Online Sign-Up Demo

- This demo is designed to walk you through the process of selecting a space during the room sign-up phase of room selection.

- Please note: The screenshots are from the general room selection process (2017 year), but the same will apply to Village and I-House.

Please note that some dates are not current as these are screenshots of our testing site.
Room Selection Website:
http://hdh.ucsd.edu/housing/roomselection/pages/

On your Room Selection Day, login to the Room Selection Portal to take you to the link to select your space.

Click on the hyperlink following ROOM SELECTION SIGN-UP. Link will be posted on Room Selection Day:

I-House & Village Room Selection:
Tuesday, April 10th

General Room Selection:
Thursday, April 12th

Room Selection Status

UPDATE - May 1: Congratulations on being ready for General Room Selection Sign-Up on Thursday, May 18th! Students will select from available space offered to their College of Registration. Check back on May 12th after 3:00PM for your assigned lottery time and access code.

If you are considering cancelling your housing contract for 2017-18, please click on the link below to review this information. The cancellation policy will be enforced. If you have any questions about the cancellation policy please contact Housing Administrative Services at housinginfo@ucsd.edu or 858-534-4010.

Cancellation Policy: http://hdh.ucsd.edu/housing/roomselection/pages/Contracts.html

2017 Room Selection Request To Cancel Form: https://hdh.ucsd.edu/seo/urmsportal/

2017 General Room Selection Space Available Link:

2017 ROOM SELECTION SIGN-UP:
STEP 1: Logging In

- Make sure you are logging in during your assigned lottery time.
  (You may log in anytime after your assigned time or up until \textbf{11:59pm} on Room Selection Day to select a space.)
STEP 1: Logging In

- Enter your PID and Access Code to login

NOTE: If you will be adding roommates to live with (not applicable for I-House), they can login to check their assignment after the process is complete. Only one person in the group should login to start the process. We highly suggest you do this together!

Continuing Room Selection

Welcome to Continuing Room Selection 2017-2018

Before continuing, make sure you have your PID, your Access Code and the Access Codes of any Roommate(s)/Apartment-Mate(s) with whom you would like to live.

Please make sure you are accessing Room Selection Sign-Up during your designated lottery time. The official time is located below.

IMPORTANT:
DO NOT USE THE NAVIGATION BUTTONS ON YOUR BROWSER!

This will disrupt the functionality of the application.
Do not leave your browser unattended.
Your session will timeout after 20 minutes of inactivity.

**PID:** [Input Field]

**Access Code:** [Input Field]

Login

Current Server Date and Time*

5/15/2017 8:46:46 AM

* Time will refresh every 60 seconds
STEP 1: Review

- Make sure you are logging in at your designated lottery time.
- Enter your PID and Access Code.
- If you have forgotten your Access Code, log into the Room Selection Portal to retrieve it.
- If you would like to live with roommates (not applicable for I-House), you will need to add their access codes during the next step of the process.

**REMINDER!** Only one member of the group should login to select a space. If more than one roommate logs in, you will not be able to add each other as roommates. We strongly suggest that you complete the process together. Roommates will be able to login to view their assignment after the process is complete.
STEP 2: Roommate Selection

Roommate Options:

**I-House Room Selection**
No Roommate Pull-in available. Participants will select space as individuals.

**General College Room Selection & Village Room Selection**
You may add up to two (2) roommates/apartment-mates. Please contact your Residential Life Office for more information.

![Roommate/APartment-Mate Selection](image-url)
STEP 2: Roommate Selection

Roommates:

Adding People:
After you input your roommates' access codes, their name will appear in the “Current Roommates/Apartment-Mates” box. (Limit 2)

Deleting People:
If you added someone by mistake, you may delete them from the group by clicking on the “Delete” link to the right of their name.

Once everything looks correct:
Once you’ve added all of your roommates, click on the “Continue” button at the bottom of the screen.
STEP 2: Roommate Confirmation

- To continue, you will need to confirm the names of everyone that you added to the group.

**REMINDER** - you must have the permission of your roommates to use their access code! If you enter a person’s access without their permission you will be subject to disciplinary action including the loss of your housing contract.

- If the information is correct, click on the “OK” button.

