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, but the same will apply to Village and I-House.

Please note that some dates are not current as these are screen shots 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 2017 ROOM SELECTION SIGN-UP. Link will be posted on Room Selection Day:

I-House & Village Room Selection:
Tuesday, May 16th

General Room Selection:
Thursday, May 18th
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 **11:59pm** on Room Selection Day to select a space.)

Note: You will NOT be able to login before your assigned time, according to the Server Date and Time.

(click to continue)
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!

UCSanDiego
Local Impact, National Influence, Global Reach

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:**

**Access Code:**

Login

Current Server Date and Time*

5/15/2017 8:46:46 AM

* Time will refresh every 60 seconds

(click to continue)
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**
The number of people you may add to a group will depend on your housing area's housing configurations. Please contact your Residential Life Office for more information.
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.

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.
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

The following buildings are allocated to ERC 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.

<table>
<thead>
<tr>
<th>Apartments</th>
<th>Residence Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Hall - Warren APT</td>
<td>There are no available rooms which match your gender and group count at this time.</td>
</tr>
<tr>
<td>Earth Hall North</td>
<td></td>
</tr>
<tr>
<td>Earth Hall South</td>
<td></td>
</tr>
<tr>
<td>Geneva</td>
<td></td>
</tr>
<tr>
<td>Mesa Verde</td>
<td></td>
</tr>
<tr>
<td>Middle East</td>
<td></td>
</tr>
<tr>
<td>Oceania</td>
<td></td>
</tr>
</tbody>
</table>

You will only be shown spaces in ERC which are designated Female.
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.

ROOMMATE/APARTMENT-MATE CONFIRMATION

You have chosen to go through Room Selection with no roommates/apartment-mates.

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
Decide whether or not you are adding roommates.

- **I-House Room Selection:** No Roommate Pull-in
- **General College Room Selection & Village Room Selection:** No limit to roommates. The maximum amount of roommates that you may add will depend on the configuration available in your designated housing community.

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.
- Roommates must be of the same college of registration (with the exception of 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.
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.

(click to continue)
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.
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.
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!

**REMINDER!** 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 Complete!

► Please keep your confirmation email!

► You may continue to check your assignment by visiting http://hdh.ucsd.edu/housing/roomselection/pages/ and logging in to the Room Selection portal through end of day on May 24th.
  ► Should you have questions, please contact your Residential Life Office

► Room Change Interest Day is May 24th, 2017.
  ► Check with your Residential Life Office about Room Change Interest Day policies, procedures, and times.

Thank you for participating in Room Selection!