

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.

2021-2022: SELF SELECTION PAGES

The image shows a grid of navigation buttons for the 2021-2022 self-selection process. The buttons are arranged in three rows and three columns. The top row contains 'Your Room Selection Day', 'Select Your Roommates', and 'GDW, MKH & RHA Floor Plans'. The middle row contains 'Personal Preference Survey', 'Returning Students', and 'New Students'. The bottom row contains 'Wait List', 'Terms Lived On Check', and 'Emergency and Missing Person Contact'. The 'Select Room' button in the middle row, first column is highlighted with a yellow background.

Step 2:

Verify that the correct term for **Fall 2021 AND Winter 2022** is selected and click “Next Step”.

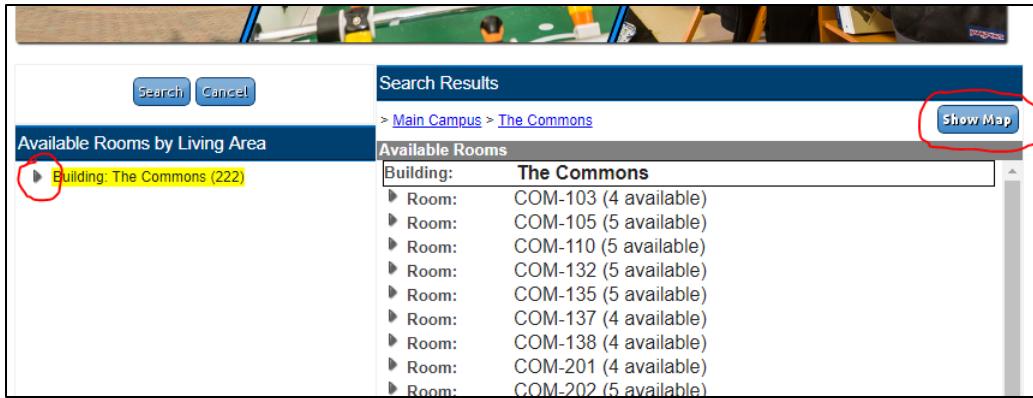
Required Terms

This process is for the Fall 2021 and Winter 2022 semesters (terms). Your assignment is for 2 terms.

	<u>Term</u>	<u>Start</u>	<u>End</u>	*
<input type="checkbox"/>	2021 Fall Term	7/31/2021	1/1/2022	
<input type="checkbox"/>	2022 Winter Term	1/1/2022	5/1/2022	

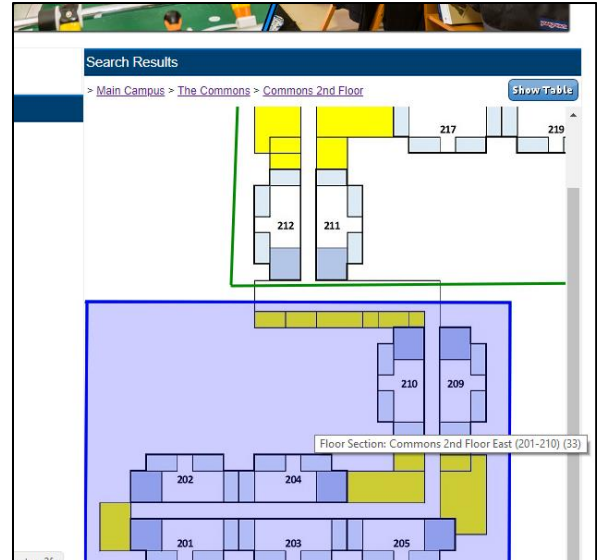
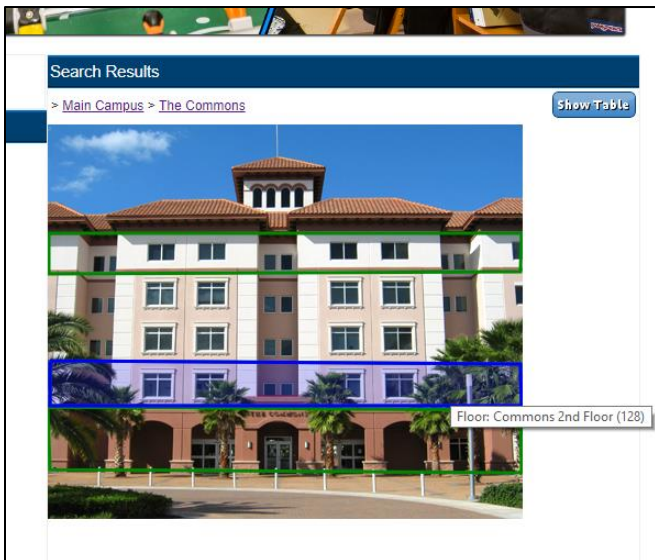
Step 3:

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.



