2018-2019
Returning Student
Room Selection Tutorial
Log into My Housing Portal

- uwec.edu/housing
Select My Bookings

Deposit paid before November 1st and application submit: Select room at My Bookings immediately

Deposit paid November 1st or after and application submitted: need to wait 3 business days before have access to select a room
Select Book My Room (top left)

Use the pages below to manage your room and meal plan bookings. If you have any questions, please contact the Housing and Residence Life Office.

- **Book My Room**: Book your bed space for the 2018-2019 academic year.
- **Room Assignment**: View your housing room assignment.
- **Break Housing**: Sign up for housing during university breaks.
- **Room Change Request**: Change your room assignment.
- **Roommate Info**: View your roommate information.
- **Parking**: Apply for Haymarket or Hotel Parking.
- **Room Waitlist**: Add yourself to a housing waitlist.
- **Early Arrival Request**: Submit an early arrival request.
- **Meal Plans**: Manage your meal plan.

Portal Home
Selection Options:

As of October 20th, the Clarion is the available option after the October Returning student priority selection. Room availability will depend on cancellations.

Same Gender Options

Please select from the building options below for single gender housing.

- **9-month contract**
  - Book Room In:
    - Chancellors
    - Priory
    - Clarion Hotel.

- **Haymarket Landing**
  - Book Room in Haymarket Landing (9-month or 12-month contracts)
    - Excludes Haymarket Studio and 1 bedroom singles

- **12-month contract**
  - Book Room In:
    - Apsenson Mogensen Hall
    - Haymarket Landing Studio
    - Haymarket Landing 1-Bedroom Single

Portal Home
Room Selection Process Begins

Example: 9 month contract selected
(all other options look similar)
Page 1: Confirm terms of booking

2018-2019—9 Month Academic Term Contract Returning Student Room Selection

Are you ready to pick your new home for 2018-2019? You will be walked through the process of choosing your room and your roommate(s).

Your Booking Terms:

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 FALL TERM</td>
<td>09/01/2018</td>
<td>12/22/2018</td>
</tr>
<tr>
<td>2019 SPRING TERM</td>
<td>01/30/2019</td>
<td>05/25/2019</td>
</tr>
</tbody>
</table>
Page 3: Roommate?

You Will Need To Know:
Roommate(s) Last Name, First Name, Birth Date
Roommate PIN(s)

Remember:
Hotels=1 roommate
Alternate Apartment=1, 2, or 3 roommates

Additionally, your requested roommate(s) must have paid the $75 housing deposit and completed the housing application in order to be selected as your roommate.

Instructions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Click ADD</td>
</tr>
<tr>
<td>Step 2</td>
<td>Enter Last Name, First Name</td>
</tr>
<tr>
<td>Step 3</td>
<td>Click SEARCH</td>
</tr>
<tr>
<td>Step 4</td>
<td>Enter Roommate PIN</td>
</tr>
<tr>
<td>Step 5</td>
<td>Click SELECT</td>
</tr>
<tr>
<td>Step 6</td>
<td>Have more roommate requests? Click ADD</td>
</tr>
<tr>
<td>Step 7</td>
<td>When done selecting roommates, click NEXT</td>
</tr>
</tbody>
</table>

Each student sets their own PIN number. You will need to communicate with your roommate(s) if you do not know their PIN number. If they have forgotten their PIN, they can reset it by visiting My Housing Portal.

Select Roommates If Applicable

- First name, last name, birthdate, and roommate PIN for all requested roommates
- If no roommates, select next to skip this page

The Power of AND
Page 4: Room Selection

- With Roommates (see instructions below)
- Click on the Building so you can view available rooms (example below = Chancellors or Clarion)
Page 4: Room Selection (cont’d)

- On the right view all available Chancellors unit/rooms
- When you have chosen the unit you want, click on the RIGHT “Lock Room For My Group)
Next screen here, see that you will need to select a bedroom for each roommate. From the pull down menu select the person for each room.

If you change your mind and want to see other rooms, select Release Lock on the left to go back to the selection page.
Page 4: Room Selection (cont’d)

- Now example without roommate
- Select the Building you want to see rooms in
  - Below example Clarion is selected and then the available rooms show on the right
Page 4: Room Selection (cont’d)

• With no roommates, select the > (on Right of Room) to choose the room you want

• Then see the “Lock Button” to secure the desired space
Page 4: Room Selection (cont’d)

- This screen confirms the accuracy of info with your name next to your selected room.
- If incorrect, select Release Lock to return to the previous page to make a new selection.
- Otherwise, select NEXT to confirm assignment.

Bedspace CL-136a will be unavailable to others while you process your booking.

Time Remaining: 08:54

The Power of AND
Room Selection: Page 4 (cont’d)

• If a student has already selected part of the unit/room, you will see their name in the unit/room as below

• If you click > on the right to see the room, then click on the student’s name (Housing Office in example below), you will see how they answered the roommate matching
Page 5: Cancellation Policy

- Review Cancellation Information

Time Remaining:
06:31 Bedspace CL-136a will be unavailable to others while you process your booking.

Cancellation Policy...

We hope you don't, but if you decide to cancel your room, complete the Cancellation Request Form at My Housing Portal by May 1st to cancel your contract and get a refund of the $75 deposit.

If you still plan to attend UWEC and cancel after May 1st, you will be held responsible for the entire length of the contract unless you are released by the Director of Housing. If your request is approved, you will forfeit the $75 housing deposit.

If you withdraw from the University after May 1st, your contract will be cancelled but you will forfeit the $75 housing deposit.
Page 6: Finish + Book Your Room!

- Last Step—To Finish Select Book Your Room
- All individuals with assignment (roommates and yourself) should now have a confirmation email with your assignment information

Time Remaining:

05:01   Bedspace CL-136a will be unavailable to others while you process your booking.

Complete Your Booking:

Now that wasn’t so bad, was it! You’ve made it to the last step!

[Buttons: Cancel, Previous, Book Your Room]
Contract Change? (cont’d)

• To change contract length selection:
  – Log into My Housing Portal
  – Select Application, Manage 2018-2019 application, contract change
Questions?
Housing@uwec.edu
715-836-3674