HOW TO SELECT SPACE AS A GROUP (Example Only)!

ACCESS THE PROCESS:
At your designated lottery date and time:
- Visit the Room Selection Portal, https://hdh-web.ucsd.edu/ssoStudent/RMSportal/Home/Index/R
- Log in with your Username/Password
- Expand the "2022 *Continuing Student Housing Application and Room Selection Process*" section
- Click on the *"2022 Continuing Student Room Selection: Contract, Prepayment, Lottery Time & Space Selection*" link
- Click on your *Room Selection Community Homepage link in Step 3*
- In the *"Room Selection Sign Up"* section click on the "Room Selection Sign-Up" button

SELECTING SPACE AS A GROUP

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

In step 2 the **group leader will create their roommate group.**

To Create a Group:

1. Click the Green "+"

2. Enter Roommate Search Criteria (must be exact and complete; partial or incorrect entries not accepted)

   -A UCSD Email Address is **REQUIRED**

3. Click "Search"

4. Once found, enter the student's Roommate Group PIN

5. Click "Select"

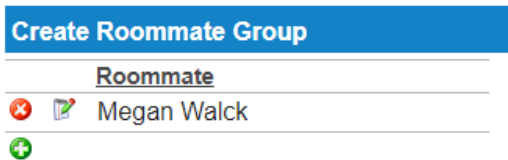6. Repeat step 1-5 if adding another group member

If the student attempts to add a group member that does not meet the roommate matching criteria found in the Lottery Time & Roommate PIN Code Section, the error message below is displayed after clicking "Select"

> pavo.ucsd.edu says
>
> The person you have selected is not valid for you at this time.
>
> **OK**
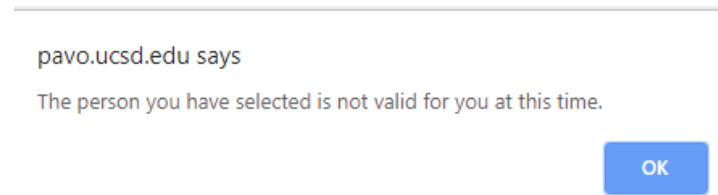
If the student attempts to add a group member with the wrong Roommate Group PIN Code, the error message below is displayed after clicking "Select"

> pavo.ucsd.edu says
>
> You have entered an incorrect value for Roommate Group PIN.
>
> **OK**
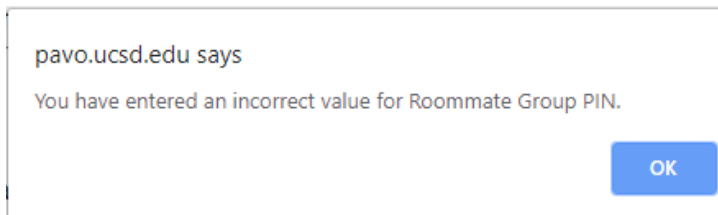
When the group leader has created their group, Click "NEXT"

Create Roommate Group

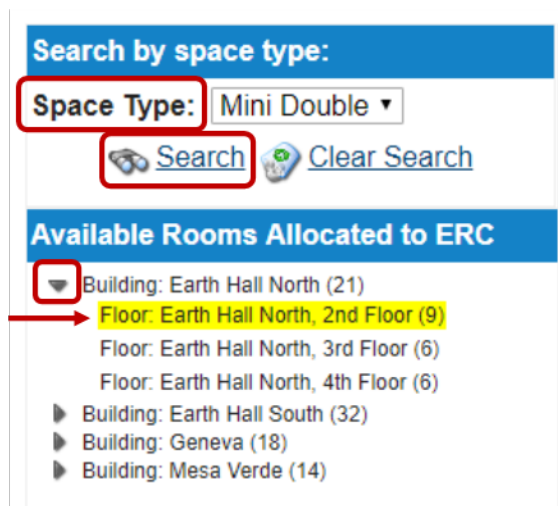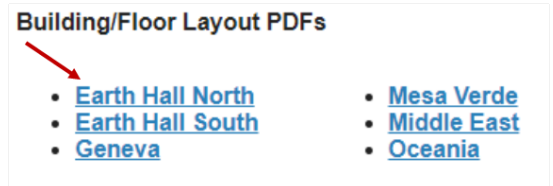|		Roommate
⊗	📝	Megan Walck
⊕		

If available spaces DO NOT display, there is not space available to fit your group size. The group leader will need to remove people in order to select space. To remove someone from a group:

1. Click on the red "X" next to their name
2. When asked to confirm, select "OK"

Once people have been removed, click "NEXT" below to view spaces that fit the newly configured group.

At the top of the next page the student will see **links to building layouts.** Clicking on the building name opens the building diagram and typical unit layout options.

