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.

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.
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.
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.
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!”

![Select Your Room](image)

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).

You are currently assigned to: SJU Seton Apartments Seton 11 11A

Figure 6: Room Details Link

![Sample Room Details Page](image)

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.