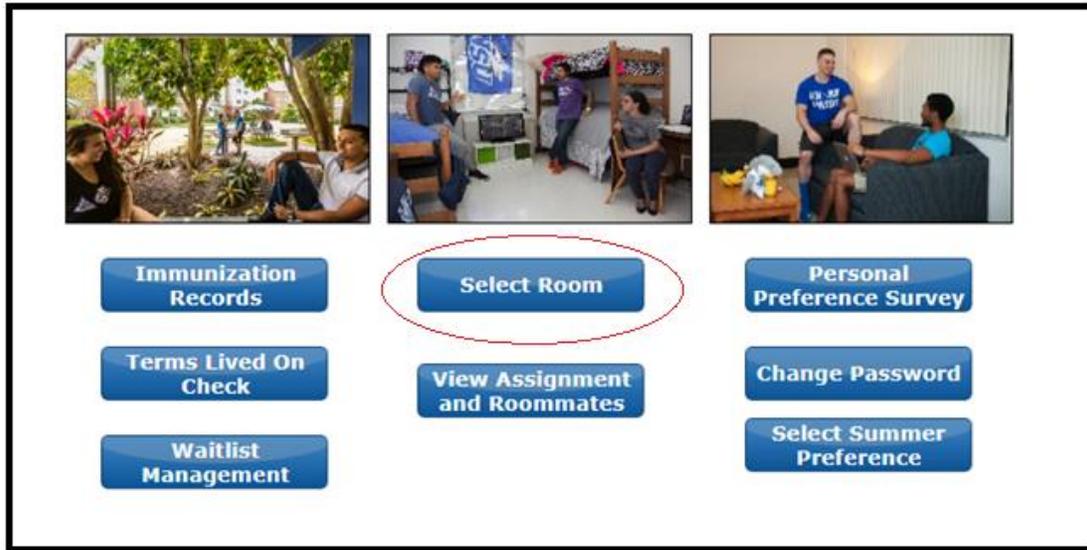


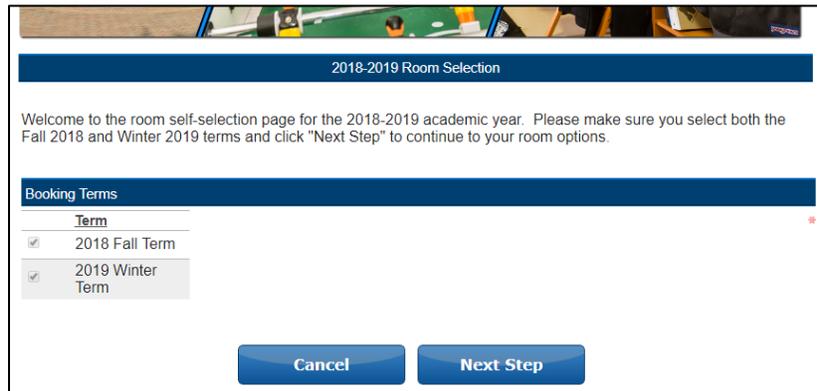
Step 1:

To begin the self-selection process, please click “Select Room” from within the Housing Portal.



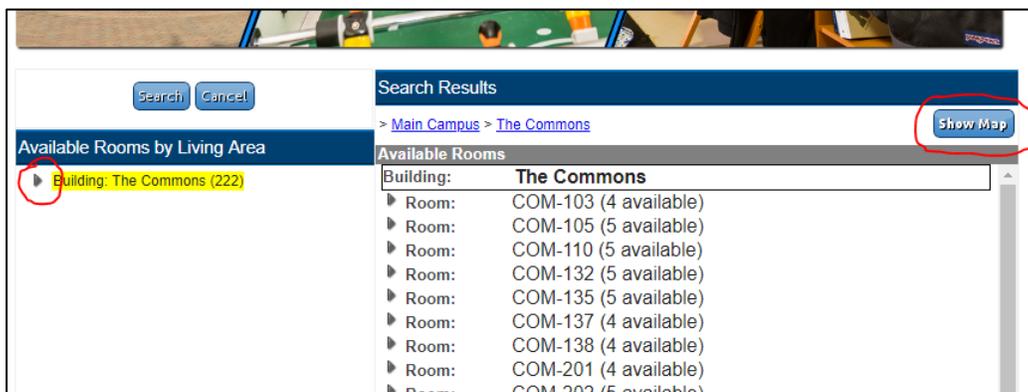
Step 2:

Verify that the correct terms (**Fall 2019 and Winter 2020**) are selected and click “Next Step”.



