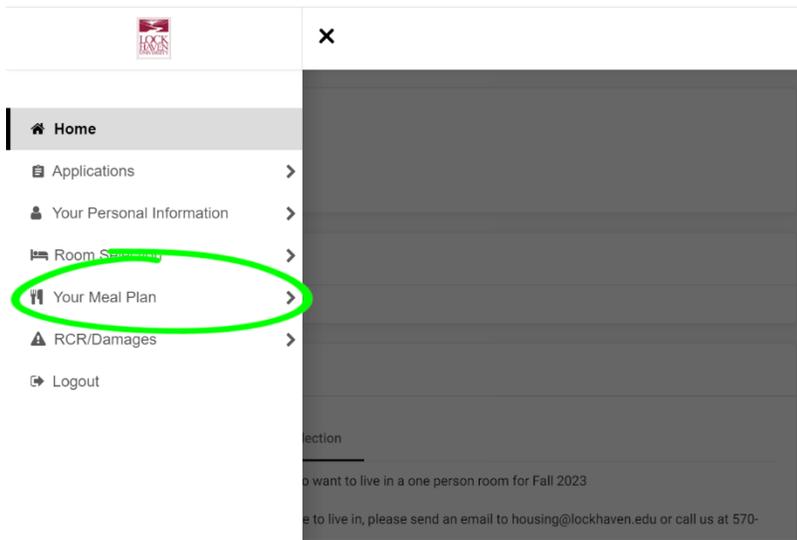
STEP 4: Click "Dining Plans".
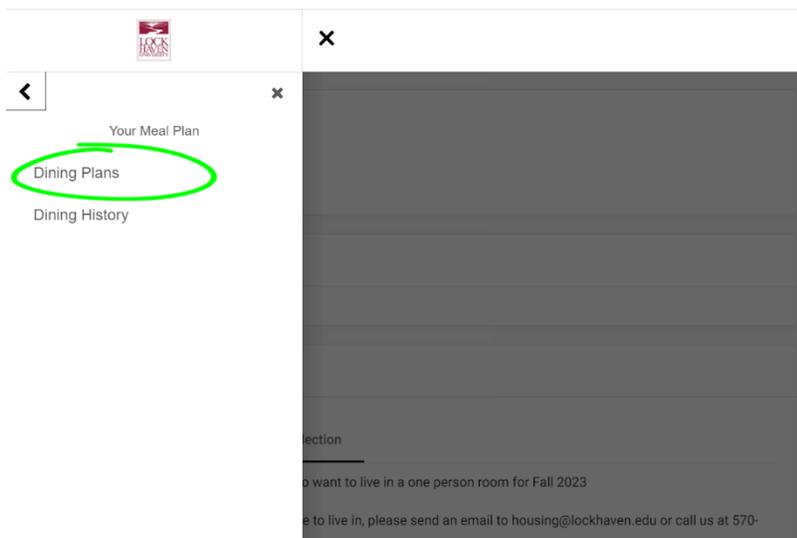
STEP 5: Click the down arrow (▼) next to "Purchased Meal Plans" and select the current semester from the dropdown menu.

