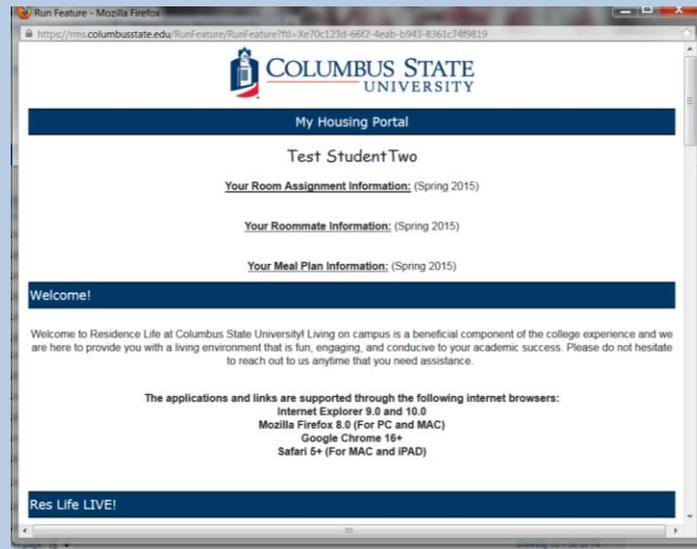


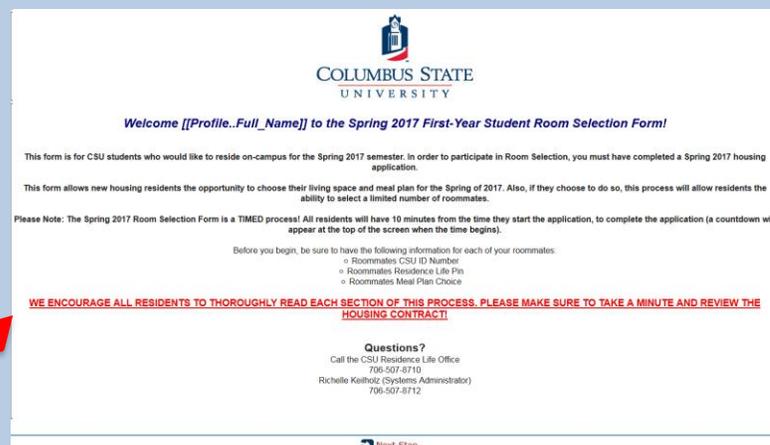
2018-2019 New Student Room Selection Instruction Sheet

****Note: In order to participate in Room Selection, you must have completed either the 2018-2019 New First-Year Resident Housing Application OR the 2018-2019 New Upperclassmen/Transfer Student Application. This must be done 24 hours before room selection begins.**

The morning of Room Selection, there will be a link at the top of the My Housing Portal.



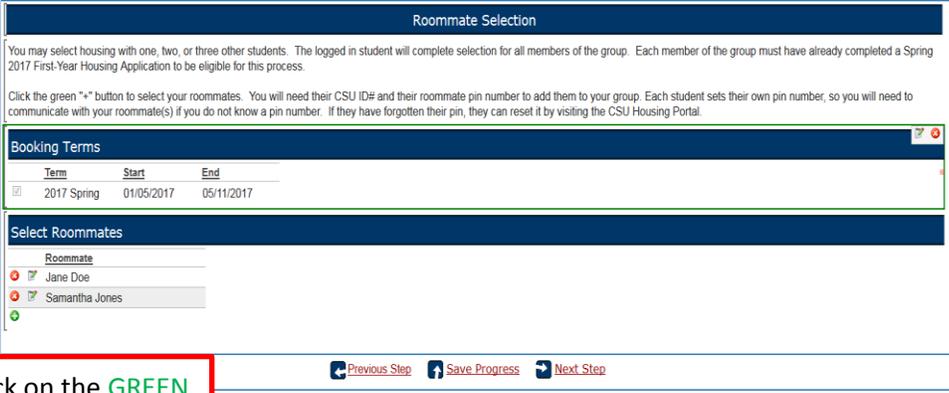
Once you have clicked on the Room Selection link, a new window will appear.



