

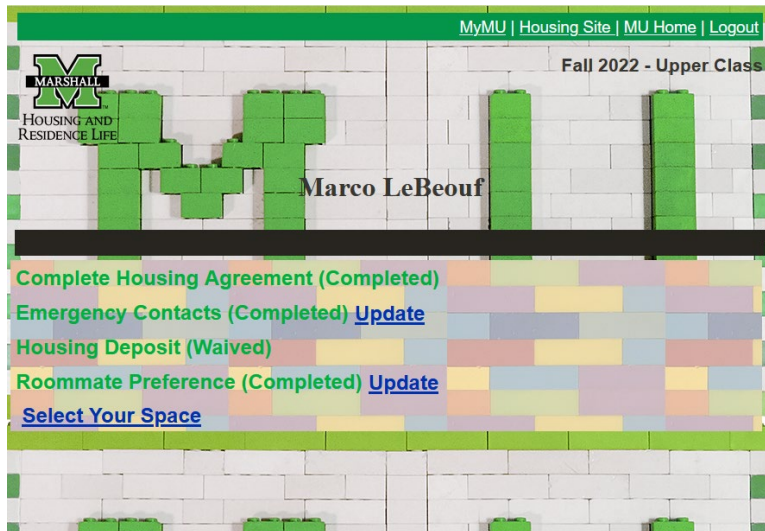
2022-2023 Room Selection Guide

Introduction

This guide will help you go through the process of selecting your room for 2022-2023. 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 2022 Upper Class Housing Agreement**", log in then click on "**Select Your Space**".



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.

Pulling in a Roommate	Not Pulling in a Roommate
<p style="text-align: center;">Room Sign-up</p> <p>**Please note if you have a roommate selected, the system will only show you rooms with enough bed spaces to accommodate both of you.**</p> <p>If you do not have a roommate, just click next.</p> <p style="text-align: center;">Select Roommates</p> <p><u>Roommate</u> Jennifer Test Person Marshall</p> <p>If your roommate's name does not appear above, then your roommate has not completed the housing agreement, housing deposit, and/or accepted your roommate request. If you would like to pull them in as a roommate, you must stop here by clicking "Back to Start" and come back to this page when your roommate has completed the housing agreement, deposit, and accepted your roommate request. If you click "Next Step", you will no longer be able to pull in your roommate.</p> <p style="text-align: center;">Back to Start Next step</p> <p>If you are pulling in a roommate, you will see their name listed under "Roommate." Be sure that your Roommate's name is listed on this page or you are not pulling them in the room you are selecting.</p>	<p style="text-align: center;">Room Sign-up</p> <p>**Please note if you have a roommate selected, the system will only show you rooms with enough bed spaces to accommodate both of you.**</p> <p>If you do not have a roommate, just click next.</p> <p style="text-align: center;">Select Roommates</p> <p><u>Roommate</u></p> <p>If your roommate's name does not appear above, then your roommate has not completed the housing agreement, housing deposit, and/or accepted your roommate request. If you would like to pull them in as a roommate, you must stop here by clicking "Back to Start" and come back to this page when your roommate has completed the housing agreement, deposit, and accepted your roommate request. If you click "Next Step", you will no longer be able to pull in your roommate.</p> <p style="text-align: center;">Back to Start Next step</p> <p>If you just want to assign only yourself a bed space, then just make sure that there is no name listed under "Roommate." If there is you can go back to the home page and select "Update Roommate Preference" and leave the current group you are in and click finish and return back to "Select Your Space"</p>

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 2022-2023.

