

## How to Self-select a Room

**Please Note:** If you have students in mind that you wish to live with, please ensure that you have done the roommate matching process BEFORE proceeding to step 1 below, as you will not be able to select a room together during this process if you have not participated in the roommate matching process before selecting a room.

### Step 1:

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



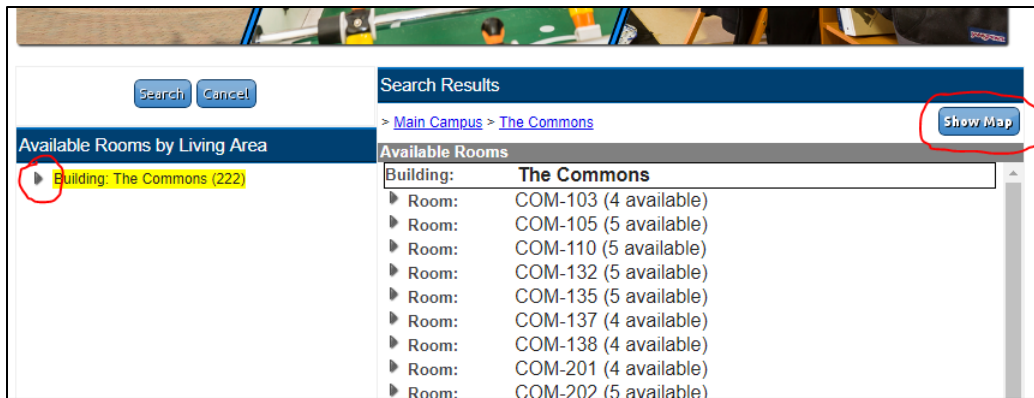
### Step 2:

Verify that the correct terms (**Fall 2022 and Winter 2023**) are selected and click “Next Step”. 12-month students will be manually reassigned if they are approved by the Office.



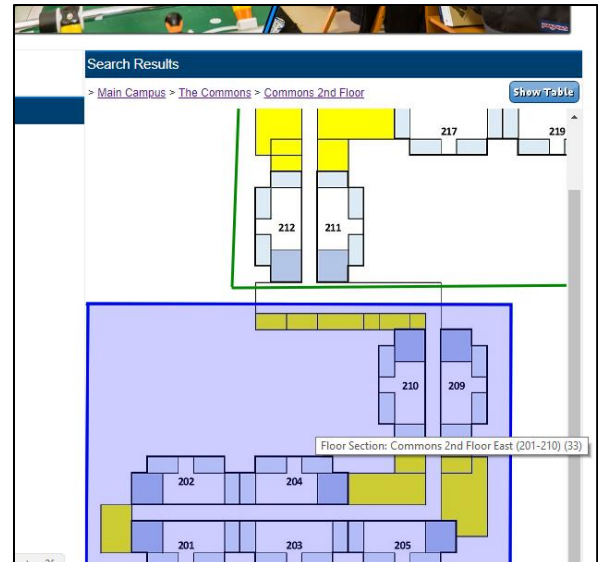
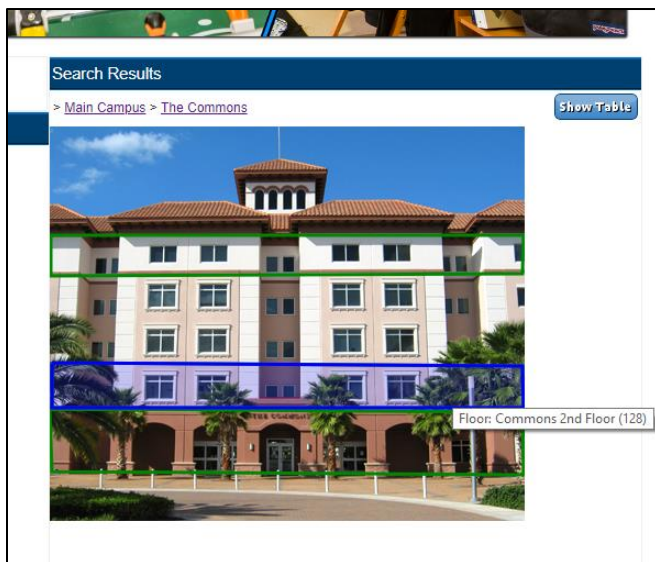
### Step 3:

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.



