

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.

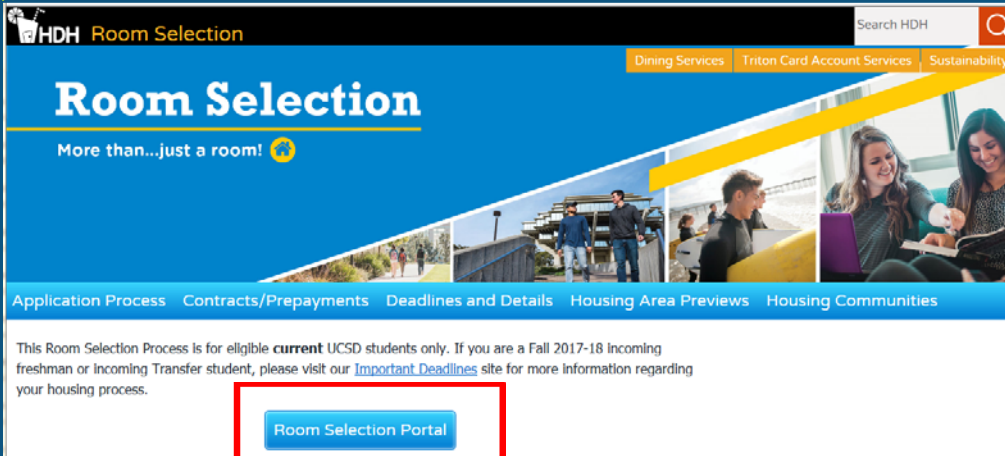
PLEASE NOTE THAT SOME DATES ARE NOT CURRENT AS THESE ARE SCREEN SHOTS OF OUR TESTING SITE

(click to continue)

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

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/sso/uqrmsportal/>

2017 General Room Selection Space Available Link: <https://hdh2.ucsd.edu/RoomSelection/SpaceAvailable>

2017 ROOM SELECTION SIGN-UP:

(click to continue)

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.)

UC San Diego
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:

Current Server Date and Time*

5/15/2017 8:46:46 AM

* Time will refresh every 60 seconds

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!)

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Local Impact, National Influence, Global Reach

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PID:

Access Code:

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.

(click to continue)

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 areas housing configurations. Please contact your Residential Life Office for more information.

ROOMMATE/APARTMENT-MATE SELECTION

If you would like to sign up for a room/apartment with specific roommates/apartment-mates, enter each of their Access Codes below and click on the 'Add Roommate/Apartment-Mate' button. Your roommate's/apartment-mate's names will appear under 'Current Roommates/Apartment-Mates' as you add them. You may add students based on the available spaces in a room/apartment/suite that you select. For example, in a 4-person apartment, you can add 3 additional people if the spaces are available. If you'd like to remove a student from your group, click 'Delete' next to their name.

When you're done adding roommates, click the 'Continue' button at the bottom of this page to proceed to the next step.

Access Code:

Current Roommates/Apartment-Mates

You currently have no roommates/apartment-mates.

If you do not want to enter the room sign-up process with roommates, check the box below.
By doing so, you are continuing in the process as an individual.

I do not want to select any roommates.

Click the 'Continue' button to proceed to the next step.

(click to continue)

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.

ROOMMATE/APARTMENT-MATE SELECTION

If you would like to sign up for a room/apartment with specific roommates/apartment-mates, enter each of their Access Codes below and click on the 'Add Roommate/Apartment-Mate' button. Your roommate's/apartment-mate's names will appear under 'Current Roommates/Apartment-Mates' as you add them. You may add students based on the available spaces in a room/apartment/suite that you select. For example, in a 4-person apartment, you can add 3 additional people if the spaces are available. If you'd like to remove a student from your group, click 'Delete' next to their name.

When you're done adding roommates, click the 'Continue' button at the bottom of this page to proceed to the next step.

Access Code:

Current Roommates/Apartment-Mates

Student3 Student [Delete](#)

Click the 'Continue' button to proceed to the next step.

(click to continue)

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

You have selected the following roommates/apartment-mates:

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 2017-2018 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.

(click to continue)

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.

Apartments	Residence Halls
Black Hall - Warren APT	There are no available rooms which match your gender and group count at this time.
Earth Hall North	
Earth Hall South	
Geneva	
Mesa Verde	
Middle East	
Oceania	

Roommate Cart

You Student2 Student
Roommate(s)/ Apartment-Mate(s) Student3 Student
<input type="button" value="Modify Group"/>

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

(click to continue)

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.

ROOMMATE/APARTMENT-MATE SELECTION

If you would like to sign up for a room/apartment with specific roommates/apartment-mates, enter each of their Access Codes below and click on the 'Add Roommate/Apartment-Mate' button. Your roommate's/apartment-mate's names will appear under 'Current Roommates/Apartment-Mates' as you add them. You may add students based on the available spaces in a room/apartment/suite that you select. For example, in a 4-person apartment, you can add 3 additional people if the spaces are available. If you'd like to remove a student from your group, click 'Delete' next to their name.

When you're done adding roommates, click the 'Continue' button at the bottom of this page to proceed to the next step.

Access Code:

Current Roommates/Apartment-Mates

You currently have no roommates/apartment-mates.

If you do not want to enter the room sign-up process with roommates, check the box below. By doing so, you are continuing in the process as an individual.

I do not want to select any roommates.

Click the 'Continue' button to proceed to the next step.

(click to continue)

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.

Ok

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

(click to continue)

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:** 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!**

(click to continue)

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.

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.

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

Roommate Cart

You
Student2 Student

**Roommate(s)/
Apartment-Mate(s)**

Student3 Student

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

Click on a building name to see what spaces are available



(click to continue)

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.

