

## Online Room Selection – Video Tutorial Script

Understanding Your Appointment:

On the publicized date for when appointments will be posted, you will be able to view your appointment Start Date and Start Time on the Room Selection Home Page. From the “Student Center” page on SPIRE, select “Housing” in the menu on the left-hand side of the screen. Once the menu opens, click “Room Selection Home Page.”

Find the process for which you requested an appointment in the “Appointments” box, under “Step 1.” You may view the appointment Start Date and Start Time.

On the date that appointments are posted, students will be able to search for and view available assignments. However, students will not be able to select an assignment at this time. For individual students, an assignment can be selected at their appointment Start Date and Start Time.

For students belonging to a group, the group leader will be able to assign the group at the earliest appointment time of students in the group.

To see the best appointment time of the group, the group leader can click the "View/Change group status" button on the Room Selection Home page then click the "See Appts" button. Students who are members of a roommate group will NOT be able to select an assignment using their individual appointment Start Date and Start Time, as they have relinquished their ability to choose an assignment to the group leader.

You will only be able to select an assignment once your appointment has started. If the select room button is gray, this can mean one of four things:

1. You are attempting to select before the appointment has started.
2. You are not the group leader of your group.
3. You are the group leader, but not all group members have accepted or declined their invitations.
4. You have been invited into a group and you have not declined the invitation.

If the “Select Room” button is gray and you are unable to self-troubleshoot a resolution, please call the Housing Assignment Office at 413-545-2100, Monday through Friday, 8:30 AM to 5:00 PM Eastern Standard Time.

Individuals or group leaders with an active appointment will see a yellow “Select Room” button when viewing search results.

The End Date and End Time will also be listed under Step 1. Students have the ability to select an assignment up until the End Date and End Time for the processing period. Once the End Date and End Time have passed, the process is closed and students will no longer be able to choose an assignment for the processing period.

Finally under “Assignments Remaining,” there will be a number listed. This value identifies the maximum number of times that you are able to select an assignment within this processing period. The “Assignments Remaining” value does not require you to select an assignment that number of times. It indicates the number of opportunities that you have to choose and/or change your assignment within this processing period. The “Assignments Remaining” value is decreased by one for each time a new assignment is selected.

If you wish to select a different assignment with the members of your group, you must reform the group before selecting a new assignment. In addition, all students belonging to the group must have an assignment available to make, based on the “Assignments Remaining.” Students with an “Assignments Remaining” value of zero will still be able to form or accept invitations to a group, but will NOT be able to be assigned to a space—an error message will occur.

For more information on how to search for and select an assignment, please view either the “Searching and Selecting as an Individual” tutorial or the “Searching and Selecting as a Group Leader” tutorial.