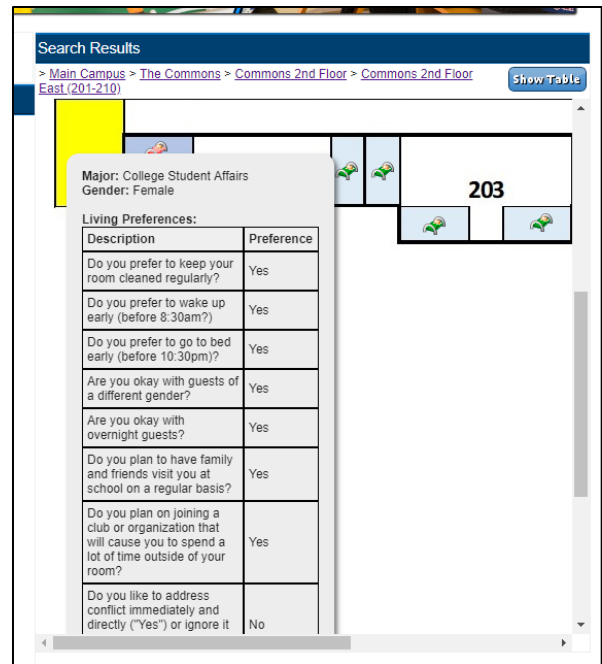
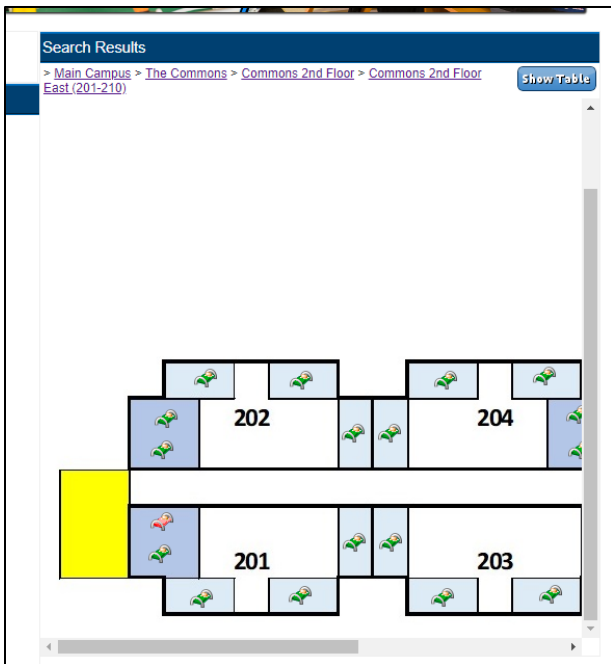
#### Step 4 (Map View):

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):

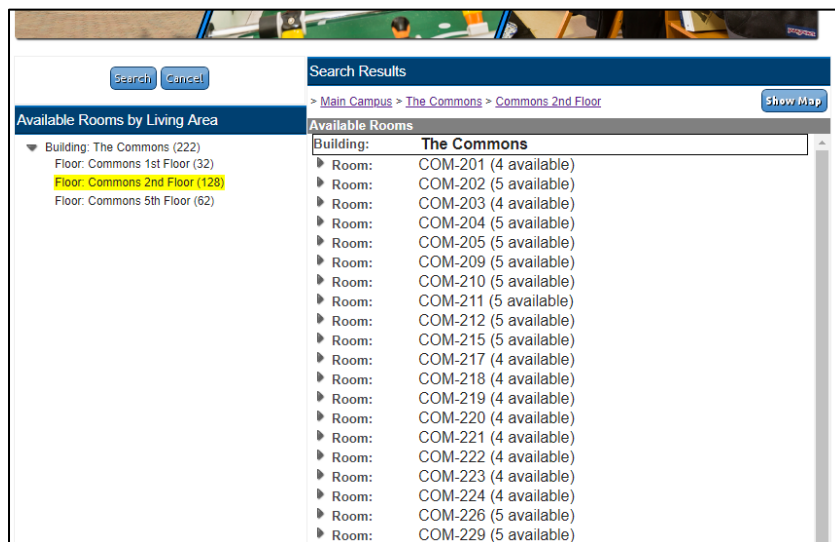
Select a bed within a room. You may need to scroll to see all the options. Red beds are unavailable. Green beds are available. Click on a red bed to see more information about the person who selected that room. Click on a green bed to select that bed/room.



