Navigating the StarRez Portal for Room Selection - 2 person group

1. Click on Home…

After you log in, go to the navigation and click "Housing Application" at the top.

2. Click on Housing Application
3. Housing Application

Room and meal plan selection lives in the same application as the housing contract. You will not have access to the items in the contract except for the roommate selection tools. Click continue to proceed.

4. Click on Continue for Academic Year 2024-2025
5. Click on Welcome: Housing Contract & Lottery…

These are the pages you now have access to. The room selection and meal selection pages will appear and be accessible once it is your lottery day and time. Prior to that, you will only be able to access the roommate tools. You may access these until you select a room. Once you select and confirm your room and meal plan you can't go back. You can also adjust your roommate group on this page.

6. Click on Save & Continue
7. Room List

As a group of two you have many options. Keep in mind, you will be able to select Riverview, Brooks, the Maisonettes, and Innovation Square if both you and your roommate are rising juniors or rising seniors.

8. Click on Next

For more options...
9. The lowest room number is the first room in the apartment or suite. Doubles will have the same room number, one will end in an a and the other in a b. There is no difference, it is simply coding.

10. Added to cart

You only have to click on the add to cart once, it'll automatically select the other rooms.
11. Click on Save & Continue

12. Click on Assign Beds

On this page, you will assign each person in your roommate group a bedroom. Keep in mind that you have less than 3 minutes to complete this; otherwise, your cart will empty, and you will be brought back to the selection page. There is a one-minute warning.

When you click "select bed," the list of room numbers in the suite will appear.
13. Select Brooks Crossing-035-035A-A

Here's an example of a room number that's been selected. For an apartment like Brooks, 35A is a single-bedroom apartment. The other bedroom is 35B.

14. Click on Assign Beds

Click on "assign beds" to complete your room selection. You did it!
15. Click on Confirmation

This page is a confirmation of where everyone in your group has been assigned.

16. Click on Save & Continue
17. Meal Plan Selection

The next page is the meal plan selection page. You can only select your own meal plan. Your suitmates will need to log in and select their own. Once students are assigned to a room they will automatically be directed to this page. They can do this the moment they are assigned, it is due by 11:59 pm on April 28th.

18. Click on Save & Continue
19. Select your amount from the drop-down

URos is now called Rocky Bucks.

20. Click on Save & Continue
21. Application Summary

You are officially all set!

**Application Summary**

You have completed the housing lottery. Please save the below information for your records. You can log back in at anytime to view this information.

You started your application for Housing Lottery Contract 2024-2025 on 3/27/2024, have a room reservation for **Brooks Crossing-035-035A-A**, and have signed the contract as of 4/11/2024.

**Booking Summary**

- **Room**: Brooks Crossing-035-035A-A
- **Room Type**: Single In Apartment
- **Location**: Brooks Crossing
- **Floor**: Brooks Crossing-035

**Meal Plan Information:**

For **Fall 2024** you have selected "Mellora Unlimited Pass Plan".

<table>
<thead>
<tr>
<th>Bed</th>
<th>Occupant</th>
<th>Check In Date</th>
<th>Check Out Date</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
</table>
| Brooks Crossing-035-035A-A
|                                      |               |                |            |           |