# ROOM SELECTION SIGN-UP: HOW TO SELECT SPACE AS A GROUP (Example Only)

## ACCESS THE PROCESS:
At your designated lottery date and time:
- Visit the Housing Portal, https://hdhughousing.ucsd.edu/living-on-campus/room-selection/index.html
- Log in with your Username/Password
- Expand the "2024 *Continuing Student Housing Application and Room Selection Process*" section
- Click on the "*2024 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. Current dates in the demo reflect past contract dates.  When you self-selection space for the 2024-25 academic year, the appropriate contract dates will be posted. **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
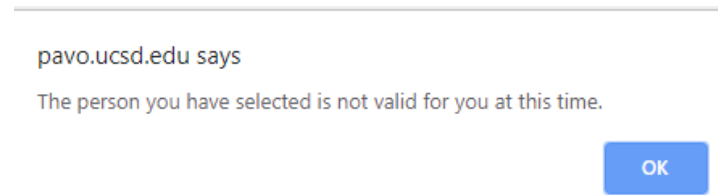
**If the student attempts to add a group member with the wrong Roommate Group PIN Code**, the error message below is displayed after clicking "Select"

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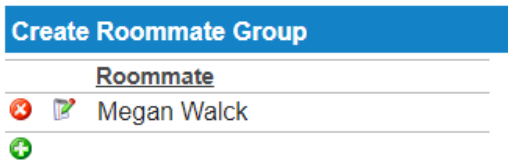>
> OK
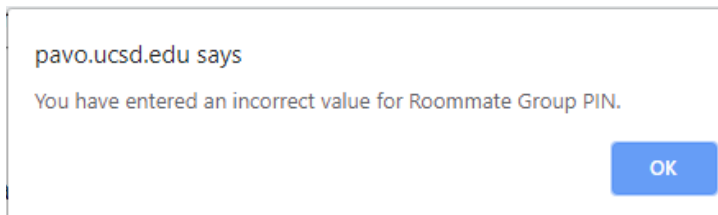
**When the group leader has created their group, Click "NEXT"**

**Create Roommate Group**

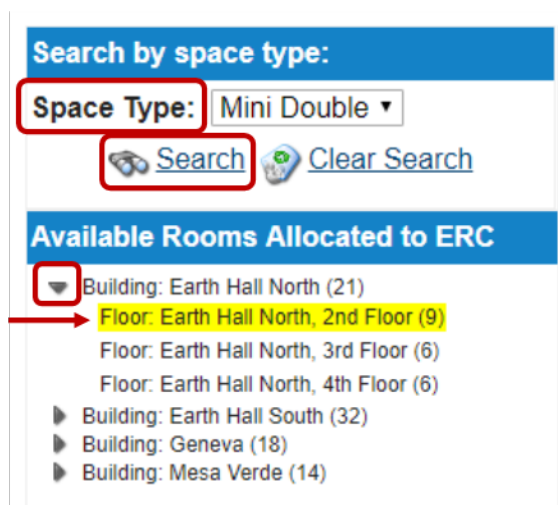Roommate

❌ 📝 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.**

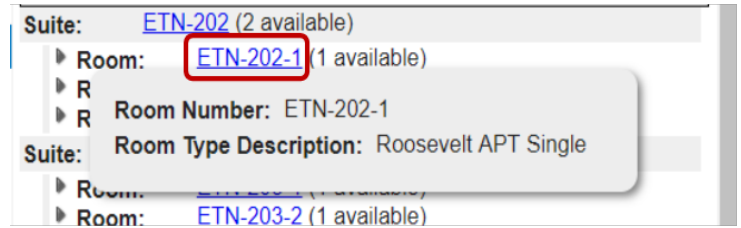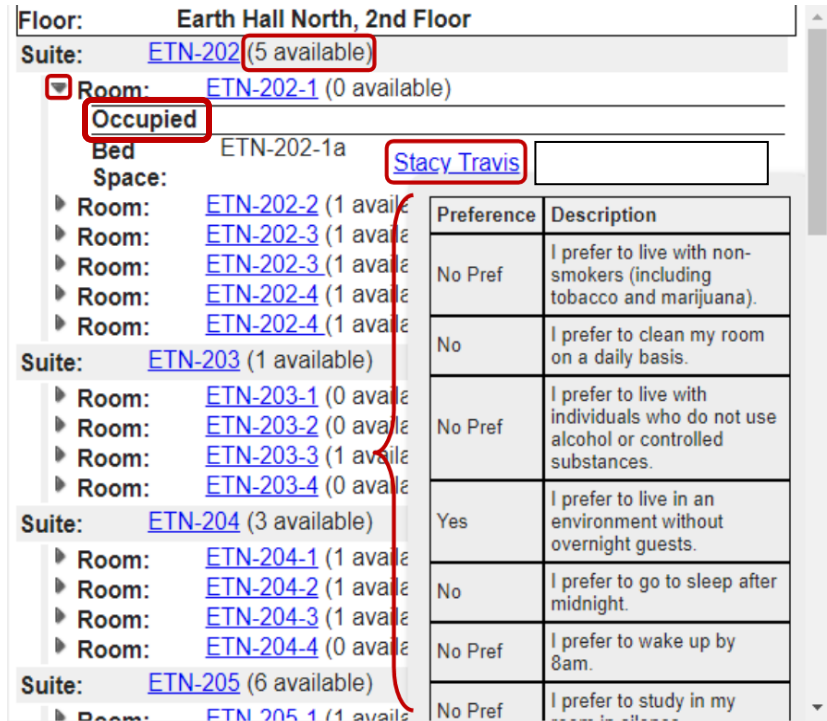**Please Note:** Suite = Apartment

