2021-2022 Room Selection Guide

Introduction
This guide will help you go through the process of selecting your room for 2021-2022. If you need any help at any time, please feel free to contact the Housing and Residence Life Office either by phone at 304-696-6765, by email at housing@marshall.edu or by stopping by our office located on the campus side of Holderby Hall. Our office is open Monday thru Friday, 8:00 a.m. to 5:00 p.m.

Start Reserving your Bed Space
To start the room selection process, you must first have completed the Housing. If you are already on the Housing portal home page, you can click on “Select Your Space”. If not, you can log back in by going to https://www.marshall.edu/housing/signupnow and clicking “Fall 2021 Upper Class Housing Agreement”, log in then click on “Select Your Space”.

![Image of Crewmate taskbar]
Pulling in a Roommate
On the first page, it will display whether or not you are pulling in a roommate.

*If you want to pull in a roommate during the room selection process, you need to make sure you follow the steps below.

- Create a roommate group as you complete your housing agreement. You are allowed to preference one roommate. To do this, you will need to know the student ID number of the person you want to live with.
- Both students will need to complete their housing agreements and deposits.
- Your selected roommate will then need to ACCEPT the request before you move to the room selection process.
- In order to pull in a roommate in the Honor’s House, both you and your roommate must be in that Honor’s House.
- During your room selection time, one person will select housing for you and your roommate. You will also select meal plans during this time. If you are selecting a space with a roommate, you will need to know what meal plan they want.
- When selecting a space in Commons, you will see all available spaces in that suite. To ensure that you and your roommate are in the same bedroom-you will want the same LETTER behind the room number. Example: 102A1 and 102A2 are roommates. 102A1 and 102B2 are NOT roommates. You are in the same suite, but not the same bedroom.

*Please Understand, by selecting a roommate to live with, this may limit building and/or room availability. If building preference is more important to you than roommate preference, you can leave your roommate group.

You can see one of the two screens below.

Once you are ready to continue (with or without a Roommate), click on “Next step” to continue
Selecting Your Bed Space - Part 1

On this page, you will start the process of reserving your bed space(s) for 2021-2022.

*Please Note – If you are pulling in a roommate, the system will only show Room/Suites with 2 or more bed spaces available, but be careful as the Bed Spaces in a Suite may not be in the same room in that Suite.

To start searching for available bed spaces use the “Search for Rooms” section on the left side of the screen to filter by building, floor, or room type. Once you filter your search, you will see the list of spaces under the “Search Results” section on the right side of the screen.

You can see one of the two screens below based off whether you are pulling in a roommate or not.

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### Pulling in a Roommate

To check to see if the suite is a double suite or a single suite, click on the (black triangle) on the left side of the “Room” and it will then list which type of room/suite it is. If you are pulling in a roommate, you will see the “Lock these Bed Spaces” link to select that room/suite.

### Not Pulling in a Roommate

To check to see if the suite is a double suite or a single suite, click on the (black triangle) on the left side of the “Room” and it will then list which type of room/suite it is. This will also reveal the “Pick this Bed Space” link on the left of the bed space. Click on “Pick this Bed Space” to select that bed space.

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Selecting your Bed Space - Part 2

Once clicked, it will then start a 10-minute timer that locks the room/suite for that time. If the timer runs out, you will need to go back to the section where you selected your room/suite.

### Pulling in a Roommate

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:11</td>
<td>Suite HR-0193 will be unavailable to others while you process your assignment and meal plan.</td>
</tr>
</tbody>
</table>

#### Current Locks

- **HR-0193** is locked for your group. Select which beds will be occupied by your group members. If you want to change your selection, you can release this lock and select again.

#### Room Information

- **HR-0193A**
  - Bed Space: unavailable
  - Other Info: another (inter. int.)

- **HR-0193B**
  - Bed Space: another

- **HR-0193C**
  - Bed Space: another

- **HR-0193D**
  - Bed Space: another

You will need to place you and your roommate in the bed spaces that you want. If you have made a mistake and want to go back to the room selection, click the **Release Lock** link. This will release the lock of the room and then allow you to select another room/suite.

**PLEASE NOTE** If there is a green bar between you and your roommate’s names then, you are not in the same room

Once you have selected the bed spaces you want, click **Next step** at the bottom of the page.

### Not Pulling in a Roommate

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:52</td>
<td>Bed space HR-0193 will be unavailable to others while you process your assignment and meal plan.</td>
</tr>
</tbody>
</table>

#### Current Locks

- **HR-0193** is locked for you. If you want to change your bed spaces, you can release the room and select again.

#### Room Information

- **HR-0193A**
  - Bed Space: unavailable
  - Other Info: another (inter. int.)

You have made a mistake and want to go back and select a different bed space, click the **Release Lock** link. This will release the lock of the room and then allow you to select another room/suite. Once you have selected your bed space you want, click **Next step** at the bottom of the page.
Selecting Meal Plan
On this page, you will select your meal plan for 2021-2022.

*If you are pulling in a roommate, you will need to know what meal plan they want as you will be selecting this meal plan for them during this process.

<table>
<thead>
<tr>
<th>Pulling in a Roommate</th>
<th>Not Pulling in a Roommate</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Pulling in a Roommate" /></td>
<td><img src="image2" alt="Not Pulling in a Roommate" /></td>
</tr>
</tbody>
</table>

You will see you and your roommate’s name listed on this page.

To start selecting your meal plan, go to the section listed under the green bar with your name and then click on the (Add button). A gray box will appear asking for two items. These items are:

- **Plan Type**
  - Select “Meal”
- **Plan**
  - Select the meal plan you want

Once you selected your meal plan, click on “Select” to confirm your selection. Next click on “Next step” to continue.

To start adding a meal plan, click on the (Add button). A gray box will appear asking for two items. These items are:

- **Plan Type**
  - Select “Meal”
- **Plan**
  - Select the meal plan you want

Once you selected your meal plan, click on “Select” to confirm your selection. Next click on “Next step” to continue.

Then just repeat the process again to select your roommate’s meal plan. Once you have finished, selecting your roommate’s meal plan, click “Next step” at the bottom of the page to continue.
Summary Page

The next page is the summary page that shows you what bed space you are signing up for as well as your meal plan. Review the information carefully and if you need to make a change click on “Previous” to go back.

Once you have reviewed your selections and are ready to submit them, click on the “Finish” button. If you want to make a change you can click the “Previous” button to go back. If you wish to cancel this process, click the “Cancel” button.

08:31 Bedspace HY-0501a will be unavailable to others while you process your assignment and meal plan.

Once you are finished reviewing you can click on the “Finish” button at the bottom of the page. This will take you back to the home page where you should see the “Victory page” and your 2021-2022 Room Assignment and Meal Plan.

You will also receive an email in your Marshall Email confirming your 2021-2022 Room Assignment and Meal Plan.

*if you pulled in a roommate, your roommate will also receive an email detailing their Room Assignment and Meal Plan.

That is it! You have completed the Room Selection Process.

You can now log out and close the page.

Thank you for living on campus “Among Us” next year.