



HOUSING & RESIDENTIAL LIFE

Room Search and Selection Instructions

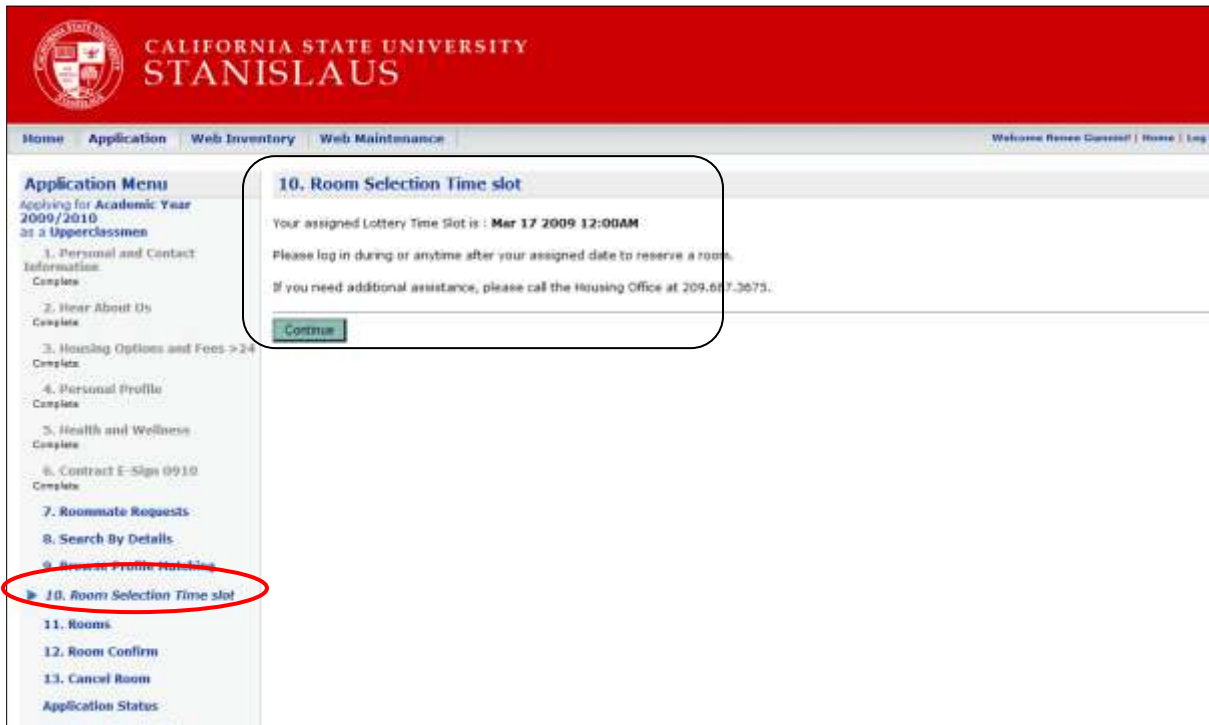
1) To reserve a room to your completed application, first Navigate to the [Housing Application site](#).

The screenshot shows the login page for the Cal State Stanislaus Housing Portal. It features a red header with the university's name and logo. Below the header, there are two main sections: 'Account Login' and 'Welcome'. The 'Account Login' section includes input fields for 'User ID' and 'Password', a 'Remember Login' checkbox, and a 'Log In' button. The 'Welcome' section contains a 'Welcome to the Cal State Stanislaus Housing Portal!' message, 'Log in instructions' (ID = First part of your campus email up to the @ symbol, PASSWORD = Your MyCSUSTAN password), and a list of actions users can perform through the portal: Apply for Campus Housing, Select Preferred Roommate(s) and Room Location, File a Work Order for Maintenance and Repair, and Complete a Room Condition Report.