Please read the instructions and information on this page!

When you have read all of the instructions, click "Next Step" to proceed.

The next page you see will be for roommate selection. You will be allowed to add up to 3 roommates to your group. If you do not plan on adding any roommates, click “Next Step”.



Roommate Selection

You may select housing with one, two, or three other students. The logged in student will complete selection for all members of the group. Each member of the group must have already completed a Spring 2017 First-Year Housing Application to be eligible for this process.

Click the green “+” button to select your roommates. You will need their CSU ID# and their roommate pin number to add them to your group. Each student sets their own pin number, so you will need to communicate with your roommate(s) if you do not know a pin number. If they have forgotten their pin, they can reset it by visiting the CSU Housing Portal.

Booking Terms

Term	Start	End
<input checked="" type="checkbox"/> 2017 Spring	01/05/2017	05/11/2017

Select Roommates

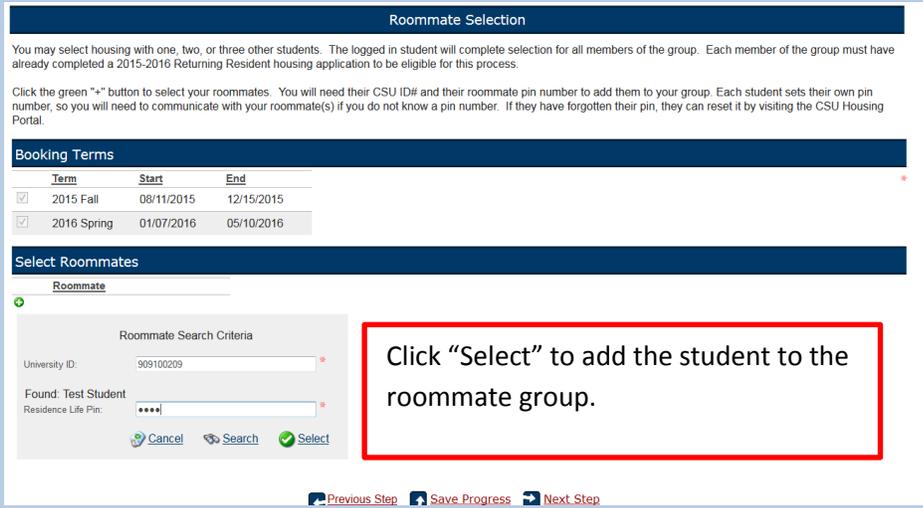
Roommate

- Jane Doe
- Samantha Jones
-

[Previous Step](#) [Save Progress](#) [Next Step](#)

To add a roommate, click on the **GREEN** + button.

Enter in the student’s university ID# and their Residence Life PIN.



Roommate Selection

You may select housing with one, two, or three other students. The logged in student will complete selection for all members of the group. Each member of the group must have already completed a 2015-2016 Returning Resident housing application to be eligible for this process.

Click the green “+” button to select your roommates. You will need their CSU ID# and their roommate pin number to add them to your group. Each student sets their own pin number, so you will need to communicate with your roommate(s) if you do not know a pin number. If they have forgotten their pin, they can reset it by visiting the CSU Housing Portal.

Booking Terms

Term	Start	End
<input checked="" type="checkbox"/> 2015 Fall	08/11/2015	12/15/2015
<input checked="" type="checkbox"/> 2016 Spring	01/07/2016	05/10/2016

Select Roommates

Roommate

Roommate Search Criteria

University ID:

Found: Test Student
Residence Life Pin:

