HOW TO SELECT A SPACE AS AN INDIVIDUAL

ACCESS THE PROCESS:

At your designated lottery date and time:

- Visit the Room Selection Portal, [https://hdh2.ucsd.edu/ssoStudent/rmsportal/Home/R](https://hdh2.ucsd.edu/ssoStudent/rmsportal/Home/R)
- Log in with your Username/Password
- Click on “2019 Room Selection: Eligibility, Contract, Prepayment and Lottery Time & Checklist” link
- Follow your Room Selection Community link in the “Lottery Time, Roommate PIN, Vacancy Viewers, & Sign Up” Section.
- In the “Room Selection Sign Up” section, click on the button that matches your Room Selection Category.

SELECT A SPACE AS AN INDIVIDUAL:

Step 1 of the process is a summary of basic information: Room Selection Community and Category, and contract start/end dates. Click “NEXT”

![Room Selection Community and Category](image)

Step 2 is intended for students that would like to create a roommate group. If you do not want to create a group, simply click “NEXT”.

At the top of the next page you will see links to building layouts. Clicking on the building name opens the building diagram and typical unit layout options.
Utilize the search menu on the left hand side to find space types that you are interested in.

Use the **Space Type drop down menu** to find specific room types and then click "Search".

**Click on the triangle next to the building to view the floors within the building.** Searches can be run at the building level or at the floor level within a building.

Once desired space search parameters have been entered, **the list of available rooms will populate on the right hand side of the screen.**

**Please Note:** Suite = Apartment

By clicking on the **blue hyperlink** that indicates the space number, **more information on the Space Type** is displayed.

When viewing available space, **the number of spaces available within the apartment** is displayed within the suite’s header.

Click on the triangle next to each room for information in regards to the spaces availability.

**If a bedspace within an apartment is already assigned** to another student, the "Occupied" header will be present. Clicking on the name of the assigned student will show the student’s roommate matching preferences.
If a bedspace is vacant, the space type will appear. Once the desired space has been identified, click on the lock icon next to the bed space.

Clicking the lock holds the space for you and begins the 5 minute countdown.

Room/Apartment Lock Countdown

04:52 Bedspace ETN-202-1a will be unavailable to others while you process your booking.

While the space is locked, you can confirm the selected space for the upcoming academic year by clicking “SUBMIT” OR “Release Lock” to return to searching for a different space.

Once confirmed, the student receives a confirmation email with assignment information.