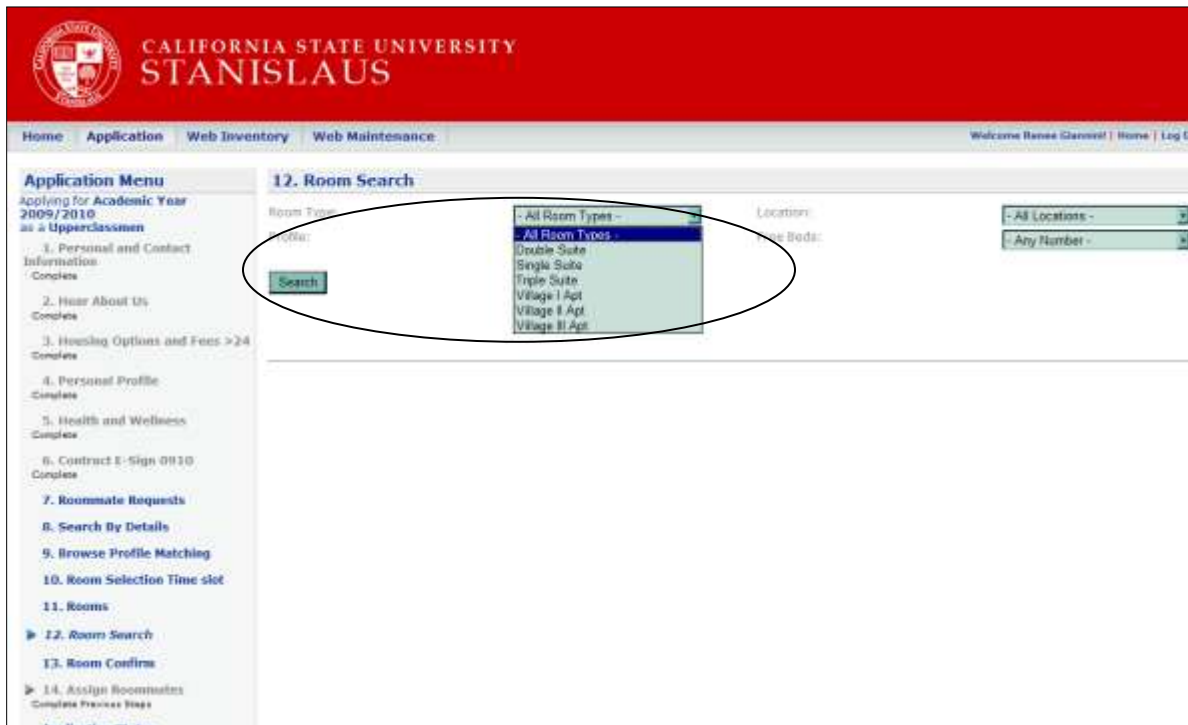
2) Follow the instructions to log into your completed application and select the 'Application' tab. Then select the application that you would like to add your room to and click 'Continue'.

The screenshot shows the application selection page on the Cal State Stanislaus Housing Portal. It features a red header with the university's name and logo. Below the header, there is a section titled 'Before you begin your application make sure you have the following available:' with a list of requirements: Health insurance information, Contact information for your financial guarantor/co-signer, and Contact information for your emergency contacts. Below this, there is a list of application contracts with radio buttons for selection. The 'Academic Year 2009/2010' contract is selected, and it shows a status of 'Applied: 03/04/2009' and 'Not Complete'. A 'Continue' button is located at the bottom of the page.

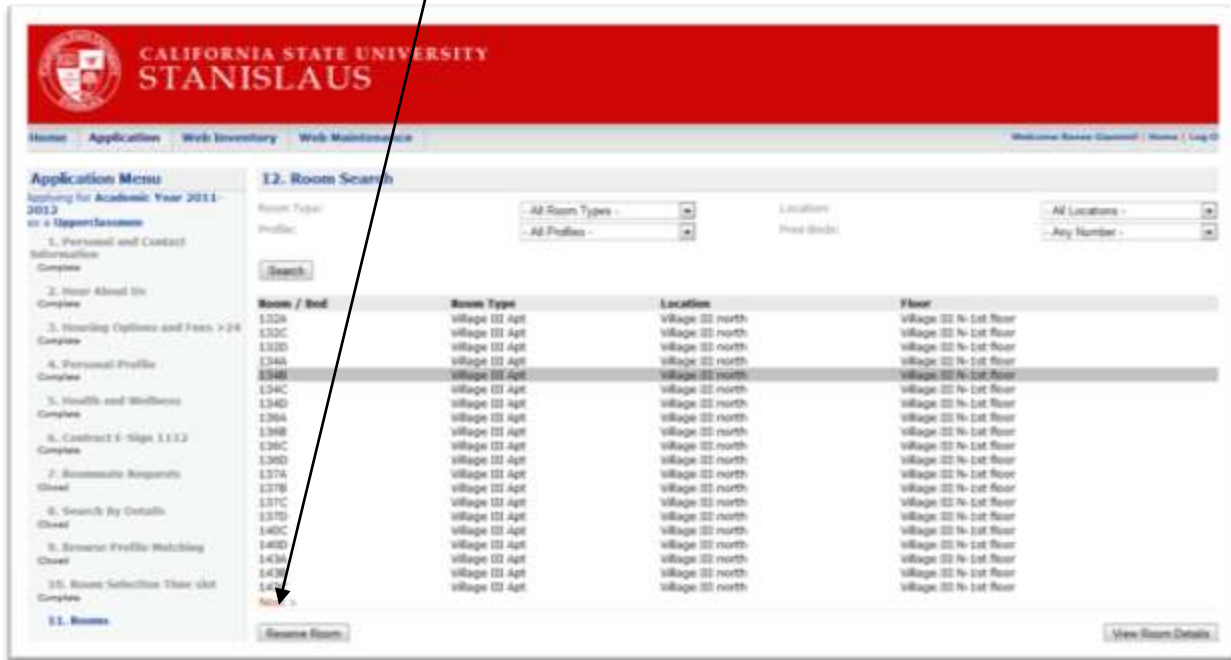
- 3) You will be notified by email of your Room Selection Time slot. To view your Room Selection Time slot, click on Step 10 of the application (as seen below). **IMPORTANT: You may search and select your room on or after the date and time of your Room Selection Time slot. You may not search and select your room before the time and date of your Room Selection Time slot.**



