

## **On-Line Same Room Sign Up Room Selection Instructions**

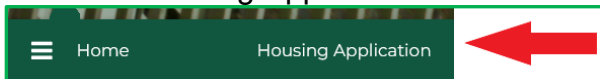
Graduate Students Only

### **Keep In Mind:**

- Same Room Sign Up selections must be finalized by no later than the deadline stated on the room selection timeline as listed on the Residence Life website.
- Check the Same Room Sign Up section of the Residence Life website to make sure you, the members of your roommate group AND your apartment are eligible for Same Room Sign Up while making your returning student room selection plans.
- Evans Apartments are eligible to be filled by either a single-gender roommate group or a gender-inclusive roommate group.
- You can either:
  1. Select your current space and place yourself in it via this process or
  2. Create a roommate group and assign you and those in your group to your current apartment. You do not have to fill the apartment with your roommate group.
- You can pull in other graduate students not currently occupying the apartment into your roommate group as long as they have completed their housing contract for the current room selection cycle and have not already chosen a space.
- If you wish to stay in your same space over the summer, you must complete a separate Summer Housing Application in the Housing Portal. (available after spring break)
- **REMINDER: All personal belongings must be removed at check-out in May.**

### **Housing Application and Room Selection Steps**


1. Log into the W&M Housing Portal at:  
[https://wm.starrezhousing.com/StarRezPortalX/F13DA9C1/22/252/Student\\_Login-Student\\_Login](https://wm.starrezhousing.com/StarRezPortalX/F13DA9C1/22/252/Student_Login-Student_Login)
2. Click on "Housing Application".




3. Click on “Start Form” or “Continue” on the Form Selector page.

**Form Selector**

Please select the form below to start or continue with your application.

Academic Year		<b>CONTINUE</b>
You started your application for <b>Academic Year</b>		

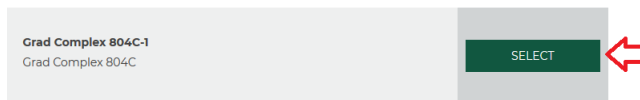
4. Proceed through these pages to access Same Room Sign Up:
- Contract Release Request
  - Personal Details
  - Contract Request to Cancel Housing
  - Accommodation Request
  - Living with a Resident Assistant or accepted a staff position? If this page appears answer “No”, click “Save & Continue” at the bottom.
  - Global Village (may not appear in your pages list)
  - Living-Learning communities (may not appear in your pages list)
  - Tribe Square Acknowledgement
  - Room Type Information
  - Lifestyle Questionnaire
  - Gender-Inclusive Housing
  - Roommate Group
    - If you are not joining a group, click “Save & Continue” at the bottom.
    - If you are making a same room sign up selection with a roommate group into your current space, YOU must be the roommate group leader to make the selection.
5. Single room choosers & Group leaders will now be advanced to the Same Room Sign Up Request page.

- ☒ Room Type Information
- ☒ Lifestyle Questionnaire
- ☒ Gender Inclusive Housing
- ☒ Single-Gender Housing
- ☒ Roommate Group
- ☒ Same Room Sign-Up Request 
- ☐ Same Room Sign Up Selection

6. On the Same Room Sign Up Request page, read all of the important information there
  - a. If you are ready to make your Same Room Selection at this time, select “Yes” at the bottom of the page and click “Save & Continue” to go to the Same Room Sign Up Selection pages.
  - b. If you are choosing not to do Same Room Sign Up or if you are not yet sure or ready to make a selection, select “No” to get to the Next Steps page.
    - i. You can return to the Same Room Sign Up Request page to complete your Same Room Sign Up process by the deadline stated on the room selection timeline as listed on the [Residence Life website](#).
7. On the Same Room Sign Up Selection page you will see the room you are currently in. Select the “Select” button.