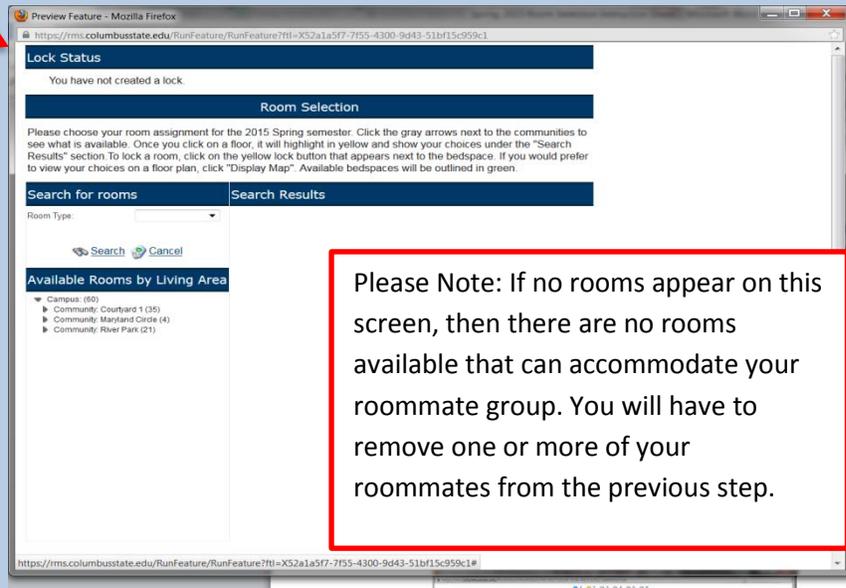
[Cancel](#) [Search](#) [Select](#)

[Previous Step](#) [Save Progress](#) [Next Step](#)

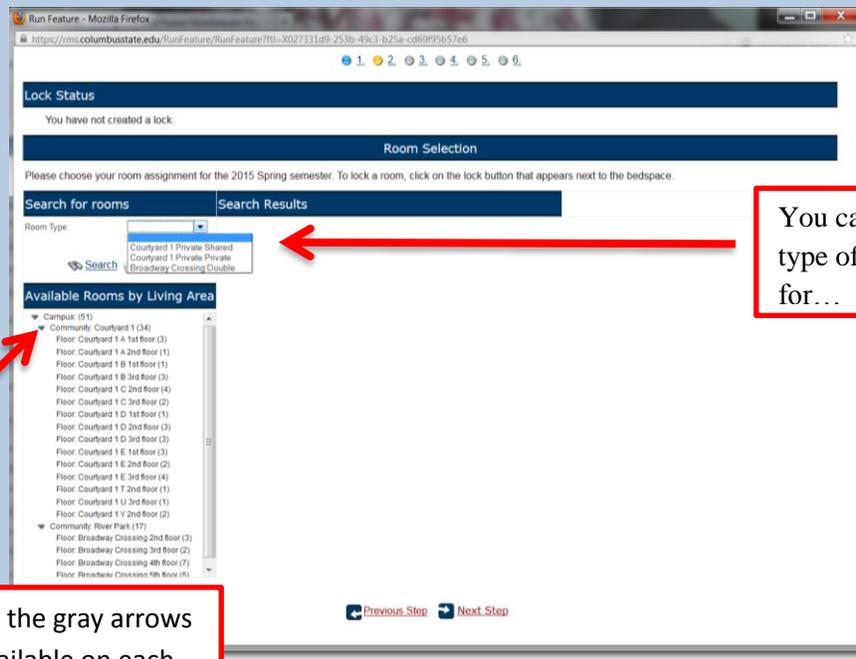
Click “Select” to add the student to the roommate group.

Once you are done adding roommates to the group, click “Next Step”.

Students will have up to 5 minutes to complete the room selection process once they have “locked in” a room. A timer will appear at the top of the screen.