- 4) Once your Room Selection Time slot opens up, you will be able to search and select your room. Navigate to <http://www.csustan.edu/housing/RoomLayouts.htm> if you would like to view the layouts of the rooms (triple layout is not available). Your room type options (i.e. single, double apartment) will be available based on your classification (freshman or upperclass) and the contract term that you selected (year-round, academic year, summer, etc.) Click on Step 12 to view your room options. You can filter your search by room type (see below) or don't filter by room type and see all of your room options.



- 5) Click Search and you will be able to view the first page of available room options. Rooms are sorted by room number and room type. Click 'Next' at the bottom left of the room list to view more available room options.



- 6) To view more details of the room, highlight the room number and select 'View Room Details'. You will see the room, room location and floor and available terms and classification(s) for this room. In the example below, room 131A is available to upperclass residents (not first-time freshman) for academic year and fall term contracts. You will also be able to see if there is anyone else who has selected a room within the apartment of suite.



- 7) After you have completed your research and review of your available room options and are ready to select your room, from the highlight the room in Step 12 and click 'Reserve Room' in the lower right hand corner. Review the room details in the Room Confirm screen and select 'Continue' to reserve your room.

The screenshot shows the '13. Room Confirm' page. On the left is an 'Application Menu' with 14 steps. Step 13, 'Room Confirm', is highlighted. The main content area displays room details for room 133 - 133C. A 'Continue' button is circled in red at the bottom of the details section.

