**Note: In order to participate in Room Selection, you must have completed either the 2018-2019 New First-Year Resident Housing Application OR the 2018-2019 New Upperclassmen/Transfer Student Application. This must be done 24 hours before room selection begins.**

The morning of Room Selection, there will be a link at the top of the My Housing Portal.

Once you have clicked on the Room Selection link, a new window will appear.

Please read the instructions and information on this page!

When you have read all of the instructions, click “Next Step” to proceed.
The next page you see will be for roommate selection. You will be allowed to add up to 3 roommates to your group. If you do not plan on adding any roommates, click “Next Step”.

To add a roommate, click on the **GREEN + button.**

Enter in the student’s university ID# and their Residence Life PIN.

Click “Select” to add the student to the roommate group.

Once you are done adding roommates to the group, click “Next Step”.
Students will have up to 5 minutes to complete the room selection process once they have “locked in” a room. A timer will appear at the top of the screen.

Please Note: If no rooms appear on this screen, then there are no rooms available that can accommodate your roommate group. You will have to remove one or more of your roommates from the previous step.

There are several ways to search for available rooms…

You can specify which area and type of room you are looking for…

Or you can click on the gray arrows to show what is available on each campus…
Once you have chosen a community, the floor options will appear. Select the floor you would like to live in and the results will appear to the right.

If you would prefer to see a map view of available rooms, click on “Display Map” (located in the top right corner).

To lock in a bed space, click the yellow lock button.

Once the search results appear, click on the gray arrow to see which bed spaces are available.
A map view of the floor will appear. Bed spaces that are GREEN are available. Click on the bed space to lock it in.

Once you have chosen your bed space (as well as the bed spaces for your roommates), the timer will begin and your selection will be displayed.

If you would like to go back and select a different assignment, click the “Release Lock” button.
You will now be able to choose your meal plan, as well as the meal plans for your roommates.

Once you have selected your meal plan, click “Next Step”.

You will now have ONE MORE opportunity to review your room assignment/meal plan, as well as your choices for your roommates.

As long as you are happy with your selection, click ‘Finish’.
If you see this page, you will know that you have successfully completed room selection.

Once you have completed room selection, you can log on to the My Housing Portal to view your assignment and meal plan.