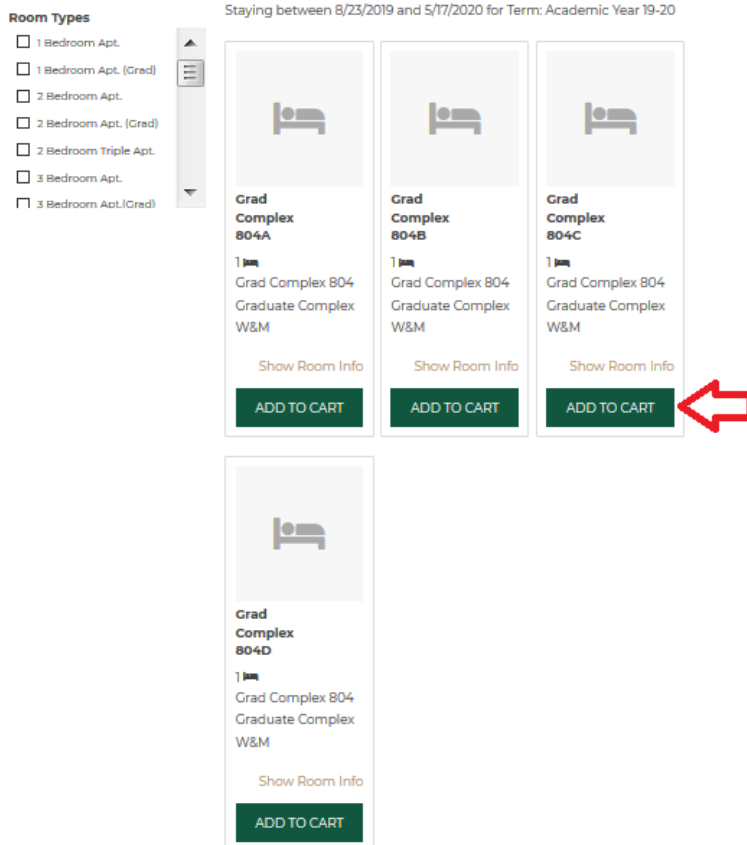
#### Grad Same Room Sign Up Selection

Please select your current booking to renew it.



8. Select “Add to Cart” – only the apartment you are in will show up on the screen – all of the rooms in the apartment will show on the screen even if you are not filling all of them.

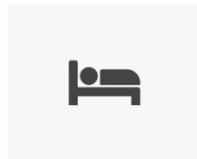
#### Room List



9. Assign yourself to your preferred bed space in the apartment.

#### Assign Beds

My Room



**.Laura**  
Age: 21  
Gender: Female

Select Bed

Select Bed

Grad Complex 804A (1 total spaces, 1 available, 0 unavailable)
Grad Complex 804A-1
Grad Complex 804B (1 total spaces, 1 available, 0 unavailable)
Grad Complex 804B-1
Grad Complex 804C (1 total spaces, 1 available, 0 unavailable)
Grad Complex 804C-1
Grad Complex 804D (1 total spaces, 1 available, 0 unavailable)
Grad Complex 804D-1

10. If you have a roommate group, assign all of your apartment-mates' bed space(s) and then click "Assign Beds".

#### My Roommates

Below are your current roommates. You can assign beds to all of them.

**.Harriet**  
Age: 19  
Gender: Male

Grad Complex 804A-1

**.LB**  
Age: 40  
Gender: Female

Select Bed

Select Bed

Grad Complex 804A (1 total spaces, 1 available, 0 unavailable)
Grad Complex 804A-1 (Taken By .Harriet)
Grad Complex 804B (1 total spaces, 1 available, 0 unavailable)
Grad Complex 804B-1
Grad Complex 804C (1 total spaces, 1 available, 0 unavailable)
Grad Complex 804C-1 (Taken By .Laura)
Grad Complex 804D (1 total spaces, 1 available, 0 unavailable)
Grad Complex 804D-1

ASSIGN BEDS

11. You will get a new Confirmation Screen that lists the assignments you just made. Click "Click Here To Confirm".

#### Confirmation

Grad Complex 804A, Grad Complex 804, Graduate Complex

1. Grad Complex 804A-1: .Harriet

Grad Complex 804B, Grad Complex 804, Graduate Complex

1. Grad Complex 804B-1: .LB

Grad Complex 804C, Grad Complex 804, Graduate Complex

1. Grad Complex 804C-1: .Laura

CLICK HERE TO CONFIRM

12. When the room assignment has been made you will end the process by reviewing the Application Status Screen at the bottom then **STOP**. This is your final, official Housing Assignment. No further action is needed.
- Non-group leaders** should also log in or refresh their screen to access the Application Status page at the bottom of their application to view their room assignment after the Roommate Group Leader has selected bed spaces for the group.
  - You will only see the list of students in your group on this page if everyone in the group has given their FERPA consent to allow roommates to see their information.
- c. LOG OUT OF THE HOUSING PORTAL ONCE YOUR ROOM SELECTION PROCESS ENDS FOR THE DAY**

### Application Status

Please you room assignment details below:

#### Booking Summary

**Room:** Graduate Complex 804A-1  
**Room Type:** 4 Bedroom Apt. (Evans)  
**Location:** Evans Apartments

Final Room Assignment	Preferred Name	Last Name	Term	Contact
Graduate Complex 804A	.Harriet	.Kandell	Academic Year 22-23	<a href="#">Send Message</a>
Graduate Complex 804B	.LB	.Portal	Academic Year 22-23	<a href="#">Send Message</a>
Graduate Complex 804C	.Laura	.SmithX	Academic Year 22-23	<a href="#">Send Message</a>

If you have any questions about your housing assignment please contact [Residence Life](#)

HOME