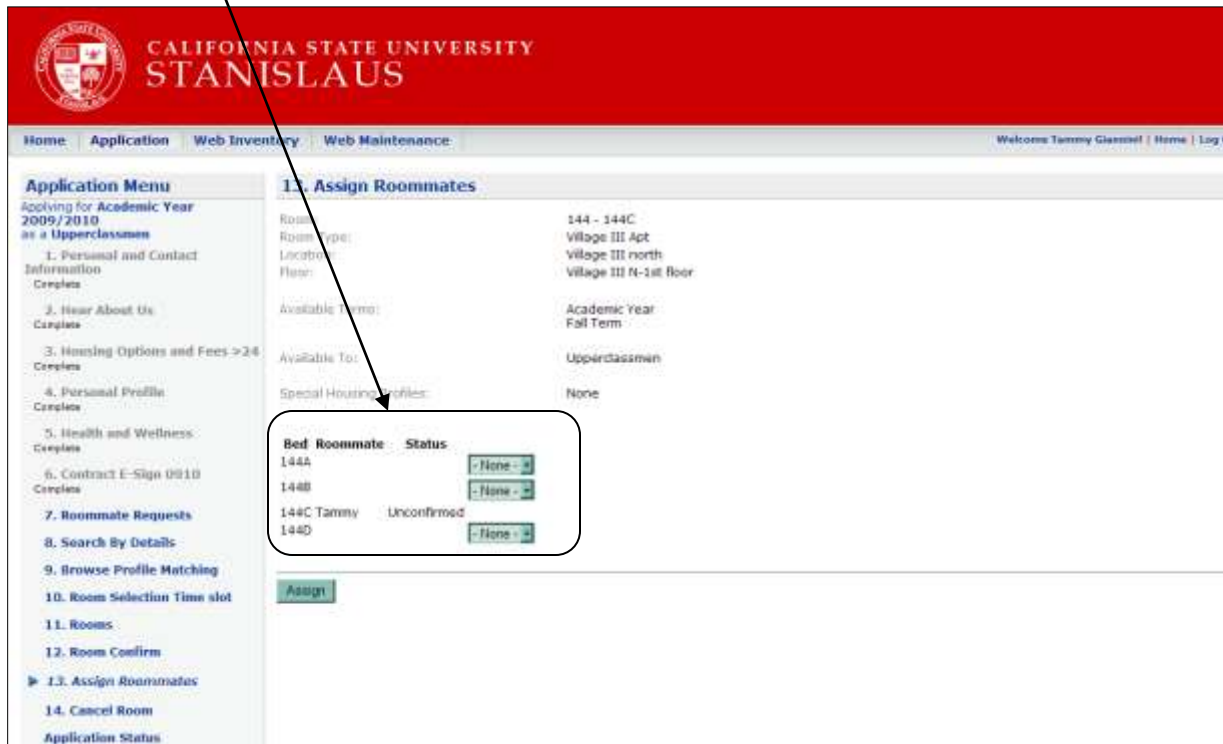
| 13. Room Confirm | |
|---------------------------|----------------------------|
| Room: | 133 - 133C |
| Room Type: | Village III Apt |
| Location: | Village III north |
| Floor: | Village III N-1st floor |
| Available Term: | Academic Year Fall Term |
| Available To: | Upperclassmen |
| Special Housing Profiles: | None |
| Occupancy Information: | |
| Bed: | Occupants |
| 133A | - Empty - |
| 133B | - Empty - |
| 133C | - Empty - |
| 133D | - Empty - |

- 8) PLEASE NOTE: IF YOU CLICK ON THE ROOM RESERVATION STEP AGAIN AND CLICK 'CONTINUE' MORE THAN ONCE YOU WILL RECEIVE AN ERROR MESSAGE STATING THAT THE ROOM IS NO LONGER AVAILABLE TO FEMALES OR MALES. PLEASE IGNORE THIS MESSAGE. YOU CAN DOUBLE CHECK THAT YOUR ROOM RESERVATION WAS ACCEPTED BY FOLLOWING THE INSTRUCTIONS ON STEP NUMBER 11 OF THIS TUTORIAL.

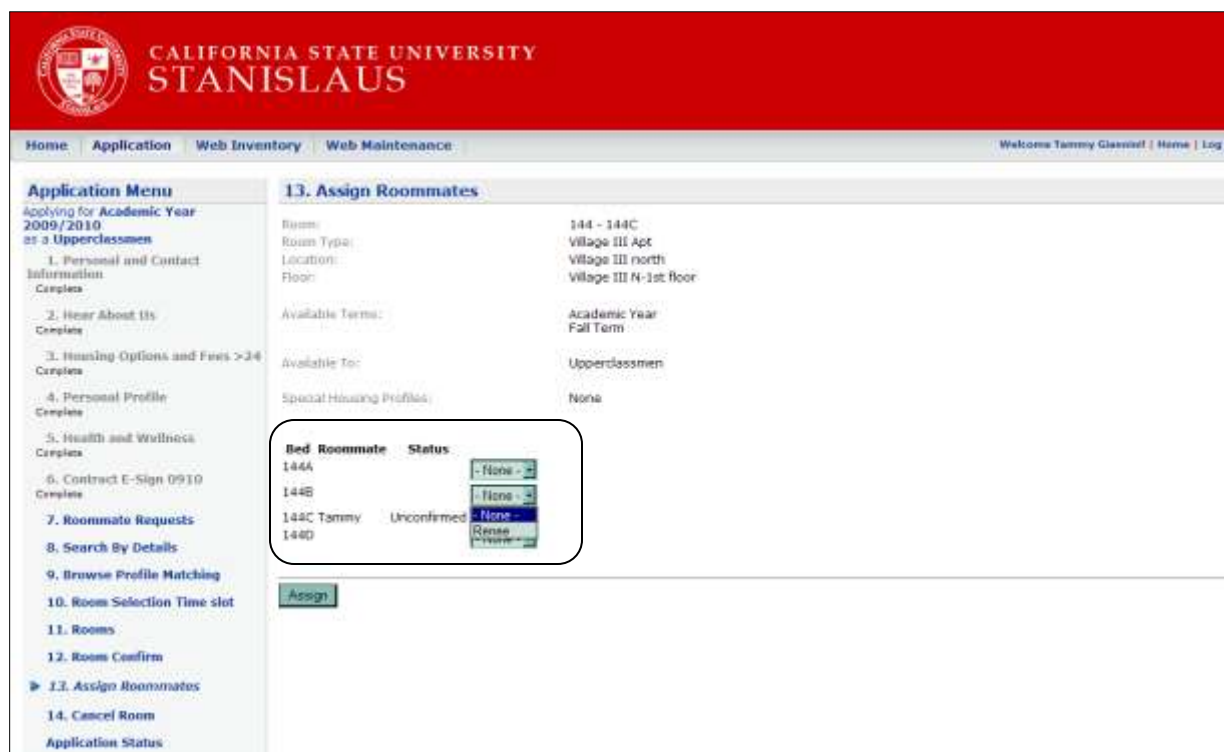
The screenshot shows the '11. Rooms' page. The 'Application Menu' on the left has step 11, 'Rooms', highlighted. The main content area shows the same room details as in the previous screenshot. A 'View Profile' button is visible on the right side of the page.

