

HOW TO SELECT A SPACE AS AN INDIVIDUAL (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.

SELECT A SPACE AS AN INDIVIDUAL:

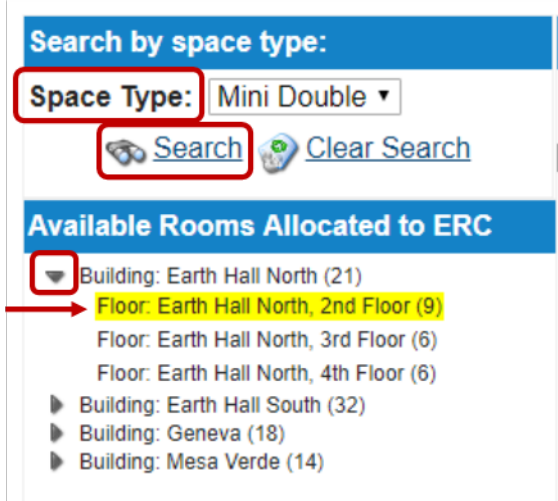
Step 1 of the process is a summary of basic information: Room Selection Community and Category, and contract start/ end dates. Click "NEXT"

The screenshot shows the 'ROOM SELECTION' portal interface. At the top, it says 'ROOM SELECTION' with the tagline 'More than...just a room!'. Below this is a banner for 'ERC General Room Selection'. The user's name 'Anastasia Travis' and 'University PID' are displayed. To the right, it shows 'Room Selection Community: ERC' and 'Room Selection Category: General'. A section for '2021-22 Housing Contract Start and End Dates' is highlighted with a red box, showing 'Move In: 9/17/2022' and 'Move Out: 6/17/2023'. Below this, there are two buttons: 'CANCEL' and 'NEXT', with the 'NEXT' button also highlighted with a red box. A small instruction at the bottom reads: 'Click "NEXT" to create Roommate Group (if desired) and select space for 2021-22.'

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.

The screenshot shows a section titled 'Building/Floor Layout PDFs'. A red arrow points to a list of building names: Earth Hall North, Earth Hall South, Geneva, Mesa Verde, Middle East, and Oceania. Each name is a blue hyperlink.



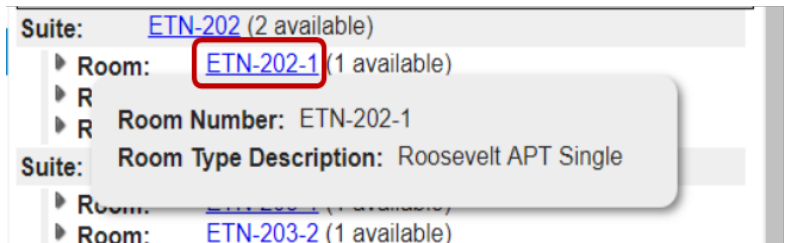
Utilize the search menu on the left hand side to find space types that you are interested in.

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

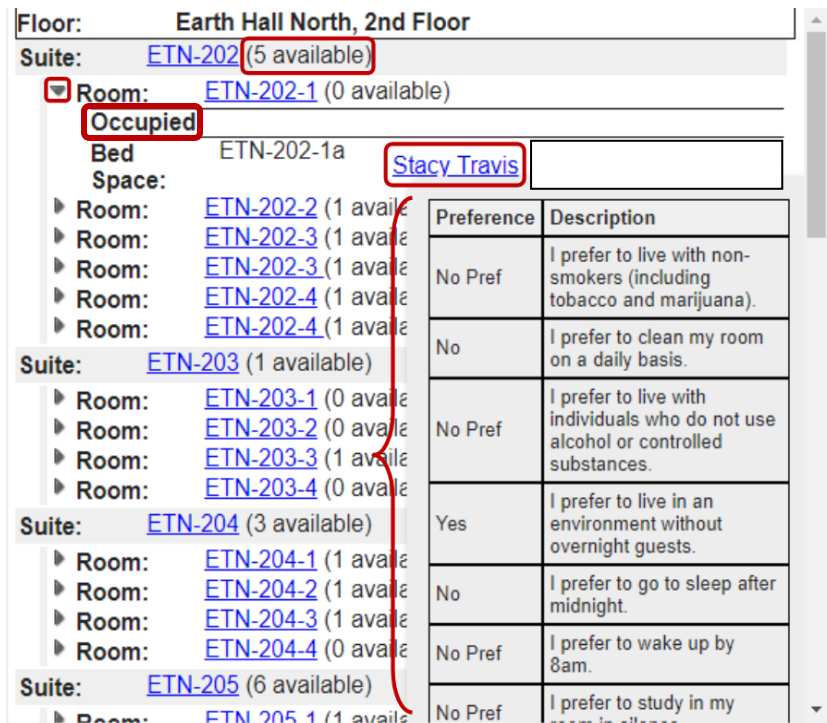
Click on the triangle next to the building to view the floors within the building. Searches can be run at the building level or at the floor level within a building.

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.

Floor: **Earth Hall North, 2nd Floor**

Suite: [ETN-202](#) (6 available)

Room: [ETN-202-1](#) (1 available)

Bed [ETN-202-1a](#) **Roosevelt APT Single**

Space:

- ▶ Room: [ETN-202-2](#) (1 available)
- ▶ Room: [ETN-202-3](#) (1 available)
- ▶ Room: [ETN-202-3](#) (1 available)
- ▶ Room: [ETN-202-4](#) (1 available)
- ▶ Room: [ETN-202-4](#) (1 available)

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.



OR

Room: [ETN-202-1](#)

Bed Space: [ETN-202-1a](#) Stacy Travis ▾

[Release Lock](#)

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