

## Step by Step Guide to Room Selection 7 – Easy Steps

**Step 1:** Log into the Housing Portal. On your home page in the Fall 2021 academic term section, you will see room selection links for days that you are eligible to participate in. See Figure 1 for a sample of what a test user may see.

Additionally, links are live when they are in **RED**. Links that are in **GREY** are not live yet. As you can see in Figure 1, Room Selection Days 4 through 10 are in **GREY**.

Fall 2021

Fall 2021 Academic Term begins on August 30 and ends on December 18

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- **Designate a Proxy-Fall 2021 Selection Process**
- **2021 - 2022 SJU Fall Housing Intent Form: You submitted a complete form on 4/25/2021 10:17 PM.**
- **2021 - 2022 Update SJU Fall Housing Intent Form**
- **Emergency Contact/Missing Persons Information Fall 2021: You submitted a complete form on 4/25/2021 10:18 PM.**
- **SJU Campus Housing Agreement 2021-2022: You submitted a complete form on 4/25/2021 10:16 PM.**
- **2021-2022 Form Groups/Pick Roommates for Room Selection: You submitted a complete form on 4/25/2021 10:19 PM.**
- **2021-2022 Update Group/Requested Roommates**
- **SJU 2021-2022 Off-campus Release Response Form: You submitted a complete form on 3/18/2021 1:00 PM.**
- **2021-2022 Find a Roommate for Room Selection**  
: You have not started this form. Select the appropriate link to begin.
- **CSB Find a Roommate for Fall 2021 Questionnaire**  
: You have not started this form. Select the appropriate link to begin.
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- **SJU Room Selection: Day 1 Senior ONLY I** (ends at 4/27/2021 3:00 AM)
- **SJU Room Selection: Day 2 Senior ONLY II** (ends at 4/28/2021 3:00 AM)
- **SJU Room Selection: Day 3 General JR/SR I** (ends at 4/29/2021 3:00 AM)
- **SJU Room Selection: Day 4 General JR/SR II** from 4/29/2021 3:20 PM to 4/30/2021 3:00 AM
- **SJU Room Selection: Day 5 General JR/SR III** from 4/30/2021 3:05 PM to 5/1/2021 3:00 AM
- **SJU Room Selection: Day 6 General JR/SR IV** from 5/3/2021 1:50 PM to 5/4/2021 3:00 AM
- **SJU Room Selection: Day 7 General JR/SR V** from 5/4/2021 2:45 PM to 5/5/2021 3:00 AM
- **SJU Room Selection: Day 9 General SO II** from 5/6/2021 2:10 PM to 5/7/2021 3:00 AM
- **SJU Room Selection: Day 10 General SO III** from 5/7/2021 2:50 PM to 5/8/2021 3:00 AM

Figure 1: Test User Portal Page

**Step 2:** Select your roommates and the community you wish to live in. Once you select the number of roommates you wish to include in your room search, you will select the area you wish to live in and click the red SEARCH button. The software will only show areas that meet both the number of students you have selected as well as institutional restrictions that may prohibit you from selecting a space. For Example, if you had a rising sophomore and you were attempting to select an apartment space or if one of your intended roommates was not registered for classes 24 hours prior to room selection.

What if my roommate does not show up on this list? This means that the intended is not mutually selected and that either one or both you did not select each other. Please refer to the roommate selection instructions.

## Select Your Room

(999990001)

You are not currently assigned to a room in this term.

### Requested Roommates

- Include SJU Matthew Test
- Include SJU D. Morgan Test
- Include SJU Mark Test
- Include SJU Luke Test
- Include SJU Virgil Test

### Select Building:

Once a room selection is complete

- SJU Benet Hall 1
- SJU Benet Hall 2
- SJU Benet Hall Basement
- SJU Benet Hall Ground
- SJU Bernard Hall 1 103
- SJU Bernard Hall 1 112
- SJU Bernard Hall 2 203
- SJU Bernard Hall 2 212
- SJU Bernard Hall 3 303
- SJU Bernard Hall 3 312
- SJU Bernard Hall 4 412
- SJU Flyntown Apartments
- SJU Frank House
- SJU Greg House
- SJU Maur House
- SJU Metten Court
- SJU Placid House
- SJU Seton Apartments
- SJU Thomas Hall 1
- SJU Vincent Court
- SJU Virgil Michel House

change rooms.

**Search**

Figure 2: Room Selection and Building Locations

**Step 3:** Select the unit you wish to live in from the options provided. Once you clicked the search button, a list of all available spaces in the building/community you selected will populate (see Figure 3 below). You may then select the space you wish to live in.

Room Results - Page 1

[\(999990001\) > Select Room](#)

Room Search in progress...