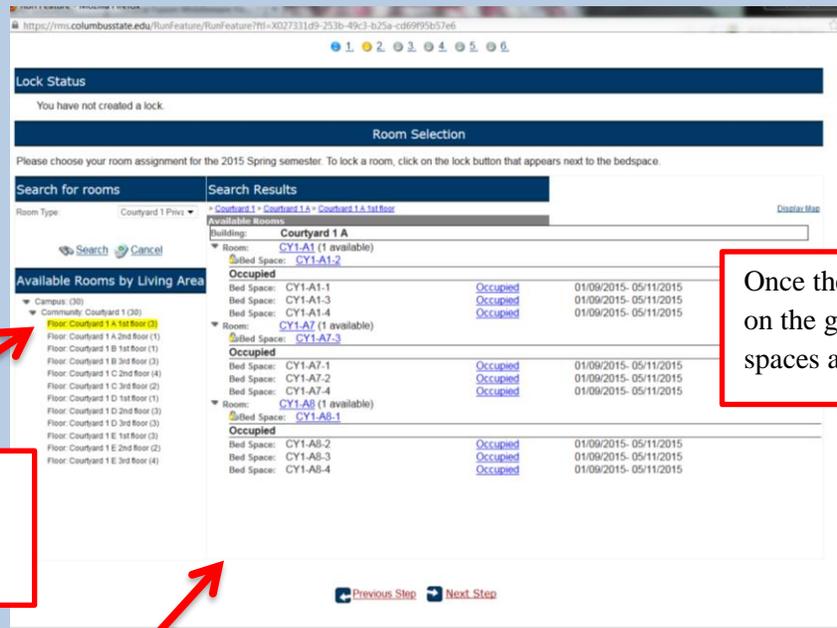


There are several ways to search for available rooms...



Or you can click on the gray arrows to show what is available on each campus...

Once you have chosen a community, the floor options will appear. Select the floor you would like to live in and the results will appear to the right...

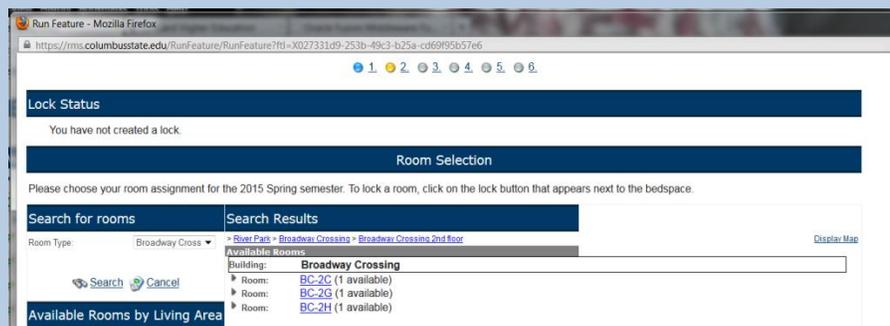


The floor you choose will be highlighted.

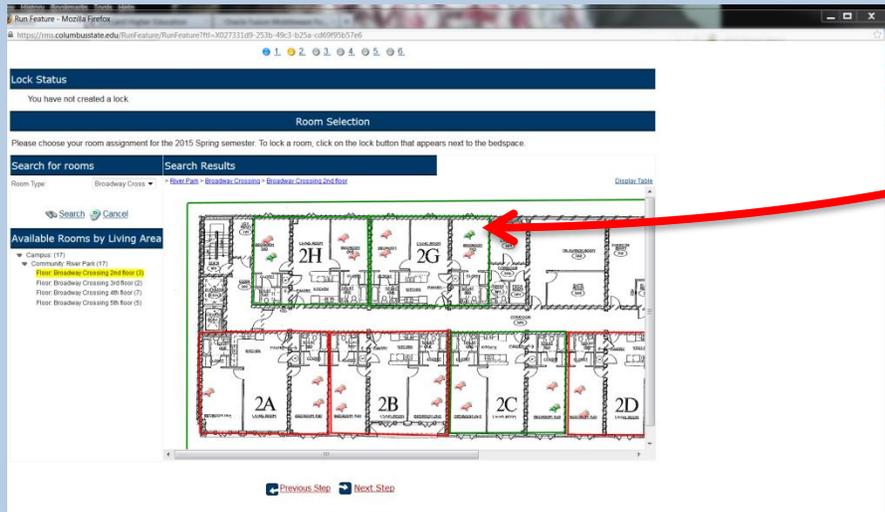
Once the search results appear, click on the gray arrow to see which bed spaces are available.

