HOUSING & RESIDENTIAL LIFE

Room Search and Selection Instructions

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

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’.
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](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.

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.
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.
Cancelling 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’.

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