| 11. Rooms | |
|--|----------------------------------|
| Your selected room is detailed below. To confirm this room, please continue the Application Process using the options on the left. | |
| Room: | 133 - 133C |
| Room Type: | Village III Apt |
| Location: | Village III north |
| Floor: | Village III N-1st floor |
| Available Term: | Academic Year Fall Term |
| Available To: | Upperclassmen |
| Special Housing Profiles: | None |
| Occupancy Information: | |
| Bed: | Occupants |
| 133A | - Empty - |
| 133B | - Empty - |
| 133C | Renee (Sep-09-09 - Jun-04-10) |
| 133D | - Empty - |

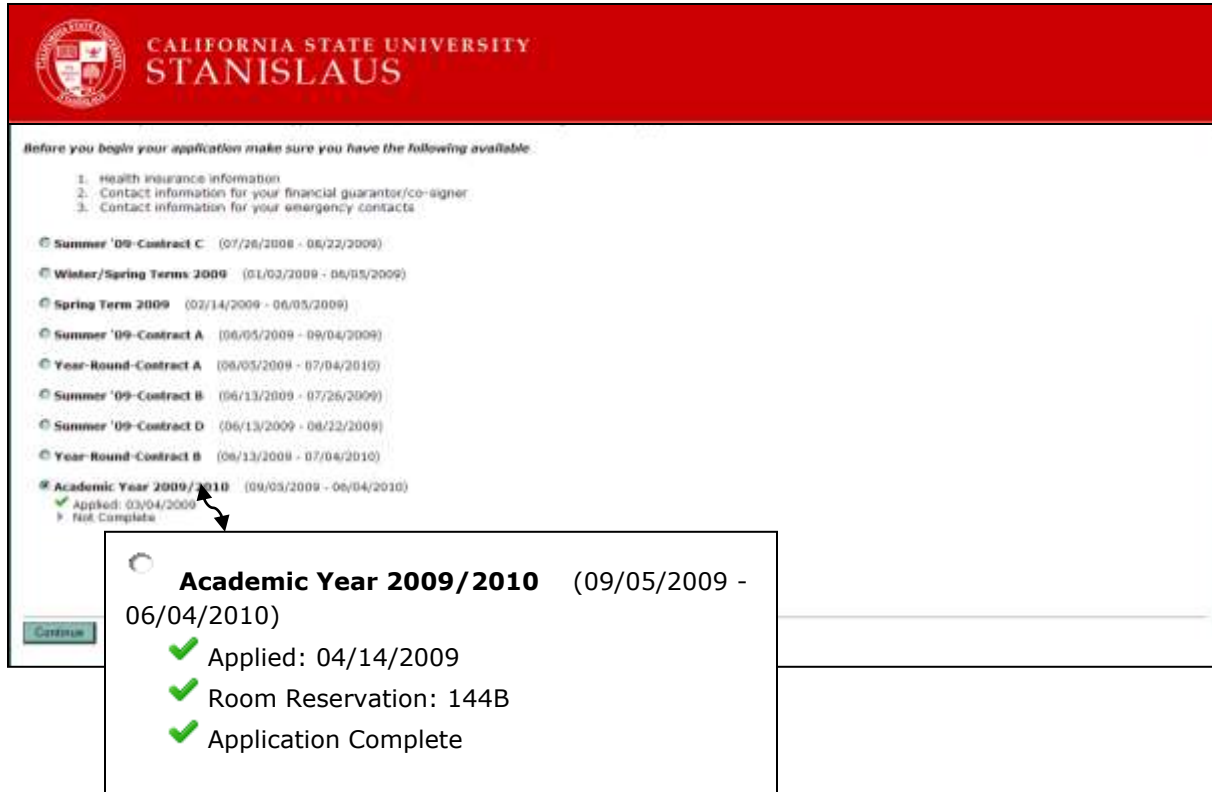
- 9) Once you have confirmed your room, you can now assign any confirmed roommates (confirmed roommates are roommates where you both have mutually agreed to be roommates and accepted each other as roommates in the roommate selection process). You can assign your roommate(s) in Step 13 in [this section](#) of the Assign Roommates screen. **Note: you should have already decided with your confirmed roommates which apartment or suite to select and the placement of each roommate within that room (i.e. Annabelle will be placed in room 141A, Sally will be placed in room 141B, etc).**




