



## 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 logo and name. Below the header, there are two tabs: 'Account Login' and 'Welcome'. The 'Account Login' tab is active, showing input fields for 'User ID' and 'Password', a 'Remember Login' checkbox, and a 'Log In' button. The 'Welcome' tab is also visible, displaying a 'Welcome to the Cal State Stanislaus Housing Portal!' message and 'Log in instructions'. The instructions specify that the ID is the first part of the campus email up to the @ symbol, and the password is the MyCSUSTAN password. It also provides information for newly admitted students and international students. A list of actions users can perform through the portal is provided at the bottom.

**Account Login**

User ID

Password

Remember Login

**Welcome**

**Welcome to the Cal State Stanislaus Housing Portal!**

**Log in instructions:**

- **ID** = First part of your campus email up to the @ symbol
- **PASSWORD** = Your MyCSUSTAN password

If you are a newly admitted student OR you previously reset your password and have now forgotten it you will need to reset the password before you can log into the housing application. To reset password [click here](#).

If you are an International student you will need to contact the Office of Information Technology (OIT) to initialize your MyCSUSTAN student account before you can log onto the Housing Application. You may contact OIT by [email](#) or by telephone at (209) 667-3687.

**Through this portal applicants and residents are able to do the following:**

1. Apply for Campus Housing
2. Select Preferred Roommate(s) and Room Location
3. File a Work Order for Maintenance and Repair
4. 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 logo and name. 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 financial guarantor/co-signer, and contact information for emergency contacts. Below this, there is a list of applications with radio buttons for selection. The 'Academic Year 2009/2010' application is selected, and its status is shown as 'Applied: 03/04/2009' and 'Not Complete'. A 'Continue' button is located at the bottom of the page.

**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 (07/26/2008 - 08/22/2009)
- Winter/Spring Terms 2009 (01/02/2009 - 06/05/2009)
- 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

- 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.**

The screenshot shows the top navigation bar with the university logo and name. Below it are links for Home, Application, Web Inventory, and Web Maintenance. The main content area is titled "10. Room Selection Time slot" and contains the following text: "Your assigned Lottery Time Slot is : Mar 17 2009 12:00AM", "Please log in during or anytime after your assigned date to reserve a room.", and "If you need additional assistance, please call the Housing Office at 209.687.3675." A "Continue" button is located below this text. On the left side, there is an "Application Menu" with a list of steps. Step 10, "Room Selection Time slot", is highlighted with a red circle. Other steps include "Personal and Contact Information", "Hear About Us", "Housing Options and Fees", "Personal Profile", "Health and Wellness", "Contract E-Sign", "Roommate Requests", "Search By Details", "Browse Profile Matching", "Rooms", "Room Confirm", "Cancel Room", and "Application Status".

- 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.

The screenshot shows the top navigation bar with the university logo and name. Below it are links for Home, Application, Web Inventory, and Web Maintenance. The main content area is titled "12. Room Search" and contains a search form with the following fields: "Room Type:" (with a dropdown menu showing options like "All Room Types", "Double Suite", "Single Suite", "Triple Suite", "Village I Apt", "Village II Apt", "Village III Apt"), "Location:" (with a dropdown menu showing "- All Locations -"), and "Free Beds:" (with a dropdown menu showing "- Any Number -"). A "Search" button is located below the "Room Type" field. On the left side, there is an "Application Menu" with a list of steps. Step 12, "Room Search", is highlighted with a red circle. Other steps include "Personal and Contact Information", "Hear About Us", "Housing Options and Fees", "Personal Profile", "Health and Wellness", "Contract E-Sign", "Roommate Requests", "Search By Details", "Browse Profile Matching", "Room Selection Time slot", "Rooms", "Room Confirm", "Assign Roommates", and "Application Status".

- 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. The room numbers are listed twice on the results screen, but a room can only be selected once.

**Application Menu**  
 Applying for Academic Year 2009/2010 as an Upperclassman  
 1. Personal and Contact Information Complete  
 2. Hear About Us Complete  
 3. Housing Options and Fees >24 Complete  
 4. Personal Profile Complete  
 5. Health and Wellness Complete  
 6. Contract E-Sign 0910 Complete  
 7. Roommate Requests  
 8. Search By Details  
 9. Browse Profile Matching  
 10. Room Selection Time slot  
 11. Rooms  
 12. Room Search  
 13. Room Confirm  
 14. Assign Roommates Complete Previous Steps  
 Application Status

**12. Room Search**

Room Type: - All Room Types - Location: - All Locations -  
 Profile: - All Profiles - Free Beds: - Any Number -

