2019-2020 Returning Resident Room Selection Instruction Sheet

All residents and roommates that plan to participate in room selection MUST have completed the 2019-2020 Returning Resident Application at least 24 hours before their room selection category is scheduled to go. All applications can be found on the My Housing Portal.

The Returning Resident Application is located on the My Housing Portal.

After completing the Returning Resident Application, you will be eligible to participate in Room Selection during your assigned time.

Reclaim: January 15th-25th
Full Year (Summer 19/Fall 19/Spring 20): January 28th-30th
Fast Forward Passes: February 4th-6th
Current Grads/Seniors/Juniors: March 4th-5th
Current Sophomores: March 6th
Current Freshmen: March 7th
All: March 8th-July 17th
The link to the Room Selection process will be posted at the top of the My Housing Portal. Room Selection will open every day at 8:00 am and close every day at 11:59 pm. Students who are not eligible to participate in Room Selection will receive a ‘No Access’ message when clicking on the link.

The first page of the process will remind you that you have FIVE MINUTES to complete Room Selection. You will also see a list of important roommate information. Once you are ready to begin, click ‘NEXT STEP’ at the bottom of the page.

The next page will allow residents to select a limited number of roommates. To add a roommate, click the green + sign. To remove a roommate, click the red x sign. When pulling in roommates, you will need to have their student ID # and their Residence Life PIN number. Once you have added your roommates, click ‘Next Step’.

If you do not wish to add any roommates, click ‘Next Step’.
Once a student locks their room assignment for themselves and their roommates, they will have **FIVE MINUTES** to complete the process before the lock is released.

Only apartments that can accommodate the number of roommates in your group will appear. If you would like more options, you will need to click ‘Previous Step’ and delete one or more roommates.

Click on the arrow next to the community to see what is available.

Once you click on a floor, the search results will appear to the right.

By clicking the blue hyperlink, you will be able to see what type of room you are choosing.

In most areas, bedrooms with an “a” or “b” after the bedroom number are shared or double rooms.

Once you are ready to select a room, click on the **YELLOW LOCK BUTTON**.
If you would rather see available rooms on a map, click the 'Display Map' button on the right side of the screen.

Rooms that are outlined in RED are no longer available. Rooms that are outlined in GREEN are available and you can lock the bed space by clicking on the bed icon within the apartment.

Once you have clicked a bed space, the countdown will begin at the top of the screen.

You will be able to choose which room you and your roommates would like to be in by clicking the drop down button. If you are ready to continue, click 'Next Step'.

If you would like to choose a different room, you can release the lock. Once you release the lock, the countdown will stop and you will be taken to the previous screen.
The meal plan selection process is similar to the roommate selection process. You will click the green + sign and use the drop down menu to select a meal plan for you and your roommates. Once you are finished, click ‘Next Step’.

The next page is confirming your room assignment and meal plan. If you are satisfied with your choices, click the ‘Finish’ button.

The final page you will see is the confirmation that you have completed the 2019-2020 Returning Resident Room Selection process. Both you and your roommates will receive emails confirming your bookings.