

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

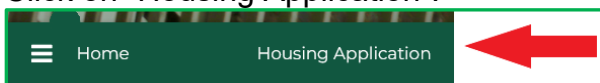
### Undergraduate Apartments

#### 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.
- All apartments are eligible to be filled by both single-gender and gender-inclusive roommate groups.
- Your roommate group must match to total number of beds in the space:
  - Studio Double Apt (Ludwell) = 2 persons
  - 1 Bedroom Apt (Ludwell) = 2 persons
  - 2 Bedroom Apt.(1 single/1double) (Ludwell) = 3 persons
  - Single 4 BR Apt (Tribe Square) = 4 persons
  - 2 Bedroom Apt. (Evans) = 2 persons
  - 3 Bedroom Apt. (Evans) = 3 persons
  - 4 Bedroom Apt. (Evans) = 4 persons
- You must be the roommate group leader to make the Same Room Sign Up selection into your current room.
- You can pull in other undergraduate 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.
- You will not be able to select/fill/assign a room without a roommate group.
- **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 making a same room sign up selection with a roommate group into your current unit, YOU must be the roommate group leader to make the selection and your roommate group size much match your room bed count.
5. Roommate Group leaders will now be advanced to the Same Room Sign Up Request page.

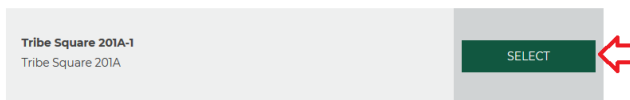
- ☒ Room Type Information
- ☒ Lifestyle Questionnaire
- ☒ Gender Inclusive Housing
- ☒ Single-Gender Housing
- ☒ Roommate Group
- ☒ Same Room Sign-Up Request 
- ☐ Same Room Sign Up Selection

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.

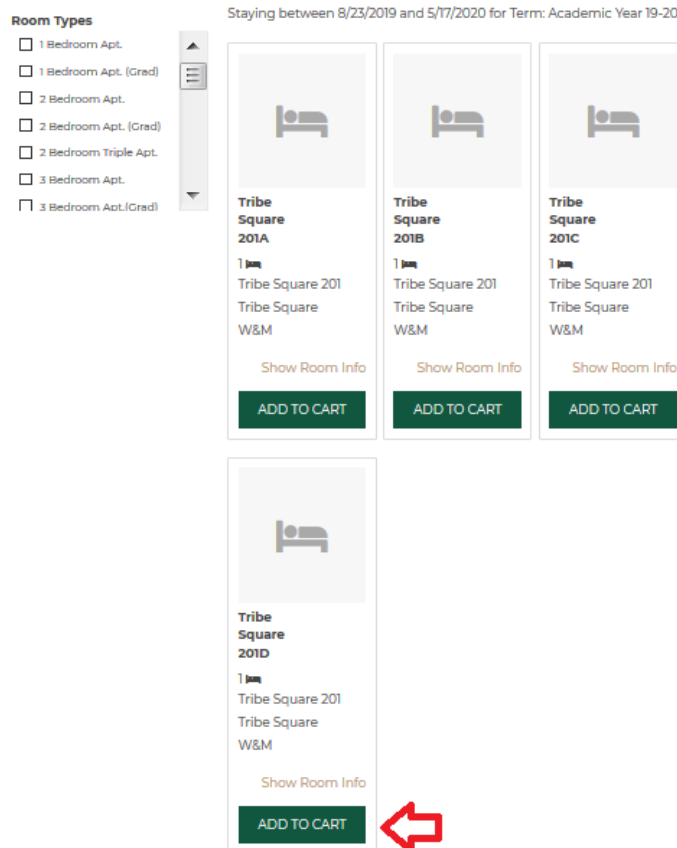
Same Room Sign Up Selection

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.

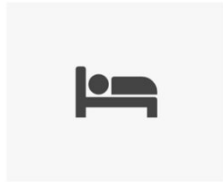
Room List



9. Assign yourself to the bed space in that apartment.

Assign Beds

My Room



Select Bed

Tribe Square 201A (1 total spaces, 1 available, 0 unavailable)
Tribe Square 201A-1
Tribe Square 201B (1 total spaces, 1 available, 0 unavailable)
Tribe Square 201B-1
Tribe Square 201C (1 total spaces, 1 available, 0 unavailable)
Tribe Square 201C-1
Tribe Square 201D (1 total spaces, 1 available, 0 unavailable)
Tribe Square 201D-1

Select Bed

10. Assign your 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.

**.Dana**  
Age: 20  
Gender: Male

Tribe Square 201B-1

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

Tribe Square 201C-1

Select Bed

Tribe Square 201A (1 total spaces, 1 available, 0 unavailable)
Tribe Square 201A-1 (Taken By .Laura)
Tribe Square 201B (1 total spaces, 1 available, 0 unavailable)
Tribe Square 201B-1 (Taken By .Dana)
Tribe Square 201C (1 total spaces, 1 available, 0 unavailable)
Tribe Square 201C-1 (Taken By .Harriet)
Tribe Square 201D (1 total spaces, 1 available, 0 unavailable)
Tribe Square 201D-1

Tribe Square 201D-1

ASSIGN BEDS

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

Confirmation

Tribe Square 201A, Tribe Square 201, Tribe Square

1. Tribe Square 201A-1: .Laura

Tribe Square 201B, Tribe Square 201, Tribe Square

1. Tribe Square 201B-1: .Dana

Tribe Square 201C, Tribe Square 201, Tribe Square

1. Tribe Square 201C-1: .Harriet

Tribe Square 201D, Tribe Square 201, Tribe Square

1. Tribe Square 201D-1: .LB

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.
- a. **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.
  - b. 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

You started your application for Academic Year 20-21 on 2/20/2020, have a room reservation for **Grad Complex 205C-1**, and have signed the contract as of 2/20/2020.

Booking Summary

**Room:** Grad Complex 205C-1

**Room Type:** 4 Bedroom Apt.(Grad)

**Location:** Graduate Complex

**Floor:** Grad Complex 205