**Please Note:** Once a room selection is complete, you will not be able to change rooms.

<< Previous Page | Next Page >>

[Return to Search Criteria](#)

Name	Building Name:	Room:	Campus:	Handicap Accessible Unit?	Apartment?	# of Occupants:	# of Open Spaces:
<a href="#">SJU Seton Apartments Seton 11</a>	Seton Apartments	11	SJU		Yes	0	4
<a href="#">SJU Seton Apartments Seton 12</a>	Seton Apartments	12	SJU		Yes	0	4
<a href="#">SJU Seton Apartments Seton 13</a>	Seton Apartments	13	SJU		Yes	0	4
<a href="#">SJU Seton Apartments Seton 14</a>	Seton Apartments	14	SJU		Yes	0	4
<a href="#">SJU Seton Apartments Seton 21</a>	Seton Apartments	21	SJU		Yes	0	4
<a href="#">SJU Seton Apartments Seton 22</a>	Seton Apartments	22	SJU		Yes	0	4
<a href="#">SJU Seton Apartments Seton 23</a>	Seton Apartments	23	SJU		Yes	0	4
<a href="#">SJU Seton Apartments Seton 24</a>	Seton Apartments	24	SJU		Yes	0	4
<a href="#">SJU Seton Apartments Seton 32</a>	Seton Apartments	32	SJU		Yes	0	4

Figure 3: Room Results

**Step 4:** Select your room. If you are selecting an apartment, you will have an option to select your actual room. You can do this by clicking the “Select This Room” link as seen in Figure 4 below.

COLLEGE OF  
**Saint Benedict**  **Saint John's**  
 UNIVERSITY

Selected Room Details

[\(999990001\) > Room Search Results](#)

Room Details for SJU Seton Apartments Seton 11

	Room
<a href="#">Select This Room</a>	SJU Seton Apartments Seton 11 11A
<a href="#">Select This Room</a>	SJU Seton Apartments Seton 11 11B

Figure 4: Selecting the Room.

**Step 5:** Verification that you have selected your room and email your roommates. If you have successfully chosen your room, then you should be directed to a screen with a green box that reads “You have successfully chosen a new room!”

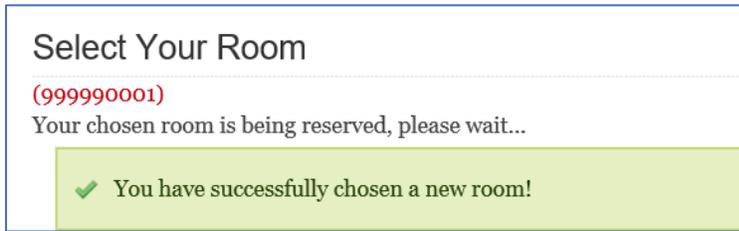


Figure 5: Green Box indicating that you have successfully chosen a new room.

**Step 6:** View your room details and email your roommate(s). Just under the green room selection confirmation box, you should see a link (see Figure 6) that allows you to look at the room details and email your roommates a confirmation email regarding room selection. Once you click the link you should see a room details page (Figure 7).



Figure 6: Room Details Link

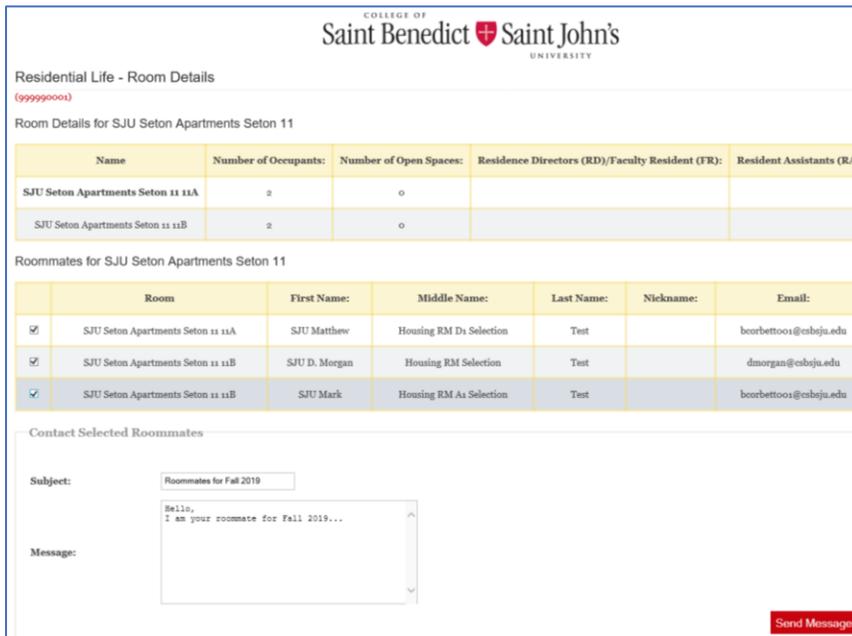


Figure 7: Sample Room Details Page

**Step 7:** Go back to your Housing Portal Home Page and verify that you have your housing assignment shows up in the Fall 2021 term.