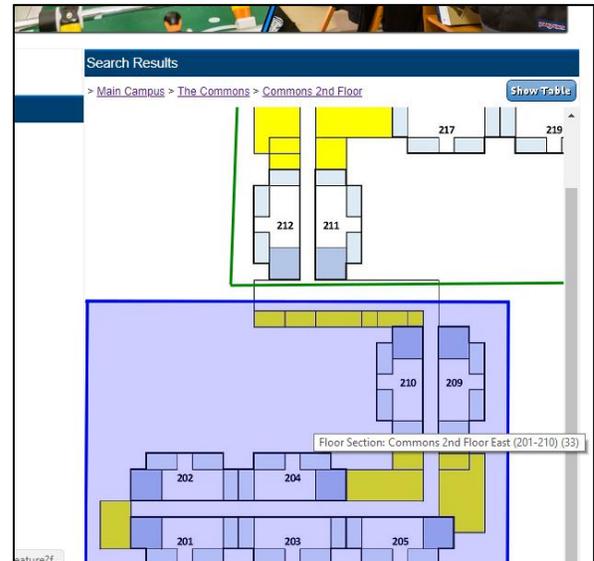
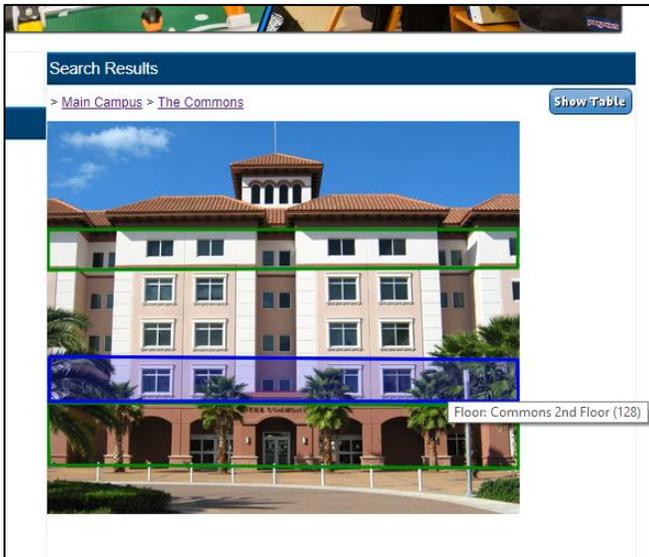
Step 3:

Click on a building's name on the left side of the screen. From there, you can either “drill down” using the left-side menu or click “Show Map” for a map view.



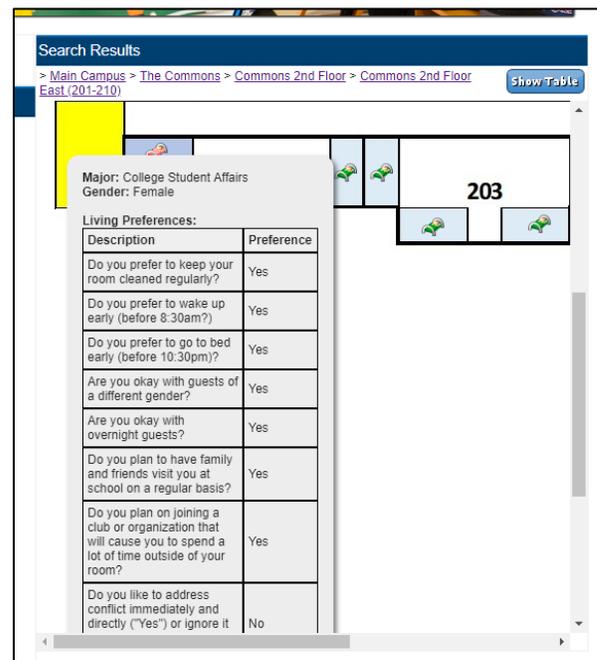
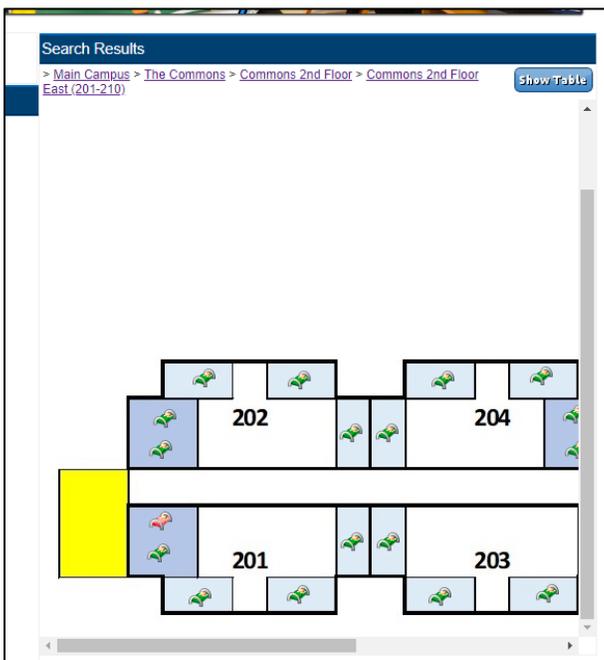
Step 4 (Map View):