![Roommate/Apartment-Mate Confirmation](image)

You have selected the following roommates/apartment-mates:

Test3 Test3

By clicking OK, you certify that for each roommate/apartment-mate listed above, you have the permission of that student to choose him/her as your roommate/apartment-mate. If you select someone as your roommate/apartment-mate without their permission, you will be subject to disciplinary action, including the loss of your 2018-2019 on-campus housing space and the loss of your housing eligibility.

If this is correct, click 'Ok' below to proceed to the next step.

If you would like to change your decision and add or delete roommates/apartment-mates, please click on the 'Go Back To Roommate/Apartment-Mate Selection' button below.

[Go Back To Roommate/Apartment-Mate Selection]
STEP 2: Roommate Cart

- If you added a group of roommates, their names will appear in the “Roommate Cart” box.
- You can modify your group at any time **PRIOR** to confirming your assignment.

**NOTE:** Once you confirm your assignment, you **CANNOT** make any changes to your group or apartment/room.

![Building Selection](image)

**BUILDING SELECTION**
The following buildings are allocated to WARREN COLLEGE and have apartments or residence halls available with **2 or more** available spaces. Click on a building name to see all the apartment or residence hall spaces that are available in that building.

**Apartments**
- Black Hall - Warren APT
- Brennan Hall - Warren APT
- Douglas Hall - Warren APT
- Goldberg Hall - Warren APT

**Residence Halls**
There are no available rooms which match your gender and group count at this time.

![Roommate Cart](image)

**Roommate Cart**
- **You**
  - Test4
  - Test4
- **Roommate(s)/Apartment-Mate(s)**
  - Test3
  - Test3

[Modify Group]
STEP 2: Individual Process

- If you don’t want to add any roommates, then check the box - “I do not want to select any roommates.” and click on the “Continue” button.

This means you will be entering the process as an individual and selecting a space for yourself only.
STEP 2: Individual Confirmation

- By clicking on the “OK” button, you are confirming that you are going through the process with no selected roommates.

You will have an opportunity to see who the other students are in available apartments/rooms to make the best choice for yourself.
STEP 2: Review

- Decide whether or not you are adding roommates.
  - **I-House Room Selection:** No Roommate Pull-in.
  - **General College Room Selection & Village Room Selection:** 2 person limit for roommates.
- If you are adding roommates, enter their Access Code and click on “Add Roommate” for each person in your group.
  - Roommates must be of the same gender (we have gender binary spaces).
  - Roommates must be of the same college of registration (with the exception of the Village – Village can select roommates from students available to live at the Village).
  - You may not add roommates that are already a part of another group.
- Confirm your selection of roommates and they will appear in your roommate cart.
- If you are entering without adding roommates, confirm that you are going through the process as an individual.

**REMINDER!** You can modify your group prior to confirming your room assignment. Once you have confirmed your assignment, YOU CANNOT MAKE ANY CHANGES!
STEP 3: Selecting a Space

On the Building Selection page, you will see spaces in apartments or residence halls that will accommodate the number of people in your group. If no building names appear, then there are no spaces to accommodate the number of people in your group and you will have to modify your group to continue.

Click on a building name to see what spaces are available.

Apartments
- Black Hall - Warren APT
- Earth Hall North
- Earth Hall South
- Geneva
- Mesa Verde
- Middle East
- Oceania

Residence Halls
There are no available rooms which match your gender and group count at this time.
STEP 3: Selecting a Space

- Spaces are sorted by floor and then alphabetically.
- Scroll all the way through the page to see all the spaces available!
- The number of spaces in the apartment or suite will be listed next to the room number.
- You can select spaces from two columns:
  - Partially Filled (apartments/residence hall suites that already have students in them - you will be able to see who they are and their preferences)
  - Empty (apartments/residence hall suites that are completely empty)
  - The ‘Held’ column will show apartments/residence halls suites that are currently being looked at by other students/groups.

You may click on ‘Other Building’ to go back to the ‘Building Selection’ page and select another building.
STEP 3: Selecting a Space

- You may refresh the screen at any time to see if spaces that were held become open.
- Remember that other students in your college are also going through this process and will also be selecting spaces at the same time as you and/or your group!
- Select an apartment or residence hall space by clicking on its link.

