Online Room Selection – Video Tutorial Script

Getting Started and Requesting an Appointment:

All of the steps involved in Online Room Selection are completed on your SPIRE account. To navigate to SPIRE type www.spire.umass.edu into the address bar of your browser, then press the "enter" key.

On the SPIRE homepage, log into your SPIRE account by using either your NetID and password or your SPIRE ID and password. Click "Go," to complete your login.

Now you have logged into SPIRE. Navigate to the Housing tab, click on "Housing" in the menu on the left-hand side of the screen. When the menu opens under "Housing," you will see links to pages used in Online Room Selection.

Select "Residence Hall Contract," from the menu. You will see a page that explains the residence hall contract, provides a link to the contract, and asks you to agree to the terms of the contract. To view the appropriate Residence Hall Contract, click on the link that corresponds to your academic status. If you see a popup window that asks you if you want to display nonsecure items, click "Yes."

After you have selected the appropriate residence hall contract, read it. Once you have read the contract, return to the contract page, and sign the contract electronically. If you agree to the terms of the contract, you can proceed by clicking "Yes."

You are now on the page where you will sign the contract. Click "Sign Contract" to proceed. After signing the contract, you will receive a confirmation page and can continue to the next step.

After signing the contract, select "Housing Profile" in the menu on the left-hand side of the screen. Review the five profile questions. Once you are satisfied with your answers, click "Save/Confirm Profile." The page will refresh, you will not see a confirmation page.

Next, click "Room Selection Home Page," in the menu on the left-hand side of the screen. This will take you to a page with several steps; in order to request an appointment for Online Room Selection go to "Step 1" and click the yellow button labeled "Request a New Appointment."

If the "Request a New Appointment" button is gray, you have not signed the Residence Hall Contract, you have not completed the Housing Profile, or you are ineligible for the current processes. If you've signed the contract and completed the profile, then please contact the Housing Assignment Office to inquire about your eligibility to use Online Room Selection; we can be reached at 413-545-2100 and are open from 8:30 AM to 5:00 PM Eastern Time, Monday through Friday.

Once the button is yellow, click it to request an appointment. This will take you to a page where you must respond to three items. First, verify your sex is correctly recorded in SPIRE. If it is correct, click the radio button labeled "Sex is correct." If your sex is not correctly recorded in SPIRE, immediately contact the Registrar's office to resolve this issue. You will not be able to request an appointment until your sex is correctly recorded in SPIRE.

Second, carefully read the felony question. Answer the question by clicking the radio button next to the applicable answer. Select "No" if you have not been convicted of a felony. Select "Yes" if you do have a felony conviction. If you click "Yes," the Housing Assignment Office will contact you by email to verify your felony status.

Third, choose the appointment type that you are requesting. Please note that there may be multiple options to choose from; you should select the appropriate option by clicking the radio button to the left of that option.

Finally, click the "Submit" button to request an appointment for online room selection. You'll see a confirmation page. We suggest that you print this page and retain it for your records.

To further verify that you successfully requested an appointment, navigate back to the "Room Selection Home Page." Under "Step 1," check the "Appointment Requests" section. If the appointment type you just requested is listed in this section and you can see that the status is "Requested," then you have properly requested an appointment.

Your appointment will be posted on the publicized date. The appointment Start Date and Start Time, as well as the End Date and End Time will be listed in the "Appointments" box, under "Step 1." Once your appointment is posted, you'll be able to search for available rooms. However, you will not be able to select an assignment until your appointment time begins.

Now that you've successfully requested an appointment, we suggest that you watch the "Understanding Your Appointment" tutorial.