- 10) Use the drop down box(es) to assign your confirmed roommate(s) to their room. When you have completed assigning rooms to your confirmed roommate(s), click the 'Assign' button near the bottom of the screen.



11) You have now completed room assignments for you and your confirmed roommate(s). You can view your assigned room by logging out of the portal and logging back into your application. You will see your room reservation beneath your completed application.



 CALIFORNIA STATE UNIVERSITY
STANISLAUS

Before you begin your application make sure you have the following available:

1. Health insurance information
2. Contact information for your financial guarantor/co-signer
3. Contact information for your emergency contacts

- Summer '09-Contract C (07/28/2009 - 08/22/2009)
- Winter/Spring Terms 2009 (01/02/2009 - 05/05/2009)
- Spring Term 2009 (02/14/2009 - 06/05/2009)
- Summer '09-Contract A (06/05/2009 - 09/04/2009)
- Year-Round-Contract A (06/05/2009 - 07/04/2010)
- Summer '09-Contract B (06/13/2009 - 07/26/2009)
- Summer '09-Contract D (06/13/2009 - 08/22/2009)
- Year-Round-Contract B (06/13/2009 - 07/04/2010)
- Academic Year 2009/2010** (09/05/2009 - 06/04/2010)
 - ✓ Applied: 03/04/2009
 - ▶ Not Complete

Academic Year 2009/2010 (09/05/2009 - 06/04/2010)

- ✓ Applied: 04/14/2009
- ✓ Room Reservation: 144B
- ✓ Application Complete

Canceling a Room Reservation

If you need to cancel your room for any reason, log back into your application and navigate to step 14 Cancel Room. Click 'Cancel Reservation'.

The screenshot shows the '14. Cancel Room' page in the housing application. The left sidebar contains an 'Application Menu' with steps 1 through 14. Step 14, 'Cancel Room', is highlighted. The main content area displays reservation details for room 144C, including room type, location, floor, available terms, and occupancy information. A 'Cancel Reservation' button is visible at the bottom of the reservation details.

| 14. Cancel Room | |
|---------------------------|-----------------------------------|
| Room: | 144 - 144C |
| Room Type: | Village III Apt |
| Location: | Village III north |
| Floor: | Village III N-1st floor |
| Available Terms: | Academic Year Fall Term |
| Available To: | Upperclassmen |
| Special Housing Profiles: | None |
| Occupancy Information: | |
| Beds: | Occupants |
| 144A | - Empty - |
| 144B | Rensee (Sep-05-09 - Jun-04-10) |
| 144C | Tammy (Sep-05-09 - Jun-04-10) |
| 144D | - Empty - |

[View Profile](#)

[View Profile](#)

[Cancel Reservation](#)

You will receive a message that you are not assigned to a room.

The screenshot shows the '11. Rooms' page in the housing application. The left sidebar contains an 'Application Menu' with steps 1 through 14. Step 11, 'Rooms', is highlighted. The main content area displays a message: 'You are not assigned to a room for this term. You can search for one using the options on the left.'

11. Rooms

You are not assigned to a room for this term. You can search for one using the options on the left.