Room Selection Tutorial

Department of Residential Life
Whitney Hall – Garden Level
(860) 486-2926
The MyHousing Home page lists the following:

- Student Info
- Message Center
- Room Selection Info
- Assignment Info
Room Selection

Room Selection Info

- Your room selection info is listed on your Home page.
- Start Time = When you can select a room
- Selection Times = The start and end times for the entire process.
- Click “Select a Room/Suite” if you are ready to choose a room.
- If you need to add/confirm roommates, do this BEFORE choosing a room. See the Roommate Selection tutorial for more info on adding roommates.
Room Selection Search

- Use the fields to narrow your search.
- The more specific your search, the faster your results will load.
List of Available Rooms

<table>
<thead>
<tr>
<th>Available Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room Selection Search</strong></td>
</tr>
<tr>
<td>- A list of available spaces will appear.</td>
</tr>
<tr>
<td>- If searching for a space with roommates, make sure there are enough open spots for your group.</td>
</tr>
<tr>
<td>- Select Room = If you only want that specific room</td>
</tr>
<tr>
<td>- Select Apt/Suite = If you want to choose more than one room in that apartment/suite</td>
</tr>
<tr>
<td>- Make sure that the other spots in that apt/suite are open.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BETHUNE - Floor 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room: 102A</strong></td>
</tr>
<tr>
<td>Rate: $5,609.00 [Term]</td>
</tr>
<tr>
<td>Select Room</td>
</tr>
</tbody>
</table>

| **Room: 102B** | **Apt/Suite: BETHUNE 102** | **Spots: 1** |
| Rate: $5,609.00 [Term] | Apt: 4 Bedroom - 4 Person |
| Select Room | Select Apt/Suite |

| **Room: 102C** | **Apt/Suite: BETHUNE 102** | **Spots: 1** |
| Rate: $5,609.00 [Term] | Apt: 4 Bedroom - 4 Person |
| Select Room | Select Apt/Suite |

| **Room: 102D** | **Apt/Suite: BETHUNE 102** | **Spots: 1** |
| Rate: $5,609.00 [Term] | Apt: 4 Bedroom - 4 Person |
| Select Room | Select Apt/Suite |
Select One Room in Apt/Suite

BETHUNE - Floor 1

Room: 102A
Apt/Suite: BETHUNE 102
Spots: 1
Rate: $5,609.00 [Term]
Apt: 4 Bedroom - 4 Person

- Select Room will allow you to only choose that specific room.
- If you only want to assign yourself to the apt/suite, then make sure that your name is assigned to the space.
- Double check that all info is correct.
- Click “I Agree” to complete your room selection (if all info is correct).

If you want to select housing by yourself, your roommate list must be empty.
Select More than One Room in Apt/Suite

- Select Apt/Suite will allow you to choose the rooms in that apt/suite.
- Double-check that all details (room assignments, roommates) are correct.
- Click “I Agree” to complete the room selection (if everything is correct).

BETHUNE - Floor 1
Room: 102A          Apt/Suite: BETHUNE 102
Rate: $5,609.00 [Term]
Apt: 4 Bedroom - 4 Person
Select Room         Select Apt/Suite

Room Booking
You have selected the suite: BETHUNE 102
Below, please make the room assignments for you and your roommates (if you have any). Select from the drop down menus to assign:
- Be sure not to assign the same person more than once.
- If you wish to leave a space open in the suite, select <Leave Empty> from the drop down.

BETHUNE 102
102A bed 1
Kellie Kirby

102B bed 1
Amy Cnn

102C bed 1
Christina Gray

102D bed 1
<Leave Empty>

Are you sure that this is correct (you will not be able to change this yourself)?
If so, you may submit room booking now...
I Agree - Submit My Room Selection

Double-Check Roommates & Rooms Before Clicking “I Agree”
Selecting a Room

- If you see a room you would like to select, click "Select Room".
- On the "Room Booking" screen, assign yourself and roommates to a space in the room.

Double-Check Roommates & Rooms Before Clicking "I Agree"

Make sure there are enough spaces for your entire roommate group.
Selecting a Room

Not Enough Spaces for Group

- This double room does not have enough spaces for a group of 4.
- If I choose without my entire roommate group, it will not allow me to save the assignment. My two options are
  1) Drop the students who I no longer wish to select with and choose the room again.
  2) Find a space that has enough spots for my group.
Selecting a Room

Enough Spaces for Group

- This room has enough spaces for the group of 4.
- Verify that all assignments are correct, and click “I Agree”.

You have selected the room: HALE 206

Below, please make the room assignments for you and your roommates (if you have any). Select from the drop down menus to assign.

- Be sure not to assign the same person more than once.
- If you wish to leave a space open in the room, select <Leave Empty> from the drop down.

HALE

206 bed 1

Kellie Kirby

206 bed 2

Amy Crim

206 bed 3

Christina Gray

206 bed 4

Kimberly Maxwell

Are you sure that this is correct (you will not be able to change this yourself)?

If so, you may submit room booking now...

I Agree - Submit My Room Selection
Room Selection
Assignment Confirmed

Save Room Assignment

Congratulations! Your room selection process is complete!

Your room assignment has been saved.

You and your roommates will receive a confirmation e-mail shortly.

Assignment Confirmed

- Once you click “I Agree”, you will see the “Save Room Assignment” screen that confirms the room assignment was saved.
- A confirmation email will be sent to your UConn email account.
- Go to the Home page to view your Fall 2016 assignment and roommates/suitmates.

Room Assignments

<table>
<thead>
<tr>
<th>Room</th>
<th>Bed</th>
<th>Roommates/Suitmates</th>
</tr>
</thead>
<tbody>
<tr>
<td>HALE 206</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Traditional: 4 Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 8604271164</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Amy Crim - Room: 206 | Bed: 2
- Christina Gray - Room: 206 | Bed: 3
- Kimberly Maxwell - Room: 206 | Bed: 4
Questions?

Office
Whitney Hall – Garden Level
(860) 486-2926

Online
Website: www.reslife.uconn.edu
Email: livingoncampus@uconn.edu
Twitter: @UConnResLife
Facebook: UConn Residential Life
Instagram: uconnreslife

Use #UConnHousingSelection on Twitter or Facebook to ask questions about this process!