***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.

Pulling in a Roommate	Not Pulling in a Roommate																		
<div style="text-align: center; background-color: #008000; color: white; padding: 2px;">Room Sign-up</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Term</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>2020 Fall Term</td> <td>8/24/2020</td> <td>12/11/2020</td> </tr> <tr> <td>Spring 2021</td> <td>1/11/2021</td> <td>4/30/2021</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Search for rooms</p> <p>Room Type: <input type="text"/></p> <p>Search Cancel</p> </div> <div style="width: 50%;"> <p>Search Results</p> <p>Marshall University • Residence Halls • Wellman Hall • Wellman Hall 2nd Floor</p> <p>Available Rooms</p> <p>Building: Wellman Hall</p> <ul style="list-style-type: none"> ▶ Room: WN-0203 (4 available) Lock these Bed Spaces ▶ Room: WN-0206 (4 available) Lock these Bed Spaces ▶ Bed Space: WN-0206a1 Wellman Hall Double ▶ Bed Space: WN-0206a2 Wellman Hall Double ▶ Bed Space: WN-0206b1 Wellman Hall Double ▶ Bed Space: WN-0206b2 Wellman Hall Double ▶ Room: WN-0207 (4 available) Lock these Bed Spaces ▶ Room: WN-0208 (6 available) Lock these Bed Spaces ▶ Room: WN-0209 (4 available) Lock these Bed Spaces </div> </div> <div style="margin-top: 10px;"> <p>▶ Building: Buskirk Hall (90)</p> <p>▼ Building: Gibson Hall (16)</p> <p> Floor: Gibson Hall 2nd Floor (4)</p> <p> Floor: Gibson Hall 3rd Floor (4)</p> <p> Floor: Gibson Hall 4th Floor (8)</p> <p>▶ Building: Haymaker Hall (33)</p> <p>▶ Building: Twin Towers East (28)</p> <p>▶ Building: Twin Towers West (78)</p> <p>▼ Building: Wellman Hall (40)</p> <p> Floor: Wellman Hall 1st Floor (4)</p> <p> Floor: Wellman Hall 2nd Floor (22)</p> <p> Floor: Wellman Hall 3rd Floor (14)</p> </div> <div style="text-align: center; margin-top: 10px;"> <p>Back to Start Previous Next step</p> </div>	Term	Start	End	2020 Fall Term	8/24/2020	12/11/2020	Spring 2021	1/11/2021	4/30/2021	<div style="text-align: center; background-color: #008000; color: white; padding: 2px;">Room Sign-up</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Term</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>2020 Fall Term</td> <td>8/24/2020</td> <td>12/11/2020</td> </tr> <tr> <td>Spring 2021</td> <td>1/11/2021</td> <td>4/30/2021</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Search for rooms</p> <p>Room Type: <input type="text"/></p> <p>Search Cancel</p> </div> <div style="width: 50%;"> <p>Search Results</p> <p>Marshall University • Residence Halls • Haymaker Hall • Haymaker Hall 4th Floor</p> <p>Available Rooms</p> <p>Building: Haymaker Hall</p> <ul style="list-style-type: none"> ▶ Room: HR-0401 (2 available) ▶ Room: HR-0407 (4 available) ▶ Pick this Bed Space Bed Space: HR-0407a1 Haymaker Hall Double ▶ Pick this Bed Space Bed Space: HR-0407a2 Haymaker Hall Double ▶ Pick this Bed Space Bed Space: HR-0407b1 Haymaker Hall Double ▶ Pick this Bed Space Bed Space: HR-0407b2 Haymaker Hall Double ▶ Room: HR-0408 (6 available) ▶ Room: HR-0409 (4 available) </div> </div> <div style="margin-top: 10px;"> <p>▶ Building: Buskirk Hall (139)</p> <p>▶ Building: Gibson Hall (16)</p> <p>▼ Building: Haymaker Hall (38)</p> <p> Floor: Haymaker Hall 2nd Floor (4)</p> <p> Floor: Haymaker Hall 3rd Floor (16)</p> <p> Floor: Haymaker Hall 4th Floor (18)</p> <p>▶ Building: Holdersley Hall (117)</p> <p>▶ Building: Twin Towers East (53)</p> <p>▶ Building: Twin Towers West (112)</p> <p>▶ Building: Wellman Hall (44)</p> </div> <div style="text-align: center; margin-top: 10px;"> <p>Back to Start Previous Next step</p> </div>	Term	Start	End	2020 Fall Term	8/24/2020	12/11/2020	Spring 2021	1/11/2021	4/30/2021
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<p>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.</p>	<p>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.</p>																		

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	Not Pulling in a Roommate																		
<div style="text-align: center; background-color: #0070c0; color: white; padding: 2px;">Room Sign-up</div> <p>09:11 Suite HR-0108 will be unavailable to others while you process your assignment and meal plan.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>2021 Fall Term</td> <td>8/23/2021</td> <td>12/10/2021</td> </tr> <tr> <td>2022 Spring Term</td> <td>1/10/2022</td> <td>4/29/2022</td> </tr> </tbody> </table> <p>Current Locks Suite "HR-0108" 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.</p> <p>Room: HR-108A</p> <p>Bed Space: HR-0108a1 Jane (Test) Marsh</p> <p>Bed Space: HR-0108a2 Jennifer (Jen) Tes</p> <p>Room: HR-108B</p> <p>Bed Space: HR-0108b1 </p> <p>Bed Space: HR-0108b2 </p> <p>Room: HR-108C</p> <p>Bed Space: HR-0108c1 </p> <p>Bed Space: HR-0108c2 </p> <p>Room: HR-108D</p> <p>Bed Space: HR-0108d1 </p> <p>Bed Space: HR-0108d2 </p> <p>Release Lock</p> <p style="text-align: center;"> Back to Start Previous Next step </p>	Term	Start	End	2021 Fall Term	8/23/2021	12/10/2021	2022 Spring Term	1/10/2022	4/29/2022	<div style="text-align: center; background-color: #0070c0; color: white; padding: 2px;">Room Sign-up</div> <p>09:52 Bedspace HR-0407a1 will be unavailable to others while you process your assignment and meal plan.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>2020 Fall Term</td> <td>8/24/2020</td> <td>12/11/2020</td> </tr> <tr> <td>Spring 2021</td> <td>1/11/2021</td> <td>4/30/2021</td> </tr> </tbody> </table> <p>Current Locks Bedspace "HR-0407a1" is saved for you. If you want to change your bed space(s), you can release this room and select again.</p> <p>Room: HR-0407a1</p> <p>Bed Space: HR-0407a1 Samantha Test Pe</p> <p>Release Lock</p> <p style="text-align: center;"> Back to Start Previous Next step </p>	Term	Start	End	2020 Fall Term	8/24/2020	12/11/2020	Spring 2021	1/11/2021	4/30/2021
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<p>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.</p> <p>**PLEASE NOTE**If there is a green bar between you and your roommate's names then, you are not in the same room</p> <p>Once you have selected the bed spaces you want, click "Next step" at the bottom of the page.</p>	<p>If 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.</p>																		