To lock in a bed space, click the yellow lock button.

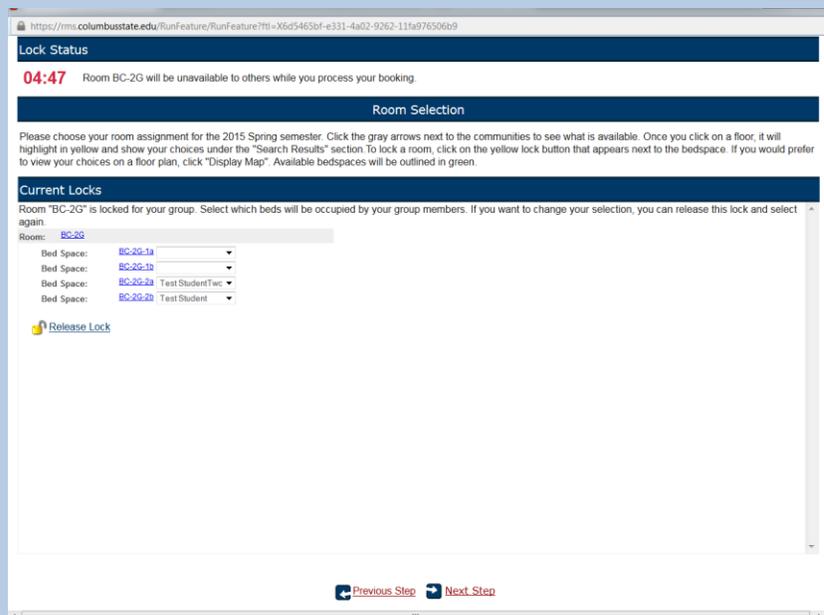
If you would prefer to see a map view of available rooms, click on “Display Map” (located in the top right corner).



A map view of the floor will appear. Bed spaces that are **GREEN** are available. Click on the bed space to lock it in.