Select a floor/wing using the map to view the available rooms within that floor/wing. You may need to scroll to see more of the map.



Step 5 (Map View):

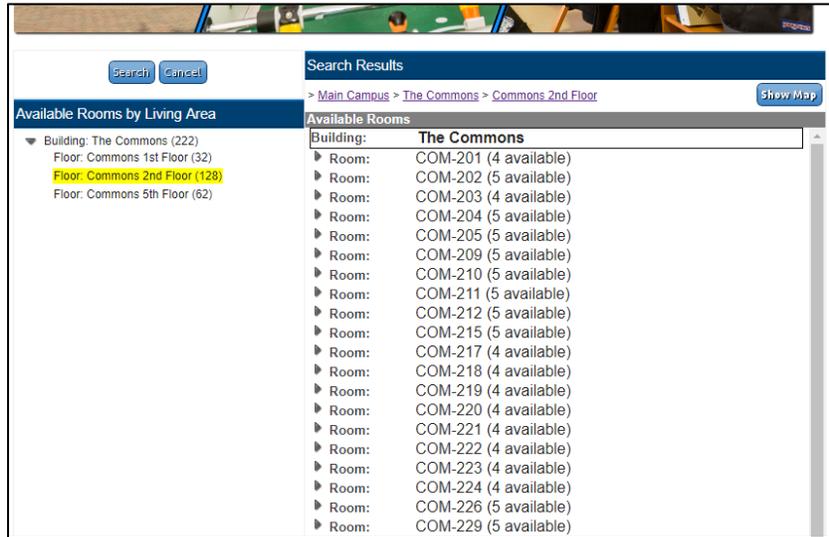
Select a bed within a room. You may need to scroll to see all the options. Red beds are unavailable. Green beds are available. Click on a red bed to see more information about the person who selected that room. Click on a green bed to select that bed/room.



*****Skip the next page to go to Step 6*****

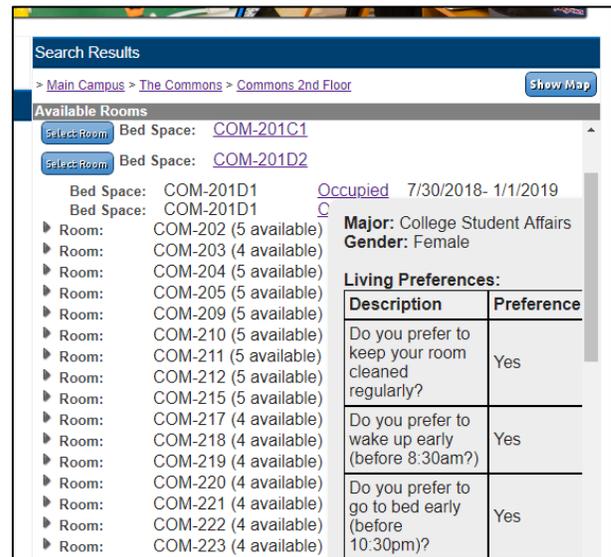
Step 4 (Table View):

Select a floor/wing using the table to view the available rooms within that floor/wing.