Selecting Meal Plan

On this page, you will select your meal plan for 2022-2023.

***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.**

Pulling in a Roommate	Not Pulling in a Roommate
<p data-bbox="207 449 792 470">Room Sign-up</p> <p data-bbox="207 478 792 499">07:53 Room HR-0307 will be unavailable to others while you process your assignment and meal plan.</p> <p data-bbox="207 508 792 529">Meal Plan for Samantha Test Person Marshall</p> <p data-bbox="207 537 792 592">Plan 140 Meals + \$65 flex</p> <p data-bbox="207 600 792 621">Meal Plan for Jennifer Test Person Marshall</p> <p data-bbox="207 630 792 651">Plan</p> <p data-bbox="207 659 792 798">Add/Edit Plan Plan Type: Meal Plan: 160 Meals + \$625</p> <p data-bbox="373 819 600 840">Back to Start Previous Next step</p> <p data-bbox="207 869 792 932">You will see you and your roommate's name listed on this page.</p> <p data-bbox="207 966 792 1113">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:</p> <ul data-bbox="243 1155 792 1291" style="list-style-type: none">• Plan Type<ul style="list-style-type: none">○ Select "Meal"• Plan<ul style="list-style-type: none">○ Select the meal plan you want <p data-bbox="207 1323 792 1386">Once you selected your meal plan, click on "Select" to confirm your selection.</p> <p data-bbox="207 1417 792 1554">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.</p>	<p data-bbox="831 449 1399 470">Room Sign-up</p> <p data-bbox="831 478 1399 499">09:19 Bedspace HR-0407a1 will be unavailable to others while you process your assignment and meal plan.</p> <p data-bbox="831 508 1399 529">Meal Plan for Samantha Test Person Marshall</p> <p data-bbox="831 537 1399 558">Plan</p> <p data-bbox="831 567 1399 693">Add/Edit Plan Plan Type: Meal Plan: 140 Meals + \$65 f</p> <p data-bbox="990 724 1218 745">Back to Start Previous Next step</p> <p data-bbox="831 808 1399 913">To start adding a meal plan, click on the  (Add button). A gray box will appear asking for two items. These items are:</p> <ul data-bbox="860 955 1399 1092" style="list-style-type: none">• Plan Type<ul style="list-style-type: none">○ Select "Meal"• Plan<ul style="list-style-type: none">○ Select the meal plan you want <p data-bbox="831 1123 1399 1228">Once you selected your meal plan, click on "Select" to confirm your selection. Next click on "Next step" to continue.</p>

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.

Summary

Step 1 - Untitled

Selected Bed Space

Full Name	Term	Move In	Move Out	Bed Space	Rm Type
Samantha Test Person Marshall	2020 Fall Term	8/24/2020	12/11/2020	HY-0501a	Holderby Hall Single
Samantha Test Person Marshall	Spring 2021	1/11/2021	4/30/2021	HY-0501a	Holderby Hall Single

Step 2 - Untitled

Selected Meal Plan

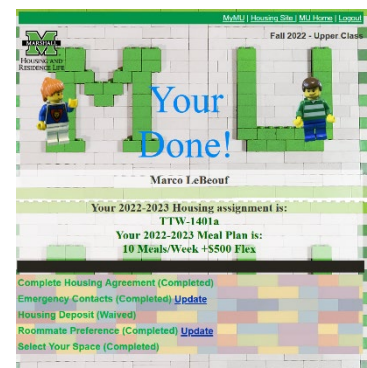
Full Name	Term	Start Date	End Date	Plan
Samantha Test Person Marshall	2020 Fall Term	8/24/2020	12/11/2020	140 Meals + \$65 flex
Samantha Test Person Marshall	Spring 2021	1/11/2021	4/30/2021	140 Meals + \$65 flex

 [Cancel](#)  [Previous](#)  [Finish](#)

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 **“Your Done”** page and your 2022-2023 Room Assignment and Meal Plan.

You will also receive an email in your Marshall Email confirming your 2022-2023 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 next year.