

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

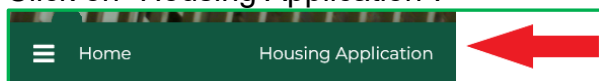
Singles/Doubles/Triples – suite bathroom

### **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 current room are eligible for Same Room Sign Up while making your returning student room selection plans.
- All suites are eligible for both single-gender and gender-inclusive roommate groups.
- Your roommate group must match the total number of beds in the space:
  - Single+Single combined with suite bathroom = 2 persons
  - Double+Single combined with suite bathroom = 3 persons
  - Double+Double combined with suite bathroom = 4 persons
  - Triple+Triple combined with suite bathroom = 6 persons
- You must be the roommate group leader to make the Same Room Sign Up selection into your current room.
- You can pull in students not currently occupying the room into your roommate group as long as they have completed their Housing contract for returning student room selection 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.

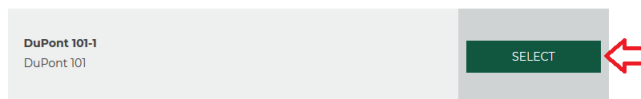
Academic Year		<b>CONTINUE</b>
You started your application for <b>Academic Year</b>		

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.

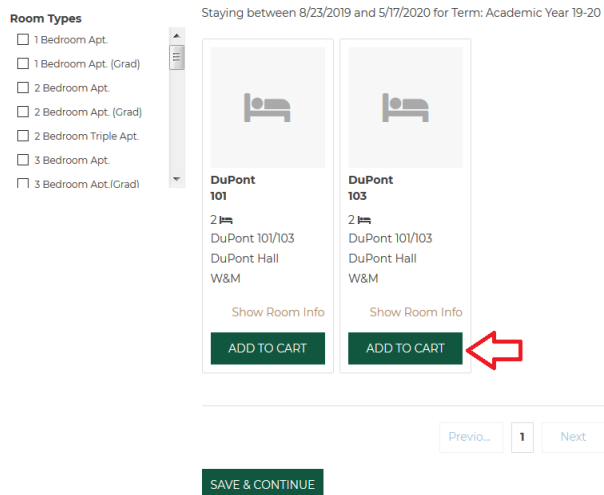
- ☒ Room Type Information
- ☒ Lifestyle Questionnaire
- ☒ Gender Inclusive Housing
- ☒ Single-Gender Housing
- ☒ Roommate Group
- ☒ Same Room Sign-Up Request 
- ☐ Same Room Sign Up Selection

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.

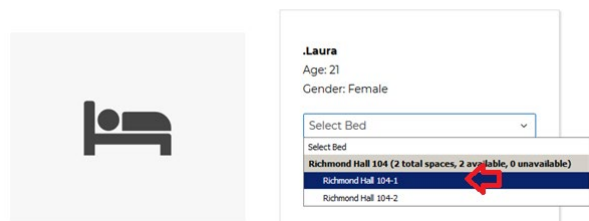


8. Select “Add to Cart” – only the suite you are in will show up on the screen.  
[Room List](#)



9. Assign yourself to the bed space in that room.  
[Assign Beds](#)

[My Room](#)



10. Assign your all of your suitmates' 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

Select Bed

Select Bed

Richmond Hall 104 (2 total spaces, 2 available, 0 unavailable)

Richmond Hall 104-1 (Taken By .Laura)

Richmond Hall 104-2

ASSIGN BEDS

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

### Confirmation

DuPont 101, DuPont 101/103, DuPont Hall

1. DuPont 101-1: .Laura
2. DuPont 101-2: .Dana

DuPont 103, DuPont 101/103, DuPont Hall

1. DuPont 103-1: .Harriet
2. DuPont 103-2: .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.
- 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.
  - 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