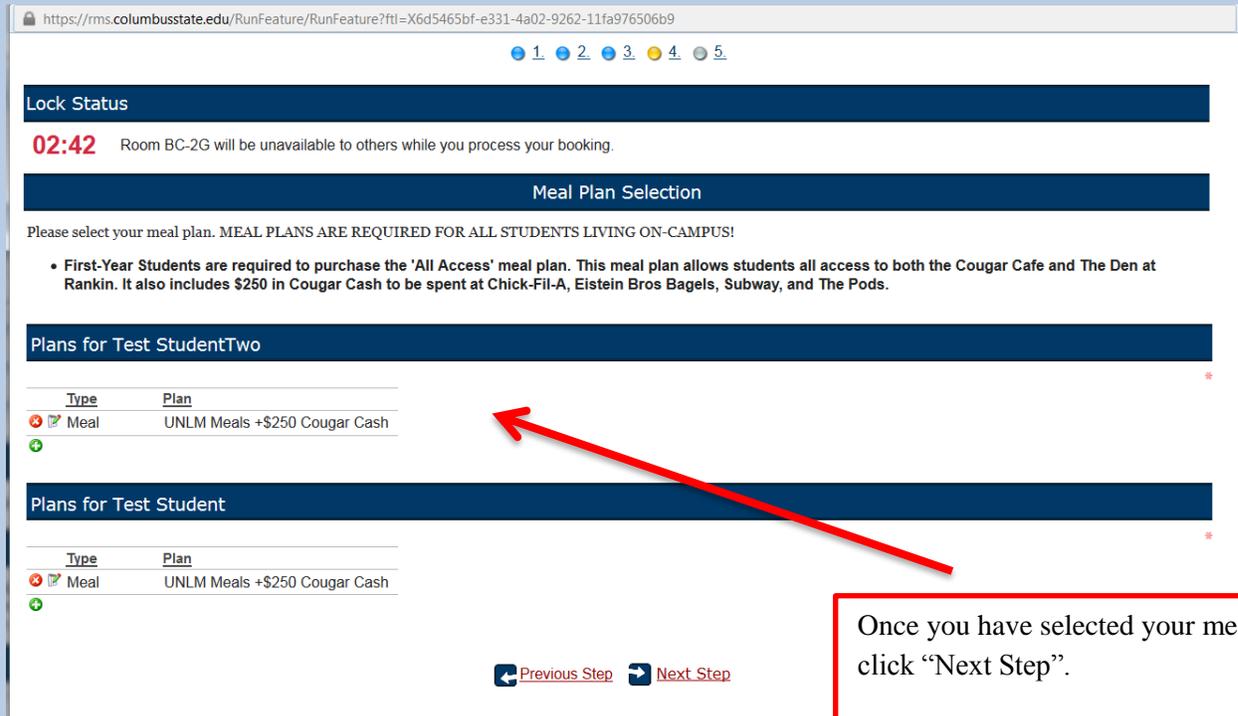


Once you have chosen your bed space (as well as the bed spaces for your roommates), the timer will begin and your selection will be displayed.



If you would like to go back and select a different assignment, click the "Release Lock" button.

You will now be able to choose your meal plan, as well as the meal plans for your roommates.



https://rms.columbusstate.edu/RunFeature/RunFeature?ftl=X6d5465bf-e331-4a02-9262-11fa976506b9

1 2 3 4 5

Lock Status

02:42 Room BC-2G will be unavailable to others while you process your booking.

Meal Plan Selection

Please select your meal plan. MEAL PLANS ARE REQUIRED FOR ALL STUDENTS LIVING ON-CAMPUS!

- First-Year Students are required to purchase the 'All Access' meal plan. This meal plan allows students all access to both the Cougar Cafe and The Den at Rankin. It also includes \$250 in Cougar Cash to be spent at Chick-Fil-A, Eistein Bros Bagels, Subway, and The Pods.

Plans for Test StudentTwo

Type	Plan
<input checked="" type="checkbox"/> Meal	UNLM Meals +\$250 Cougar Cash

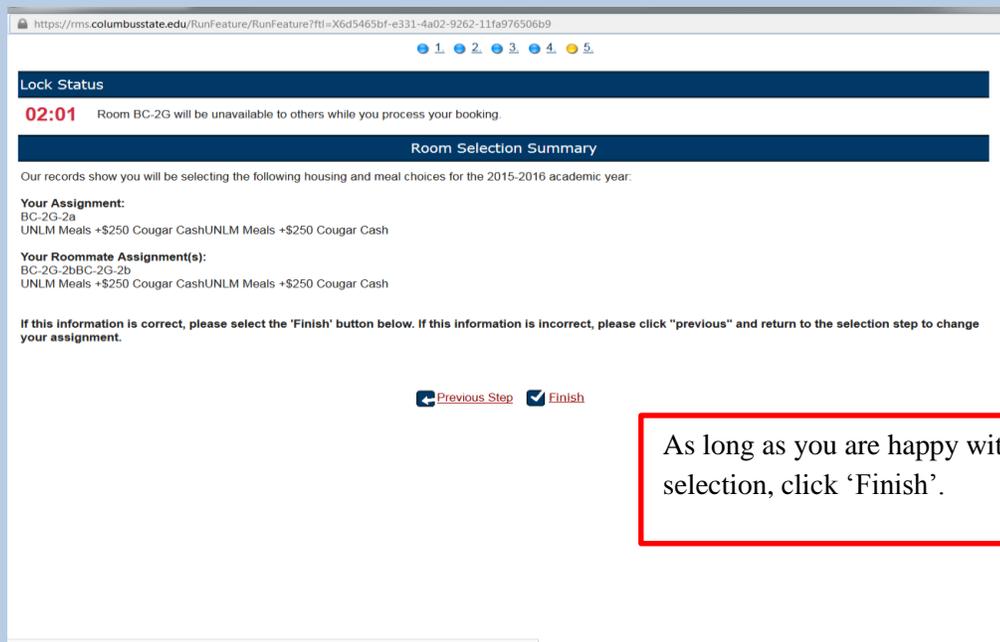
Plans for Test Student

Type	Plan
<input checked="" type="checkbox"/> Meal	UNLM Meals +\$250 Cougar Cash

[Previous Step](#) [Next Step](#)

Once you have selected your meal plan, click "Next Step".