Building/Floor Layout PDFs

- Earth Hall North
- Earth Hall South
- Geneva
- Mesa Verde
- Middle East
- Oceania

Search by space type:

Space Type: Mini Double ▾

🔍 Search 🔄 Clear Search

Available Rooms Allocated to ERC

▼ Building: Earth Hall North (21)
    Floor: Earth Hall North, 2nd Floor (9)
    Floor: Earth Hall North, 3rd Floor (6)
    Floor: Earth Hall North, 4th Floor (6)
▶ Building: Earth Hall South (32)
▶ Building: Geneva (18)
▶ Building: Mesa Verde (14)

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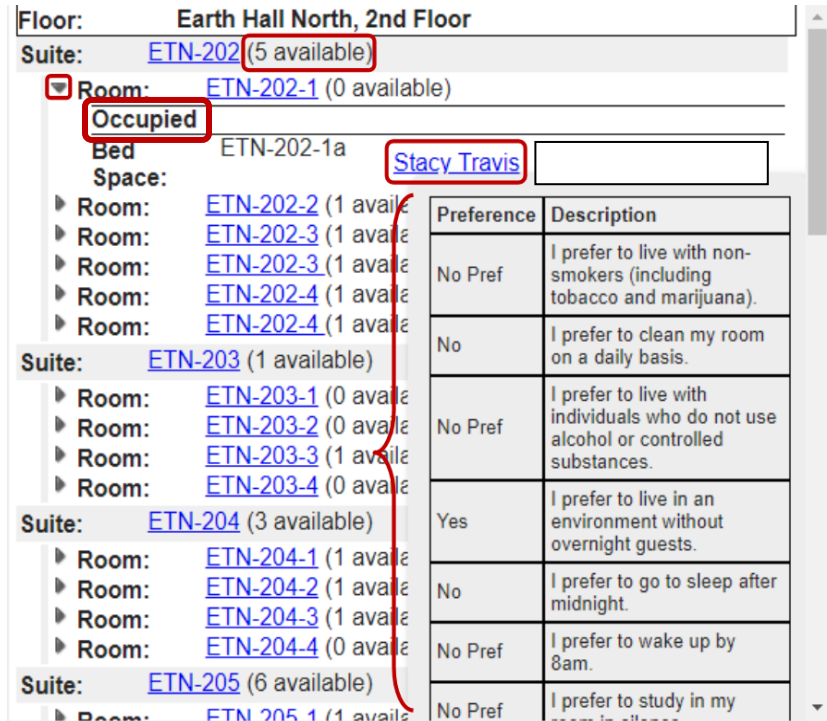
Click on the triangle next to the building to view the floors within the building. Searches can be run at the building level or at the floor level within a building.

Once desired space search parameters have been entered, **the list of available rooms will populate on the right hand side of the screen.**
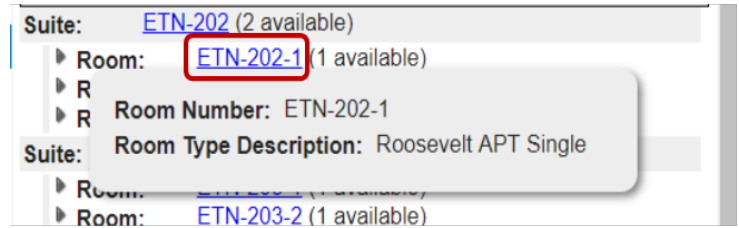
Please Note: Suite = Apartment

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 header.**

Click on the triangle next to each room for information in regards to the space's availability.

If a bed space 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.

When the desired unit has been located, **click the lock icon**, to hold the entire suite.

While the unit is locked, the group leader can assign their group to vacancies within the apartment.
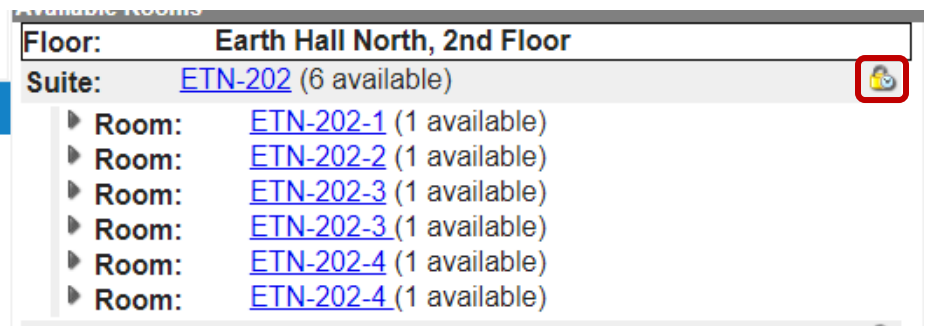
Locking the suite will initiate a 5 minute count down. **All assignments must be confirmed by the end of the countdown** or the suite is released back into the pool of available spaces.

Once the lock has been enabled, drop down menus populate and group member names will be displayed next to available spaces within the apartment.

In the applicable drop down field, select the group member name that should be assigned to that space.

Room: ETN-202-1
    Bed Space: ETN-202-1a [▾]
Room: ETN-202-2
    Bed Space: ETN-202-2a [▾]
Room: ETN-202-3
    Bed Space: ETN-202-3b [▾]
Room: ETN-202-3
    Bed Space: ETN-202-3a [▾]
Room: ETN-202-4
    Bed Space: ETN-202-4b [▾]
Room: ETN-202-4
    Bed Space: ETN-202-4a [▾]

🔓 Release Lock

While the space is locked the group leader can confirm the selected spaces for the upcoming academic year by clicking **"SUBMIT"** OR **"Release Lock"** to return to searching for a different space.

BACK   SUBMIT   **OR**   🔓 Release Lock

Once submitted, all students booked in the process will receive a confirmation email.