APARTMENT/SUITE SELECTION

Please note that spaces are sorted by floor and then alphabetically.

Make sure to scroll all the way to the bottom to see all spaces.

Click on an available space below to select rooms and view the room layout. The selected space will be locked for 10 minutes and no one else can select that space. With those 10 minutes you will decide if you want the space, assign roommates/apartment-mates and confirm your assignment. If you decide not to select that space, your 10 minutes will start again once you select another apartment/suite. At any point in time, you may click the Modify Group button on your right to add or delete roommates/apartment-mates.

[Refresh Screen](#)

Partially Filled Apartments/Suites	Empty Apartments/Suites	Held Apartments/Suites (May be available shortly)
GE-102 (3 spaces) Geneva, 1st Floor	GE-101 (5 spaces) Geneva, 1st Floor	
GE-105 (3 spaces) Geneva, 1st Floor	GE-103 (5 spaces) Geneva, 1st Floor	
	GE-106 (5 spaces) Geneva, 1st Floor	
	GE-202 (5 spaces) Geneva, 2nd Floor	
	GE-203 (5 spaces) Geneva, 2nd Floor	
	GE-205 (5 spaces) Geneva, 2nd Floor	
	GE-206 (5 spaces) Geneva, 2nd Floor	
	GE-302 (4 spaces) Geneva, 3rd Floor	
	GE-304 (4 spaces) Geneva, 3rd Floor	
	GE-404 (4 spaces) Geneva, 4th Floor	
	GE-L01 (5 spaces) Geneva, Lower Level	
	GE-L03 (5 spaces) Geneva, Lower Level	

Roommate Cart

You
Student2 Student

Roommate(s)/ Apartment-Mate(s)
Student3 Student

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

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.

APARTMENT/SUITE SELECTION

Please note that spaces are sorted by floor and then alphabetically.

Make sure to scroll all the way to the bottom to see all spaces.

Click on an available space below to select rooms and view the room layout. The selected space will be locked for 10 minutes and no one else can select that space. With those 10 minutes you will decide if you want the space, assign roommates/apartment-mates and confirm your assignment. If you decide not to select that space, your 10 minutes will start again once you select another apartment/suite. At any point in time, you may click the Modify Group button on your right to add or delete roommates/apartment-mates.

[Refresh Screen](#)

Partially Filled Apartments/Suites	Empty Apartments/Suites	Held Apartments/Suites (May be available shortly)
GE-102 (3 spaces) Geneva, 1st Floor	GE-101 (5 spaces) Geneva, 1st Floor	
GE-105 (3 spaces) Geneva, 1st Floor	GE-103 (5 spaces) Geneva, 1st Floor	
	GE-106 (5 spaces) Geneva, 1st Floor	
	GE-202 (5 spaces) Geneva, 2nd Floor	

Roommate Cart

You
Student2 Student

Roommate(s)/ Apartment-Mate(s)

Student3 Student

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

Select by clicking on the link to the Apartment or Residence Hall

(click to continue)

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.

ROOM ASSIGNMENT

Time Remaining: 9 minute(s) 38 second(s)

Please assign each roommate/apartment-mate to a room, then click the 'Assign Rooms' button below.

You will have **10 minutes** to assign rooms to your group and confirm your assignment.

If you have not selected and confirmed your selection within 10 minutes, this space will become available for others to choose and you will be redirected to the 'Select Building' page to make another selection. You may be able to choose this space again if no one has already selected it.

Click on
[Show All Occupants of Selected Apartment/Suite](#)
to see any current occupants of this selected Apartment/Suite

Room	Room Type	Space Available	Select Student
GE-101-1	Single	1	<input type="text"/>
GE-101-2	Single	1	<input type="text"/>
GE-101-3	Single	1	<input type="text"/>
GE-101-4	Mini Double	2	<input type="text"/>
			<input type="text"/>

Assign Rooms

* 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.

Select Other Building **Select Other Apt/Suite**

Roommate Cart

You
Student2 Student

Roommate(s)/ Apartment-Mate(s)
Student3 Student

Modify Group

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

(click to continue)

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

ROOM ASSIGNMENT

Time Remaining: 6 minute(s) 40 second(s)

Please assign each roommate/apartment-mate to a room, then click the 'Assign Rooms' button below.

You will have **10 minutes** to assign rooms to your group and confirm your assignment.

If you have not selected and confirmed your selection within 10 minutes, this space will become available for others to choose and you will be redirected to the 'Select Building' page to make another selection. You may be able to choose this space again if no one has already selected it.

Click on [Show All Occupants of Selected Apartment/Suite](#) to see any current occupants of this selected Apartment/Suite

Room	Room Type	Space Available	Select Student
GE-101-1	Single	1	Student3 Student
GE-101-2	Single	1	Student2 Student
GE-101-3	Single	1	
GE-101-4	Mini Double	2	

* 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.

Roommate Cart

You
Student2 Student

Roommate(s)/ Apartment-Mate(s)
Student3 Student

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

(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.

ROOM ASSIGNMENT

Time Remaining: 2 minute(s) 42 second(s)

You are about to choose the following room assignments:

Click on [Show All Occupants of Selected Apartment/Suite](#) to see any current occupants of this selected Apartment/Suite

Name	RoomNumber
Student3 Student	GE-101-1
Student2 Student	GE-101-2

Roommate Cart

You
Student2 Student

Roommate(s)/ Apartment-Mate(s)
Student3 Student

Your assignments are listed here.

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

* 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.

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

(click to continue)

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!

(click to continue)

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

Name	Room Number	Email
Student3 Student	GE-102-2	
Student2 Student	GE-102-3	

[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 logout of your browser when you are finished.

[Logout of Room Selection](#)

(click to continue)

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!**