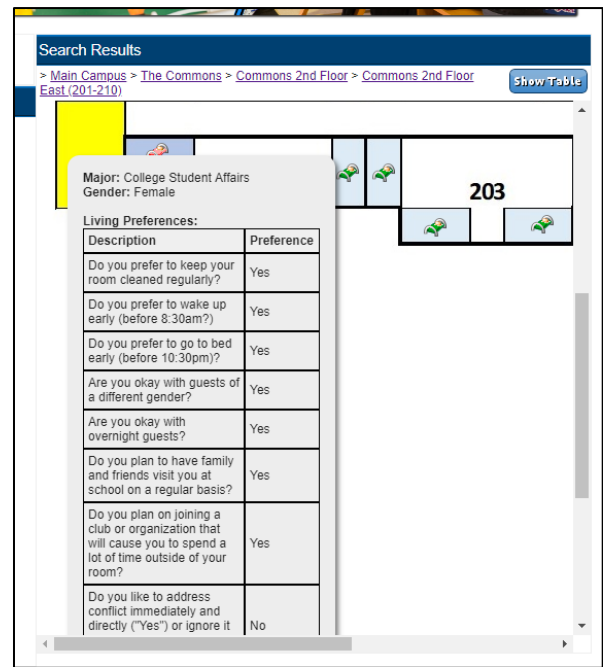
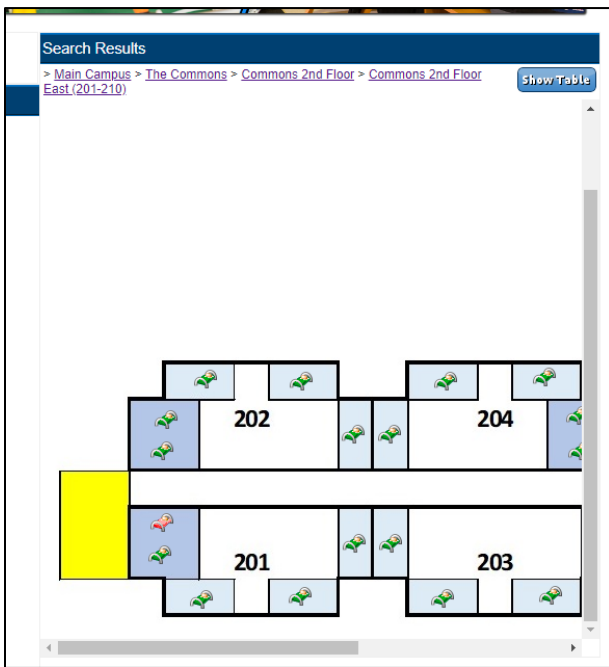
Step 4 (Map View):

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.



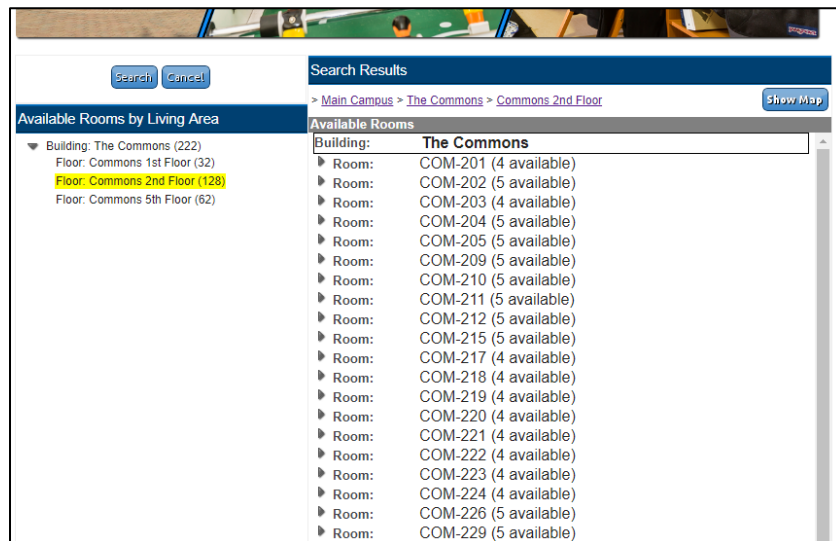
Step 5 (Map View):

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.



