

Fall 2017/Spring 2018 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 2017/Spring 2018, 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 a room 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 2017/Spring 2018.

 Even when all rooms in a building have been selected, the building may still remain on the search list but will not

rou have a mutu room for them, nate checked wi commodate you	ial roommate click the ill limit your searc u together.
rou have a mutu room for them, nate checked wi commodate you	ial roommate click the ill limit your searc u together.
rou have a mutu room for them, nate checked wi commodate you	al roommate click the ill limit your searc u together.
rou have a mutu room for them, nate checked wi commodate you	ial roommate click the ill limit your searc u together.
You have a mutu room for them, nate checked wi commodate you	al roommate click the ill limit your searc u together.
for a different	room? Please
y reassign your with you to the ne	self, you will not ew room.
ncies to accomr be displayed or	nodate you and in the next page.
•	
	Queret 6
	for a different y reassign your ith you to the ne ncies to accomr be displayed or

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
 - Global and Public Affairs LLC DeGraff East
 - Health Professions LLC Reynolds
 - Music LLC Cawthon
 - Nursing LLC Wildwood South
 - Social Justice LLC Wildwood South
 - WiMSE LLC Cawthon

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.

ellie NowAN Room Search Click link in room/suite	Nole (12345678 h in progress n the "Name" Japartment.	89) > Sele	o see more details abo	out a	
< Previous Page Next Page >>			Return to Search	_	
Name	Building	Floor	Room/Suite/Apt#	Open Spaces	Current Occupants
Wildwood North 01 2123- 2125	Wildwood North	01	2123-2125	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
Milducod	Mildwood	02	2200 2211	А	0

STEP 4 – ROOM DETAIL

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

- This page displays the Building, Floor, Room, Room Type, number of Open Spaces, number of Current Occupants, Rental Rate per term, and whether the room requires the purchase of a mandatory meal plan. Click on "Select This Room" next to the room you wish to select.
 - For Fall 2017/Spring 2018 the following halls require the purchase of a meal plan: Bryan, Broward, Cawthon, Gilchrist, Jennie Murphree, Landis, and Reynolds.
 - 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 room types (i.e. double/triple).

Fall 2017/Spring 2018 Room Selection - Room Detail

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. Only select a room with 2 open spaces if you want to be assigned to the same room with your requested roommate. If you select a suite/apartment that has only 1 open space in each room, you and your roommate will be assigned to different rooms within the suite/apartment. This means that you will be suitemates but not roommates.

Room Details for Wildwood North 01 2123-2125

	Room	Building	Floor	Room	Room Type	Open Spaces	Current Occupants	Rental Rate per term	Mandatory Meal Plan
Select This Room	Wildwood North 01 2123- 2125 2123	Wildwood North	01	2123	Suite Double with Shared Bath	2	0	\$3,310	No
Select This Room	Wildwood North 01 2123- 2125 2125	Wildwood North	01	2125	Suite Double with Shared Bath	2	0	\$3,310	No

STEP 5 – SELECTION CONFIRMATION

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

• Below the green box, you will see your room assignment "You are currently assigned to:...."



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, Rental Rate per Term, Meal Plan requirement, and number of occupants of the room/suite. Additionally, you will 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.