Residence Hall & Room Selection Process:

- Students who have submitted a housing application through the housing portal for 2018-2019 by midnight March 15, 2018 will be given a time-slot for room selection.
- Time-slots will be emailed between 8:30 – noon on Friday, March 16, 2018.
  - Time-slots are generated based on your housing application date.
  - Will run in 15-minute increments to allow ample time for selection.
  - Every 15 minutes a new group of 10 students will be allowed into the portal.
  - To clarify, you will NOT be cut off from access to the portal after 15 minutes; there is no time limit for choosing your space so you do not need to miss classes.

Tips for the room selection process:

1. Discuss room selection with your selected roommate(s):
   a. What type of housing is acceptable?
   b. Are there limits to what you can afford?

2. Have a back-up plan in case your preferred housing is not available:
   a. Single occupancy vs. double occupancy
   b. Suite style vs. traditional style vs. apartments

3. Prefer to disconnect with your roommate in order to grab the room you want?
   a. If you are not able to find a room to accommodate yourself and all requested roommates, you will need to return to the Manage Roommates link and remove them before you can place yourself in a bed.
**How to Login**

2. Click “Non-Cadet Housing Portal”.
3. Input your username and password.
4. Click “Login”.
   
   **This will automatically log you into the housing application portal.**
   
   If you receive an error message, please contact Residence Life.
Manage Rooms – no confirmed roommate

1. Click on “Search for a Space”.

2. Review the “Housing Style”, “Contract Type”, and “Room Rates” information.

3. Click on a desired Residence Hall to view options.
4. Click on a desired floor.
5. Click “Save & Continue”.

6. Click on the magnifying glass to view room details (left image below)
7. Click on “View Profile” to see the profile of each resident (right image below)
8. Click on the bedroom you prefer to live in.
9. Click “Save & Continue”.

10. Select the bed you prefer from the drop down menu.
11. Click “Reserve Bed”.

*Note the time remaining for bed selection.*

**NOTE:** Once you click “Reserve Bed”, you cannot go back and search for a different space.

**Chose the wrong space?**

You will need to email residencelife@ung.edu to request your preferred space.

We will add you to a wait-list and we will work to place you in the type of housing you prefer as space becomes available.
You will be able to reserve beds for your roommate/suitemate group, providing there is a room available with 2 - 4 beds, as long as you/they have accepted roommate request(s).
Manage Rooms – with a confirmed roommate

1. Review the “Housing Style”, “Contract Type”, and “Room Rates” information.

2. Click on a desired Residence Hall to view options.
3. Click on a desired floor.
4. Click “Save & Continue”.

![Image of a floor selection interface]

5. Click on the bedroom you prefer to live in.
6. Click “Save & Continue”.
7. Select the bed you prefer from the drop down menu (top right image below).
8. Select the other bed for your confirmed roommate from the drop down menu.
9. Click “Reserve Bed” (note time remaining for bed selection).

![Image of a bed reservation interface]

Roommates must be listed under the “Accepted Roommates” header on your manage roommates page, and you must be on theirs.

NOTE: Once you click “Reserve Bed”, you cannot go back and search for a different space.

Chose the wrong space? You will need to email residencelife@ung.edu to request your preferred space.

We will add you to a wait-list and we will work to place you in the type of housing you prefer as space becomes available.

This is how it will look once you have reserved beds for yourself and a confirmed roommate.

10. Click “Save & Continue”.

![Image of a reserved bed interface]

PLEASE NOTE: You are not guaranteed housing and bed selection and complete the housing con
Housing Contract

1. Read the terms of the Housing Agreement.

2. E-sign by entering your Student ID Number.
3. Click “I Agree”.

Table of Contents Links:
- How to Login
- Room Search
- Housing Contract
- Review Application & Contract
- Congratulations!
Review Your Housing Application & Housing Contract

1. Review the details.
2. Make sure you understand all information.
3. Click “Continue”.

Congratulations!

1. Your application and contract is now complete. Make sure the “Application Status” page shows three green check marks before logging out.
2. View your roommates at the bottom of the screen. You may come back to this page at any time.