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

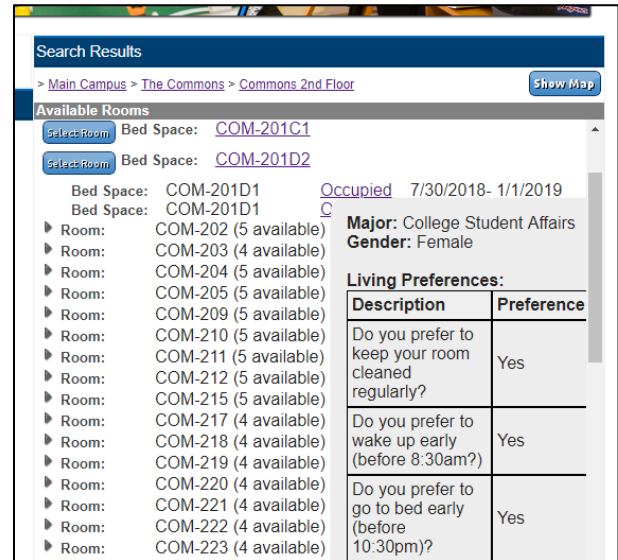
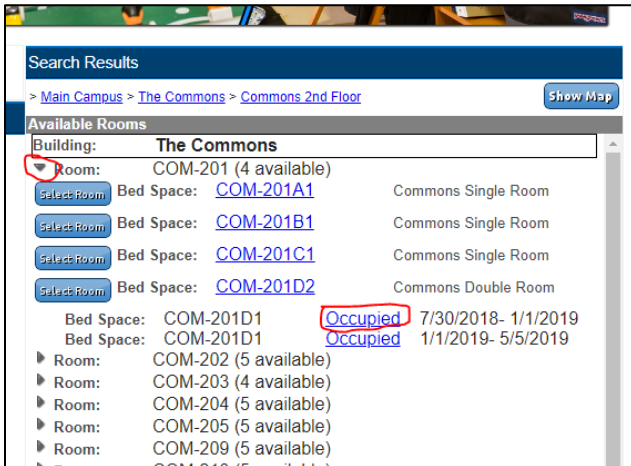
### Step 6 (Table View):

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



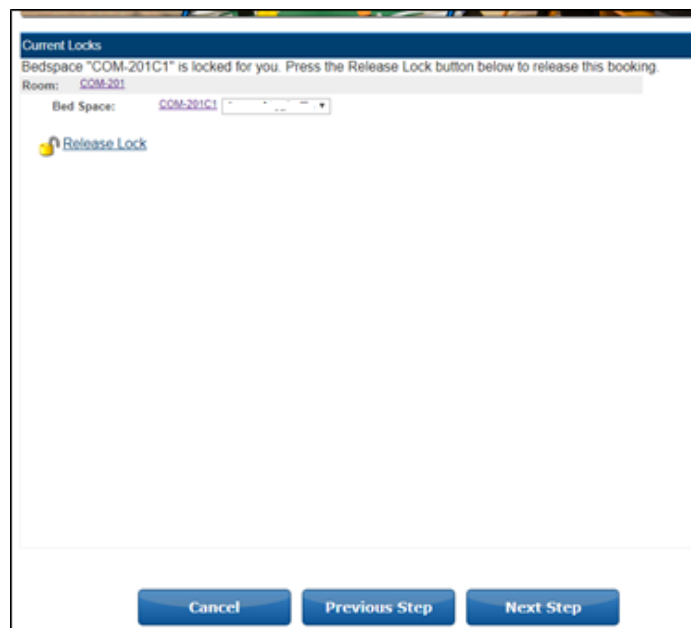
## Step 7 (Map View):

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 8 (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 9:

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.

**Lock Status**  
**04:07** Bedspace COM-201C1 will be unavailable to others while you process your booking. You need to click "Finish" below in order to complete your room assignment.

**Summary**

2018-2019 Room Selection

Welcome to the room self-selection page for the 2018-2019 academic year. Please make sure you select both the Fall 2018 Winter 2019 terms and click "Next Step" to continue to your room options.

**Booking Terms**

Term

- 2018 Fall Term
- 2019 Winter Term

Step 2 - Room Selection

**Selected Room Bookings**

Full Name	Term	Move In	Move Out	Bed Space	Room	Room Type	Rate Info
	2018 Fall Term	7/30/2018	1/1/2019	COM-201C1	COM-201	Commons Single Room	\$4740.00 Tr
	2019 Winter Term	1/1/2019	5/5/2019	COM-201C1	COM-201	Commons Single Room	\$4740.00 Tr

Step 3 - Summary

Email Download



2019 Winter Term 1/1/2019 5/5/2019 COM-201C1 COM-201 Commons Single Room \$4740.00 Tr

Step 3 - Summary

Email Download

Cancel Previous Step Finish

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