



Fall 2019/Spring 2020 New Student Room Selection Instructions and Screen Captures

All eligible students will receive an email with a room selection date and time. It is in your best interest to log into the housing portal as close to your selection time as possible. Once you have selected a room, you may log back into the portal as often as you would like to search for other rooms that may be more desirable to you. Following are instructions and screen captures to assist you in navigating the room selection process. We encourage you to review this document before your selection time so that you can contact us with any questions.

STEP 1 – LOG IN

At your selection time, access the [housing portal](#). Under Fall 2019/Spring 2020, click on **New Student Room Selection**.

STEP 2 – SEARCH CRITERIA

If you have a requested roommate, this first page of the selection process allows you to include them in your room search if you desire. You are not required to include your requested roommate in your search. If you want to search for a room on your own, do not check the box by your requested roommate's name.

If you want to search for housing with your requested roommate:

- You must click on the checkbox next to your requested roommate every time you return to this search page.
- The room search will only return results for suites/apartments that have at least 2 open spaces.
- Have a back-up plan in case there are no suites/apartments that have 2 open spaces in your building of choice:
 - You can choose to search together in a different building **OR**
 - You can each choose to individually search for space in any building for which you are eligible. This means that you wouldn't end up with your roommate but you may end up in your building of choice.

This page requires that you select a building to search. Buildings listed are open to new students for Fall 2019/Spring 2020.

- Even when all rooms in a building have been selected, the building may still remain on the search list, but will not return any results. In this case, choose a different building and search again.
- If you accepted an LLC invitation, select the building where your LLC is located and the available LLC spaces will display on the next page. This is a list of the LLCs and their building locations:
 - Bryan Hall LLC – Bryan Hall
 - Entrepreneurship and Innovation – Deviney Hall
 - Global and Public Affairs LLC – DeGraff Hall
 - Health Professions LLC – Reynolds Hall
 - Music LLC – Cawthon Hall
 - Nursing LLC – Wildwood Hall
 - Social Justice LLC – Wildwood Hall
 - WiMSE LLC – Cawthon Hall

Nellie NowANole (123456789)
You are not currently assigned to a room in this term.

Requested Roommates

Include Suzie Seminole

Searching for a room for the first time? If you have a mutual roommate request listed above and you want to select a room for them, click the checkbox next to their name. Having a roommate checked will limit your search results to rooms/suites/apartments that will accommodate you together.

Already have an assignment but searching for a different room? Please note that if you select a new room you will only reassign yourself, you will not be able to "bring" your requested roommate with you to the new room.

REQUIRED: Select one building:

If no rooms in this building have enough vacancies to accommodate you and any roommate checked above, no results will be displayed on the next page.

Building:

Search >

STEP 3 – SEARCH RESULTS

The next page is where your search results are displayed. **YOU HAVE NOT SELECTED A ROOM YET.**

- The search result displays the Building, Floor, Room/Suite/Apartment number, and how many open spaces are in that unit. Click on the link in the “Name” column to see more details about a unit.
- If you don’t have any results here, either the building you searched does not have vacancies, or you are not eligible to live there. For example, if you are not an honors student but searched for spaces in the honors building (Landis Hall), you would not get any rooms returned in your search.

Nellie NowANole (123456789) > Select Room

Room Search in progress...

Click link in the "Name" column to see more details about a room/suite/apartment.

[<< Previous Page](#) | [Next Page >>](#) [Return to Search Criteria](#)

Name	Building	Floor	Room/Suite/Apt#	Open Spaces	Current Occupants
Wildwood North 01 2113-2115	Wildwood North	01	2113-2115	4	0
Wildwood North 01 2128-2130	Wildwood North	01	2128-2130	4	0
Wildwood North 02 2202-2204	Wildwood North	02	2202-2204	4	0
Wildwood North 02 2205-2207	Wildwood North	02	2205-2207	4	0
Wildwood North 02 2206-2208	Wildwood North	02	2206-2208	4	0

STEP 4 – ROOM DETAIL

The next page is where you get more details of the unit you clicked on the previous page. **YOU HAVE NOT SELECTED A ROOM YET.**

- This page displays the Building, Floor, Room, Room Type, number of Open Spaces, and number of Current Occupants. Click on “Select This Room” next to the room you wish to select.
 - If you are selecting with a roommate, be sure to select a room that has 2 “Open Spaces” so that you are assigned to the same room. If a suite has two available spaces but only 1 “Open Space” in each room, you and your requested roommate will be assigned to different bedrooms within the same suite. **NOTE:** Rooms within a suite may be different rooms types (i.e. double/triple).

