

## Online Room Selection – Video Tutorial Script

### Searching and Selecting as an Individual:

Once your appointment has posted on the Room Selection Home Page of SPIRE, you will be able to search for available assignments. 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.” Navigate to “Step 3” and click the yellow “Search” button. This will take you to a page where you must complete four steps and may complete one optional step.

First, under Step 1, select the assignment term and process from the two drop-down boxes in which you are trying to select an assignment. For students with more than one appointment during the same timeline, be sure to select the correct assignment process.

Second, under Step 2, select the location-related criteria that you wish to use to narrow your search. You may choose from building, cluster, area, or all residence halls. Click the radio button to the left of the appropriate option. Unless you choose all residence halls, you must also use the drop-down box to select a specific building, cluster, or area.

Third, under Step 3, select the room-related criteria that you wish to use to narrow your search. There are four options to choose from—room type, room design, specific floor, and housing/living option. Click the radio button to the left of the criteria you wish to use. Selecting room type will allow you to choose the room capacity from the drop-down menu. For North Apartments, you **MUST** select “Apartment Single” and for expanded singles, only located in Cashin, you must select “Expanded Single.” Selecting room design will allow you to choose a room configuration from the drop-down menu. The z-room and corner room options are only applicable to students searching in Southwest. Selecting specific floor will allow you to choose a floor from the drop-down menu. Selecting housing/living option will allow you to choose more specific criteria from the drop-down box. If you are interested in viewing available temp spaces, you should select “Temp Housing.”

Fourth, under Step 4, you will be able to further refine your search. You are **NOT** required to complete this optional step. There are five options to choose from—number of open spaces in a room, number of open spaces in a suite/apartment, room type, open doubles, and open triples. Click the radio button to the left of the criteria you wish to use—if you do not wish to use this optional step, leave “None” selected. Selecting either number of open spaces in a room or number of open spaces in a suite/apartment will allow you to choose the number of available spaces from the drop-down menu. Selecting room type will allow you to choose the room capacity from the drop-down menu. This may be useful if you have not narrowed your search using room type in Step 3. Selecting

open doubles or open triples will result in only completely vacant doubles or triples being displayed.

Finally, under Step 5, click the yellow “Search Now” button to see a list of available spaces meeting the criteria you have selected. For each result listed, there are several columns that you should review before selecting an assignment.

The “Hall” column will list the residence hall in which the assignment is located. The “Room” column will indicate the room number of the assignment. The “Suite” column will indicate which suite or apartment the assignment belongs to; note that this column will be blank for all assignments not in Sylvan or North Apartments. The “Living Options” column will list the primary living option for the assignment, if one exists; an example of this is “Single Sex” for Johnson. If the living option is followed by an ellipsis, the assignment has additional living options, which can be viewed in the “Room Details” column. The “Room Details” column displays a magnifying glass, which can be clicked on to view additional room details. By clicking this icon, you can see all the living options and the per-semester cost for the assignment. The “Room Design” column will indicate whether the assignment is a Standard, Z, or Corner room; note that only the Southwest area of campus will have a “Z Room” and a “Corner” listed as options. The “Room Type” column will list the capacity of each room. The “Room Sex” column will list the sex designation of the room/apartment; you will not be able to select a room if this designation does not match your own sex. The “Room Vacancies” column will list the number of available spaces that remain in the assignment. The next column will have a roommate icon, which can be clicked to view the first name, sex, birth year, and academic level of all other occupants in the room/apartment; in addition, you will be able to click the “Housing Profile” button to view that occupant’s responses to the five housing profile questions. Finally, the last column will have a “Select Room” button, which you will use to select an assignment. This button will be grayed out until the beginning of your appointment time; once your appointment begins, the button will turn yellow and will be selectable.

Once you have reviewed the list of available assignments and made a decision about where you wish to live, click the yellow “Select Room” button to the right of this assignment. This will take you to a page where you will assign yourself to a room.

Please not: it is important to understand that once you select an assignment in one of the processes, you are no longer eligible for the subsequent processes this spring.

There are four steps you must complete on this page. First, click the radio button to the left of your name, in the “Students to Assign” box. Second, click the radio button to the left of the assignment you would like to live in, under the “Available Assignment(s)” box. Third, click the “Choose” button to the right of this box. The page will refresh and your name will move to the bottom box. You have NOT yet assigned yourself and must complete one additional step. Finally, click the “Save” button to the right of this box to complete the assignment. The page will once again refresh and a confirmation code will be generated at the top of the page; in addition, the yellow button

at the bottom of the page will change to “You’re Done! Return.” You should print this page and retain it for your records. An email will be sent to your UMass email address, confirming the space to which you have assigned yourself.