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.
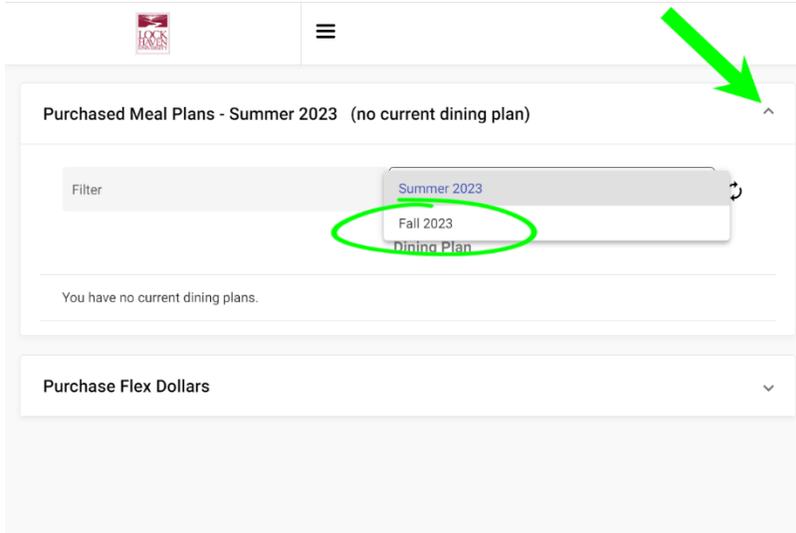
STEP 6: Click the down arrow (▼) next to "Purchase Flex Dollars" and click the "Add Points" button.
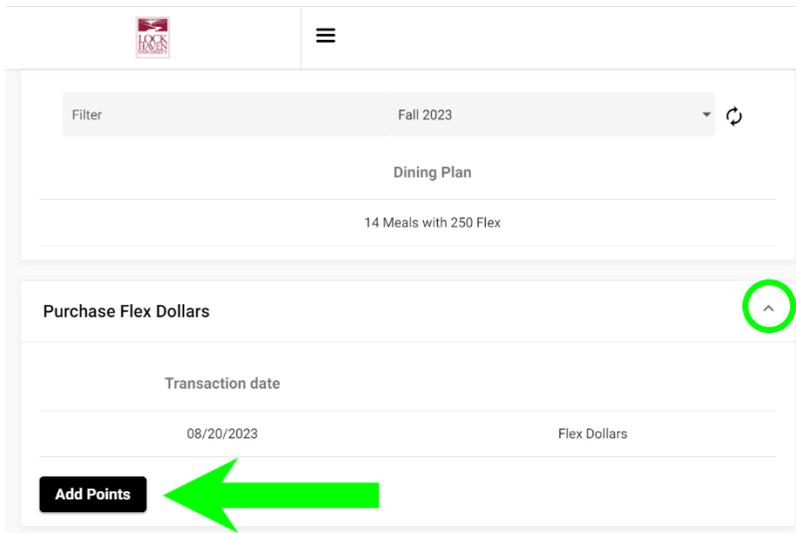
STEP 7: Change "Point Type" to "Flex Dollars", which is the only choice in the dropdown menu.
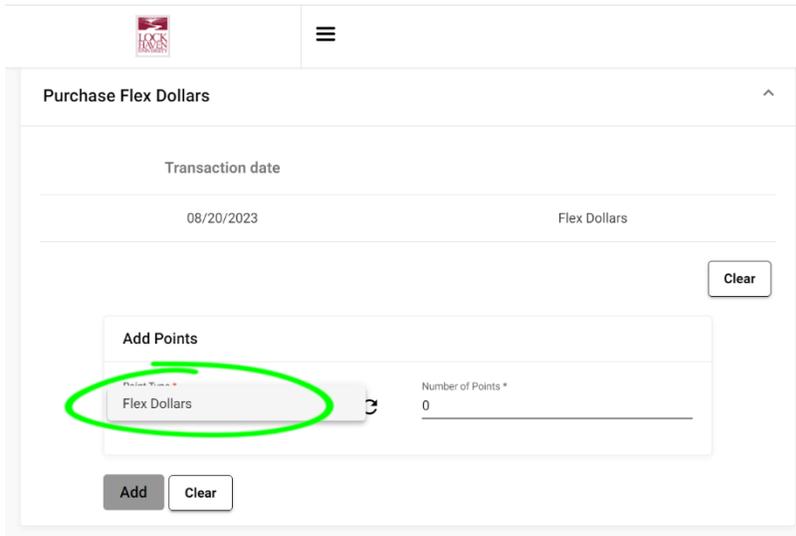
STEP 8: In the "Number of Points" field, type in the dollar amount of FLEX you would like to purchase and click the Add button.

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

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