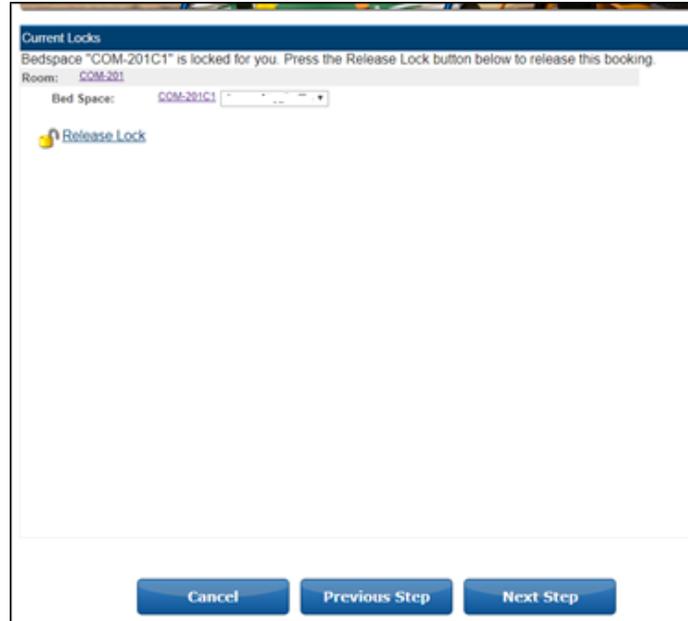
Step 5 (Map View):

Select a bed within a room. You may need to scroll to see all the options. Available rooms will say "Select Room" and will display the room type (single, double, etc.). Unavailable rooms will say "Occupied". Click on "Occupied" to see more information about the person who selected that room. Click "Select Room" to select that bed/room.



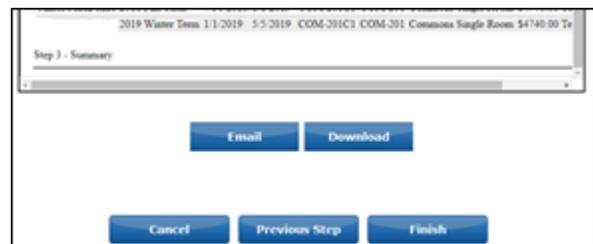
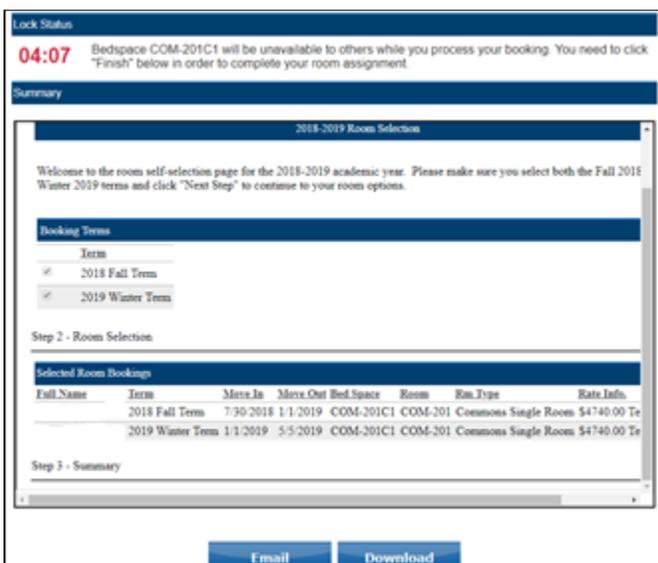
Step 6 (Both views):

After you select a room, it will be locked for 5 minutes for you. If you chose the wrong room, please click “Release Lock” to go back and select a different bed/room. Click Next Step to proceed to a Summary. Your assignment will not yet be booked.



Step 7:

You will see a summary of your assignment and will see how much time remains on your room lock. Please review the details and rates of your booking. Click “Email” to email yourself the summary or “Download” to download it. Neither is necessary. Click “Finish” at the bottom of the page **BEFORE** the clock runs out to book your room for the 2019-2020 year.



You will receive a confirmation email to your NSU email address shortly after you finish.