



## **Fall 2023/Spring 2024 Returner 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 until April 1st 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 [myHousing Portal](#). Under Fall 2023/Spring 2024, click on **Returner Room Selection Fall 2023/Spring 2024**.

## **Step 2—Search Criteria**

If you have one or more requested roommates, this first page of the selection allows you to include them in your room search if you desire. You are not required to include your requested roommate(s) 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.

Fall /Spring Returning Resident Room Selection

You are not currently assigned to a room in this term.

Requested Roommates

☐ Include Suzie Seminole ←

**IMPORTANT:** If you have 1 or more mutual roommate requests listed above and you want to select a room for them, you will need to click the checkbox next to their name(s) EACH and EVERY time you wish to search for a space.

Having roommates checked will limit your search results to rooms/suites/apartments that will accommodate you and all of your mutually requested roommates together and for which you are both eligible. **NOTE:** Once a student is assigned to a space, they can no longer be "pulled in" to a new space, or be moved by another student.

**REQUIRED: Select one building:**

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

Please note that every room on-campus is slightly different in shape, size and setup, even within the same hall. Some rooms may have variations or modifications to accommodate for students requiring an accessible space.

Building:

**If you want to search for a room with your requested roommate:**

- You must click 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 enough open spaces for your group. Have a back-up plan in case there are no suites/apartments that can accommodate everyone in your building of choice.
  - You can choose to search together in a different building **OR** You can choose to individually search for space in any building for which you are eligible. This means that you wouldn't end up with your roommates but you may end up in a building of choice.

Step 2—Search Criteria (Continued)

This page requires that you select a building to search. Buildings listed are open to upper-division students for Fall 2023/Spring 2024.

- 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 another building and try again. Remember that if you have specific roommates, to check the box by their name again, each time you search.
- You may choose to specify the room type you are interested in, but it is not required. If you search for a specific room type and the search does not return any results, choose another building or room type and try again.

IMPORTANT: If you have 1 or more mutual roommate requests listed above and you want to select a room for them, you will need to click the checkbox next to their name(s) EACH and EVERY time you wish to search for a space.

Having roommates checked will limit your search results to rooms/suites/apartments that will accommodate you and all of your mutually requested roommates together and for which you are both eligible. NOTE: Once a student is assigned to a space, they can no longer be "pulled in" to a new space, or be moved by another student.

REQUIRED: Select one building:

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

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Building:

OPTIONAL: Select one or more of the following:

Selecting 1 or more of the following can return no results if no rooms matching your search criteria exist or have no vacancies. For example, if you search for Broward Hall and a room type of Traditions 2 bedroom/1 bath apartment, your search will yield 0 results, since there are no apartment-style rooms in Broward Hall.

Room Type:

Private Bedroom:

Search

Fall /Spring Returning Resident Room  
Selection - Page 1

> Select Room

Room Search in progress...

There are no rooms available that match your search. Please search again.

Click link in "Name" column to select room/suite/apartment

If no rooms match your search criteria, you will receive this error message.

### **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, your selected room type is not available, or you are not eligible to live there. For example, if you are not an Honors student but searched for spaces in Landis Hall, you would not get any rooms returned in your search.

Fall /Spring  
Selection - Page 1

Returning Resident Room

> Select Room

Room Search in progress...

Click link in "Name" column to select room/suite/apartment

You will select the specific room on the next page.

Please note that every room on-campus is slightly different in shape, size and setup, even within the same hall. Some rooms may have variations or modifications to accommodate for students requiring an accessible space.

<< Previous Page | Next Page >>

Return to Search Criteria

| Name             | Building | Floor | Room/Suite/Apt# | Open Spaces | Current Occupants |
|------------------|----------|-------|-----------------|-------------|-------------------|
| McCollum 05 0502 | McCollum | 05    | 0502            | 4           | 0                 |
| McCollum 05 0511 | McCollum | 05    | 0511            | 4           | 0                 |
| McCollum 05 0519 | McCollum | 05    | 0519            | 4           | 0                 |
| McCollum 05 0529 | McCollum | 05    | 0529            | 4           | 0                 |
| McCollum 07 0711 | McCollum | 07    | 0711            | 4           | 0                 |
| McCollum 07 0719 | McCollum | 07    | 0719            | 4           | 0                 |
| McCollum 07 0729 | McCollum | 07    | 0729            | 4           | 0                 |
| McCollum 07 0730 | McCollum | 07    | 0730            | 4           | 0                 |
| McCollum 07 0746 | McCollum | 07    | 0746            | 4           | 0                 |
| McCollum 09 0902 | McCollum | 09    | 0902            | 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, number of Current Occupants, and if the bedroom is private. Click on “Select This Room” next to the room you wish to select.
  - If you are selecting with roommates, be sure to select a unit (room, suite, or apartment) with enough “Open Spaces” so that you are assigned to the same unit. If a suite has 2 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.

Fall /Spring  
Selection

Returning Resident Room

> 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 have 1 or more mutually requested roommates and clicked to "Include" them on the search page, they will be assigned to the room/suite/apartment with you. If you assign yourself to a room in a suite/apartment that has fewer open spaces than the number of total people in your roommate group, your roommates will be randomly assigned to other spaces in the suite/apartment. This could mean that you will be suitemates but not roommates. (If individuals would like to swap rooms, please have the individuals that will be swapping submit mutual swap requests.)

Please note that every room on-campus is slightly different in shape, size and setup, even within the same hall. Some rooms may have variations or modifications to accommodate for students requiring an accessible space.

#### Room Details for McCollum 05 0502

|                  | Room                    | Building | Floor | Room   | Room Type                     | Open Spaces | Current Occupants | Private Bedroom |
|------------------|-------------------------|----------|-------|--------|-------------------------------|-------------|-------------------|-----------------|
| Select This Room | McCollum 05 0502 0502-A | McCollum | 05    | 0502-A | McCollum 2 Bedroom/1 Bath Apt | 2           | 0                 | No              |
| Select This Room | McCollum 05 0502 0502-B | McCollum | 05    | 0502-B | McCollum 2 Bedroom/1 Bath Apt | 2           | 0                 | No              |

## **Step 4—Room Detail**

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 [housing@fsu.edu](mailto:housing@fsu.edu) confirming your room selection.

- Below the green box, you will see your room assignment as “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(s). **Do not search for a different room if being with your roommates is your highest priority**, as there is not guarantee that you will all 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 Current Occupants. Additionally, you will see the name and FSU 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 myHousing Portal through the end of the selection process.