Nellie NowANole (123456789) > Room Search Results

Click "Select This Room"

Rooms are not held on this page so if someone else selects one of the rooms listed first, they will be assigned to the room.

If you clicked to include your requested roommate on the previous page, they will be assigned to the suite/apartment with you. In order to be assigned to the same bedroom as your requested roommate, only select a room with 2 open spaces. If you select a suite/apartment that has only 1 open space in each room, you and your roommate will be assigned to different bedrooms within the suite/apartment. This means that you will be suitemates but not roommates.

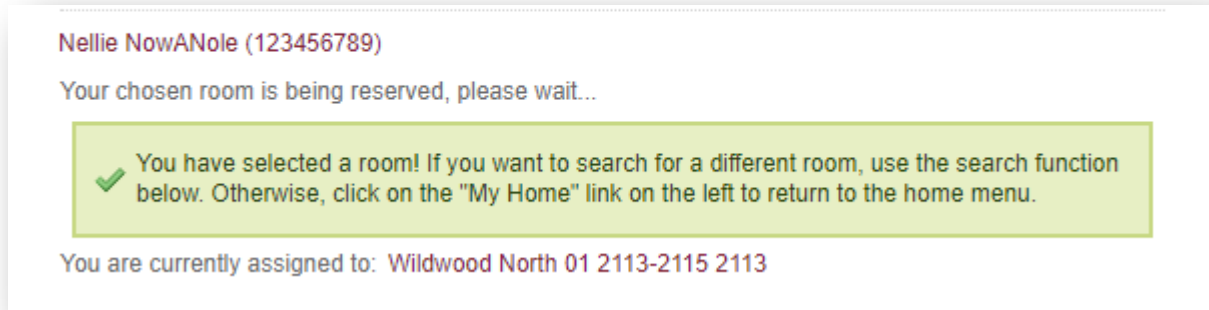
Room Details for Wildwood North 01 2113-2115

	Room	Building	Floor	Room	Room Type	Open Spaces	Current Occupants
Select This Room	Wildwood North 01 2113-2115 2113	Wildwood North	01	2113	Suite Double with Shared Bath	2	0
Select This Room	Wildwood North 01 2113-2115 2115	Wildwood North	01	2115	Suite Double with Shared Bath	2	0

STEP 5 – SELECTION CONFIRMATION

The last page displays your selected room – **YOU HAVE ONLY SELECTED A SPACE WHEN YOU SEE THIS GREEN BOX** that says “You have selected a room”. You will also receive an email from housinginfo@fsu.edu confirming your room selection.

- Below the green box, you will see your room assignment “You are currently assigned to:...”



The screenshot shows a confirmation message in a white box with a light green border. At the top, it says "Nellie NowANole (123456789)". Below that, it says "Your chosen room is being reserved, please wait...". In the center, there is a green box with a white checkmark icon and the text: "You have selected a room! If you want to search for a different room, use the search function below. Otherwise, click on the "My Home" link on the left to return to the home menu." At the bottom of the white box, it says "You are currently assigned to: Wildwood North 01 2113-2115 2113".

This page gives you the chance to search again if you want to see what other spaces are available to you. Your current assignment will not change unless you select a new room.

- Once you have an assignment, you will only be able to reassign yourself. You will not be able to select a new room with your requested roommate. Do not search for a different room if being with your roommate is your highest priority, as there is no guarantee that you will both be able to reassign yourselves into the same new room.
- Click on your assignment to see additional details about the room. This will display your Building, Floor, Room, Room Type, and number of occupants of the room/suite. Additionally, you'll see the name and email address of your roommate/suitemates.
- Click on the “My Home” button on the left to return to the portal menu. Your current assignment will be displayed there. The link to search for a different room will be on your housing portal through the end of the selection process.