Select by clicking on the link to the Apartment or Residence Hall.
STEP 3: Selecting a Space

- Once you select an apartment/residence hall suite, you will have **10 minutes** to decide if you want that space, assign you and your roommates to rooms, and confirm your assignment.

  - The 10 minute hold is to make sure that no one else can select the apartment/suite you are looking at.
  - If you decide to select another building or select another apartment/suite, your 10 minutes will start again.

The time remaining will run down. After 10 minutes, you will be re-directed back to the “Building Selection” page.
STEP 3: Selecting a Space

- Assign yourself and/or people in your group to spaces by selecting their name from the drop down list under ‘Select Student’.
  - The “Room Type” tells you if it’s a Single, Double, or Triple Room.
  - The “Space Available” tells you how many spaces are left to be assigned.
  - You cannot assign yourself or one of your roommates to more than one space.
  - You must assign all members of your group to a space.

Click on “Show All Occupants of Selected Apartment/Suite” to see who is in the apartment before you assign students!

Click on the ‘Room’ link to see a layout of the building and a typical apartment or suite layout.

Click on Assign Rooms once you have placed yourself and your roommates in the desired rooms.

(click to continue)
STEP 3: Confirming Assignment

Once you and your roommates are assigned to spaces, you need to confirm your assignment!

Before you confirm your assignment, you can make changes, but after you confirm your assignment, you cannot make any changes.

The time will run down until you confirm your assignment.

Your assignments are listed here.

If you wish to change your selection, click the 'No-Go Back To Reassign Rooms' button below.

Click on the 'Confirm Assignment' button below to confirm your selection. You cannot make any changes to your assignment or group after you confirm your selection.

If at any time, you may select 'Modify Group' to your right to change your roommates/apartment-mates.

Please be advised that we reserve the right to consolidate students if necessary and will do so based on the needs of the Individual Colleges and UCSD Housing.
STEP 3: Review

- Decide what building you want to select.
- Choose from the available apartments/suites listed.
  - You will have **10 minutes** once you decide on an apartment/suite to assign you and your roommates to spaces and confirm your assignment.
  - You can see a *typical* building and/or apartment/suite layout.
  - You can choose to select another apartment/suite or go to another building!
- Assign yourself and your roommates to spaces within your chosen apartment/suite.
  - You must assign everyone in your group to a space and can only assign each person once.
- Confirm your assignment!

**REMININDER!** Once you have confirmed your assignment, YOU CANNOT MAKE ANY CHANGES!
Room Sign-up Process is Complete!

- You’ve now completed the room sign-up process for Room Selection!
  - You can click on the ‘Show All Occupants of Selected Apartment/Suite’ to view everyone who is in that apartment/suite.
  - You and your group members will receive an email at your UCSD email account confirming your assignment.

### Room Selection Process Complete

Congratulations!

Your Room Sign-Up portion of UC San Diego's Continuing Room Selection process has been completed.

Please print this page for your records. You and your roommates/apartment-mates will also receive an email (to your UC San Diego email address) confirming the following assignments.

TransactionId: 9458

<table>
<thead>
<tr>
<th>Name</th>
<th>Room Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student3 Student</td>
<td>GE-102-2</td>
<td></td>
</tr>
<tr>
<td>Student2 Student</td>
<td>GE-102-3</td>
<td></td>
</tr>
</tbody>
</table>

Show All Occupants of Selected Apartment/Suite

Please be advised that we reserve the right to consolidate students if necessary and will do so based on the needs of the individual Colleges and UC San Diego Housing.

Please log out of your browser when you are finished.

Logout of Room Selection
Room Selection Complete!

- Please keep your confirmation email!

- You may continue to check your assignment by visiting [http://hdh.ucsd.edu/housing/roomselection/pages/](http://hdh.ucsd.edu/housing/roomselection/pages/) and logging in to the Room Selection portal through end of day on April 25th.
  - Should you have questions, please contact your Residential Life Office

- Room Change Interest Day is April 25th, 2018.
  - Check with your Residential Life Office about Room Change Interest Day policies, procedures, and times.

Thank you for participating in Room Selection!