You will now have ONE MORE opportunity to review your room assignment/meal plan, as well as your choices for your roommates.



https://rms.columbusstate.edu/RunFeature/RunFeature?ftl=X6d5465bf-e331-4a02-9262-11fa976506b9

1 2 3 4 5

Lock Status

02:01 Room BC-2G will be unavailable to others while you process your booking.

Room Selection Summary

Our records show you will be selecting the following housing and meal choices for the 2015-2016 academic year.

Your Assignment:
BC-2G-2a
UNLM Meals +\$250 Cougar Cash UNLM Meals +\$250 Cougar Cash

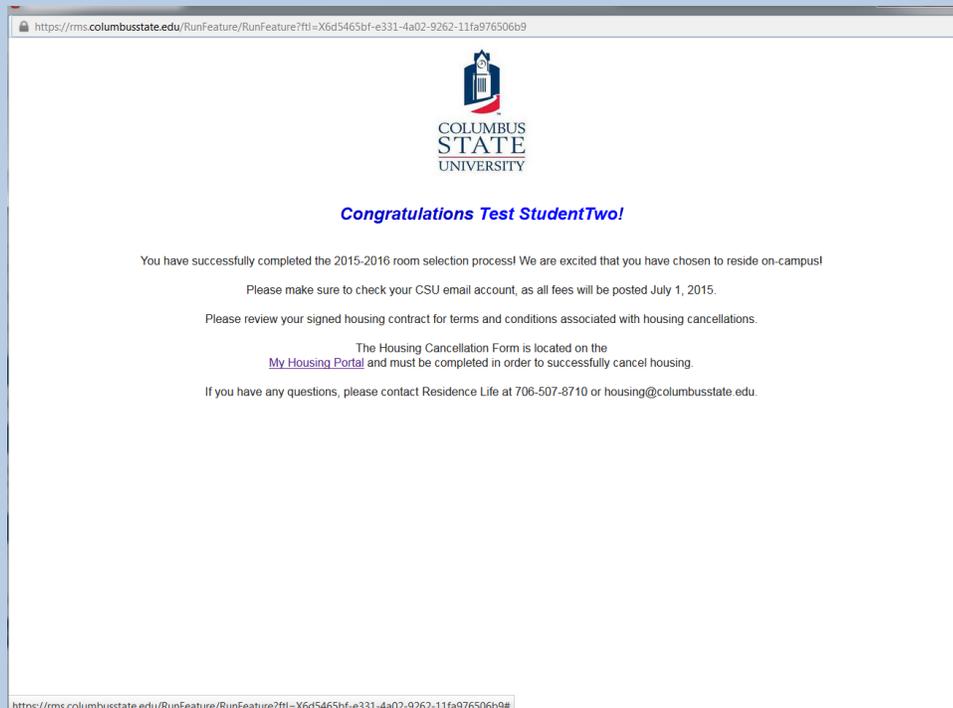
Your Roommate Assignment(s):
BC-2G-2b BC-2G-2b
UNLM Meals +\$250 Cougar Cash UNLM Meals +\$250 Cougar Cash

If this information is correct, please select the 'Finish' button below. If this information is incorrect, please click "previous" and return to the selection step to change your assignment.

[Previous Step](#) [Finish](#)

As long as you are happy with your selection, click 'Finish'.

If you see this page, you will know that you have successfully completed room selection.



Once you have completed room selection, you can log on to the My Housing Portal to view your assignment and meal plan.