How to select your room

Step 1 log into the housing portal
   - Please ensure your browser’s cookies are enabled. See https://www.whatismybrowser.com/guides/how-to-enable-cookies/ on how to enable your browser’s cookies.

Navigate to the room selection process
2. To locate the room selection process after logging in to the Housing Portal, please see the menu at the top-left corner of the webpage (or click on the menu icon ☰) and click on Room Selection.

3. Click on Select a Room/Suite
4. You’ll enter the Online Room Selection page.
5. Select the process that applies to you. You may see more than one type of process based on your academic eligibility that includes group, grades, or enrollment status that is also part of the criteria some residence halls have for their residents.

6. After you select your process, click on Continue. You will be able to view the webpage with the following fields.
   a. Your Room Selection – This will tell you on your eligibility and deadline for the room selection process.
   b. Roommate Group – This will show you and any roommates you’ve paired up with before proceeding with the room selection.
   c. Select from room list – This is the area where you pick the room that’s available for you.
7. Under Select from Room List, enter the criteria you want for your room search.
8. After entering the data press Search Available Rooms
9. This will then show you a list of rooms that are available for you to pick.

Each block proves the following information
• Name of Hall and Room Number
• Room Type: The type of room
• Spots: how many beds are in the room
• The Roster will show you a list of all rooms for the hall
• Select room will allow you to select the room for that block.

10. When you’ve found a room you like, click Select room.
11. This will take a few seconds for the room details to appear.
12. When this does this will give you an option to choose which bed you want.
13. After selecting your bed preference click on Submit room Selection.

14. After selecting you’ll then see a message like the following noting your room selection process is completed.

15. You’ll receive an email like the following.
16. You’ll also see the assigned room when you go back to the Housing Portal’s home page under Assignments.
**Assignments**

<table>
<thead>
<tr>
<th>Fall 2021</th>
<th>Spring 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Name: Lee Smith Hall (Female)</td>
<td>Roommates/Suitemates: 0</td>
</tr>
<tr>
<td>Room: 352</td>
<td></td>
</tr>
<tr>
<td>Bed: 1</td>
<td></td>
</tr>
<tr>
<td>Room Type: Double</td>
<td></td>
</tr>
<tr>
<td>Check In: 01/01/2022</td>
<td></td>
</tr>
<tr>
<td>Check Out: 05/21/2022</td>
<td></td>
</tr>
</tbody>
</table>

If you are already assigned you will receive the following message.

**Important Message**

You cannot participate in online room selection because you already have an assignment.

If you feel you have reached this message in error, please contact the housing office.