Suite: ETN-202 (2 available)
▶ Room: ETN-202-1 (1 available)
▶ R
▶ R    Room Number: ETN-202-1
Suite:    Room Type Description: Roosevelt APT Single
▶ Room:           
▶ Room: ETN-203-2 (1 available)

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

Floor: Earth Hall North, 2nd Floor
Suite: ETN-202 (5 available)
▼ Room: ETN-202-1 (0 available)
Occupied
Bed ETN-202-1a   Stacy Travis
Space:
▶ Room: ETN-202-2 (1 avail
▶ Room: ETN-202-3 (1 avail
▶ Room: ETN-202-3 (1 avail
▶ Room: ETN-202-4 (1 avail
▶ Room: ETN-202-4 (1 avail
Suite: ETN-203 (1 available)
▶ Room: ETN-203-1 (0 avail
▶ Room: ETN-203-2 (0 avail
▶ Room: ETN-203-3 (1 avail
▶ Room: ETN-203-4 (0 avail
Suite: ETN-204 (3 available)
▶ Room: ETN-204-1 (1 avail
▶ Room: ETN-204-2 (1 avail
▶ Room: ETN-204-3 (1 avail
▶ Room: ETN-204-4 (0 avail
Suite: ETN-205 (6 available)
▶ Room: ETN-205-1 (1 avail

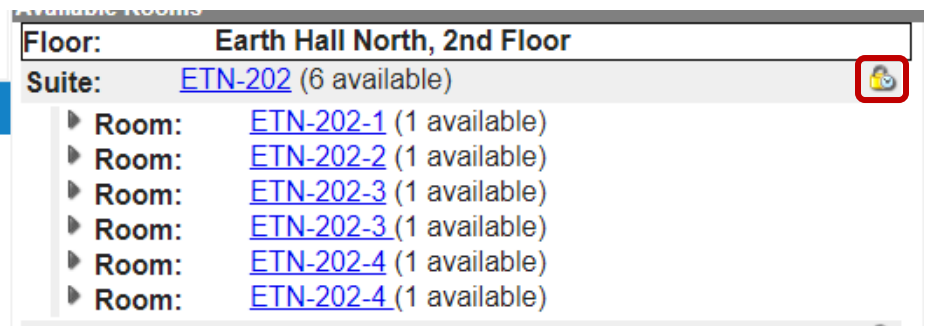| Preference | Description |
|---|---|
| No Pref | I prefer to live with non-smokers (including tobacco and marijuana). |
| No | I prefer to clean my room on a daily basis. |
| No Pref | I prefer to live with individuals who do not use alcohol or controlled substances. |
| Yes | I prefer to live in an environment without overnight guests. |
| No | I prefer to go to sleep after midnight. |
| No Pref | I prefer to wake up by 8am. |
| No Pref | I prefer to study in my |

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.

Floor: Earth Hall North, 2nd Floor
Suite: ETN-202 (6 available)
▶ Room: ETN-202-1 (1 available)
▶ 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)

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.

**Room/Apartment Lock Countdown**

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

| | | |
|---|---|---|
| **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

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. You must assign each person in your group to a space! Click on the blue bed space link if you need to reassure yourself of the space type.

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. There are no changes offered at this time so please make sure to pay attention when assigning group members.

Students must also have the same housing contract length. For example, if you signed a 12-month contract for Pepper Canyon West, you can only add those that also have a 12-month contract. Housing contract lengths will not be changed.