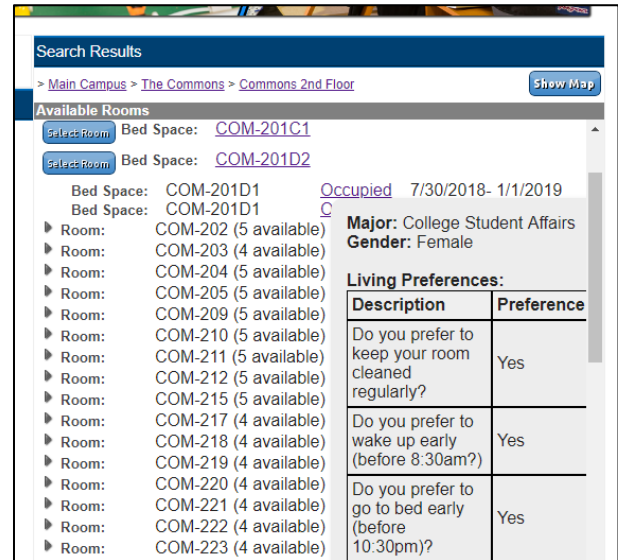
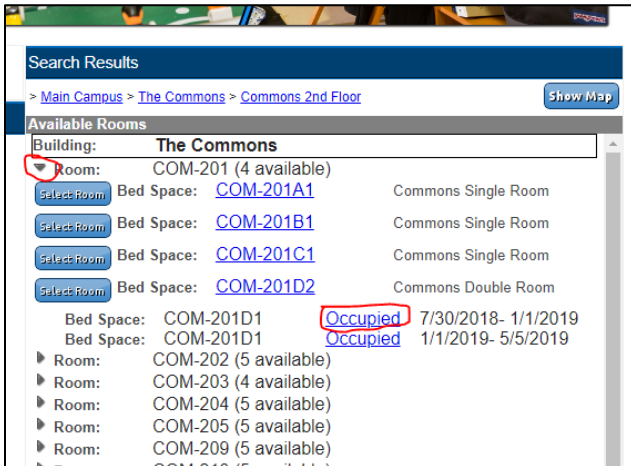
Step 6 (Table View):

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



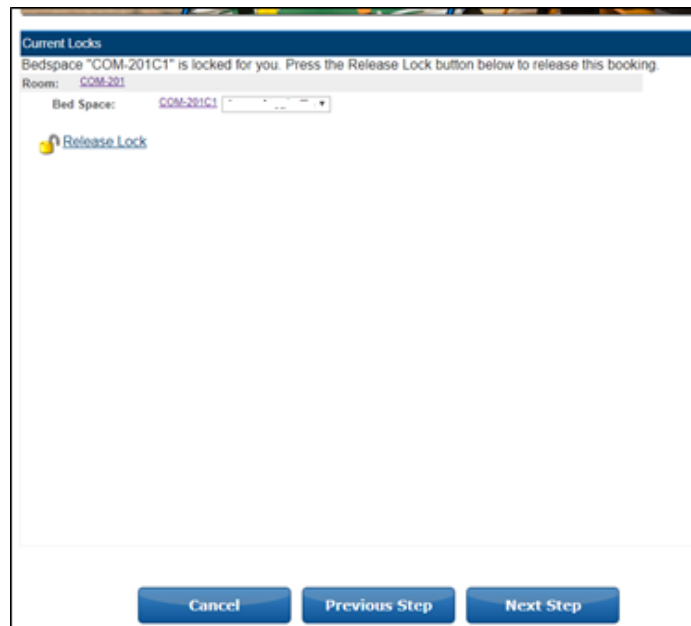
Step 7 (Map View):

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

Step 3 - Summary

Email Download



2019 Winter Term 1/1/2019 5/5/2019 COM-201C1 COM-201 Co-senuous 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.