Room / Bed	Room Type	Location	Floor
131A	Village III Apt	Village III north	Village III N-1st floor
131A	Village III Apt	Village III north	Village III N-1st floor
131B	Village III Apt	Village III north	Village III N-1st floor
131B	Village III Apt	Village III north	Village III N-1st floor
131D	Village III Apt	Village III north	Village III N-1st floor
131D	Village III Apt	Village III north	Village III N-1st floor
133A	Village III Apt	Village III north	Village III N-1st floor
133A	Village III Apt	Village III north	Village III N-1st floor
133B	Village III Apt	Village III north	Village III N-1st floor
133B	Village III Apt	Village III north	Village III N-1st floor
133C	Village III Apt	Village III north	Village III N-1st floor
133C	Village III Apt	Village III north	Village III N-1st floor
133D	Village III Apt	Village III north	Village III N-1st floor
133D	Village III Apt	Village III north	Village III N-1st floor
135B	Village III Apt	Village III north	Village III N-1st floor
135B	Village III Apt	Village III north	Village III N-1st floor
135C	Village III Apt	Village III north	Village III N-1st floor
135C	Village III Apt	Village III north	Village III N-1st floor
135D	Village III Apt	Village III north	Village III N-1st floor
135D	Village III Apt	Village III north	Village III N-1st floor

More than 100 rooms were found. Please try narrowing your search

- 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.

**Room Details**

Room: 131 - 131A  
 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
131A	- Empty -
131B	- Empty -
131D	- Empty -

- 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.

**CALIFORNIA STATE UNIVERSITY STANISLAUS**

Home | Application | Web Inventory | Web Maintenance | Welcome Renee Giannini! | Home | Log C

**Application Menu**

Applying for **Academic Year 2009/2010** as a **Upperclassmen**

1. Personal and Contact Information Complete
2. Hear About Us Complete
3. Housing Options and Fees >24 Complete
4. Personal Profile Complete
5. Health and Wellness Complete
6. Contract E-Sign 0910 Complete
7. Roommate Requests
8. Search By Details
9. Browse Profile Matching
10. Room Selection Time slot
11. Rooms
12. Room Search
- ▶ 13. Room Confirm
- ▶ 14. Assign Roommates Complete Previous Steps

**13. Room Confirm**

Room:	133 - 133C
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
133A	- Empty -
133B	- Empty -
133C	- Empty -
133D	- Empty -

[Continue](#)

- 8) Once you confirm your room, you will see your confirmed room and details in Step 11.

**CALIFORNIA STATE UNIVERSITY STANISLAUS**

Home | Application | Web Inventory | Web Maintenance | Welcome Renee Giannini! | Home | Log C

**Application Menu**

Applying for **Academic Year 2009/2010** as a **Upperclassmen**

1. Personal and Contact Information Complete
2. Hear About Us Complete
3. Housing Options and Fees >24 Complete
4. Personal Profile Complete
5. Health and Wellness Complete
6. Contract E-Sign 0910 Complete
7. Roommate Requests
8. Search By Details
9. Browse Profile Matching
10. Room Selection Time slot
- ▶ 11. Rooms
12. Room Confirm
13. Assign Roommates Complete
14. Cancel Room

**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 Terms:	Academic Year Fall Term
Available To:	Upperclassmen
Special Housing Profiles:	None
Occupancy Information:	
Beds	Occupants
133A	- Empty -
133B	- Empty -
133C	Renee (Sep-05-09 - Jun-04-10)
133D	- Empty -

[View Profile](#)

- 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).**

**13. Assign Roommates**

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

Bed Roommate	Status
144A	- None -
144B	- None -
144C Tammy	Unconfirmed
144D	- None -

Assign

- 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.

**13. Assign Roommates**

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

Bed Roommate	Status
144A	- None -
144B	- None -
144C Tammy	Unconfirmed
144D	- None -

Assign

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 (07/26/2008 - 08/22/2009)
- Winter/Spring Terms 2009 (01/02/2009 - 06/05/2009)
- 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

Continue

# 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 application portal for California State University Stanislaus. The user is logged in as Tammy Giannini. The navigation menu includes Home, Application, Web Inventory, and Web Maintenance. The 'Application Menu' on the left lists steps from 1 to 14, with '14. Room Selection Time slot' selected. The main content area is titled '14. Cancel Room' and displays reservation details for room 144. The details include 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), and Special Housing Profiles (None). Occupancy information lists beds 144A, 144B, 144C, and 144D, with occupants Renee (Sep-05-09 - Jun-04-10) and Tammy (Sep-05-09 - Jun-04-10). There are 'View Profile' links for Renee and Tammy. A 'Cancel Reservation' button is located at the bottom of the details section.

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

The screenshot shows the application portal for California State University Stanislaus. The user is logged in as Tammy Giannini. The navigation menu includes Home, Application, Web Inventory, and Web Maintenance. The 'Application Menu' on the left lists steps from 1 to 14, with '11. Rooms' selected. The main content area is titled '11. Rooms' and displays a message: 'You are not assigned to a room for this term. You can search for one using the options on the left.' The 'Application Status' section at the bottom is visible.