

## Online Room Selection – Video Tutorial Script

### Understanding Search Criteria

When searching for an assignment using Online Room Selection there are five steps you can complete on the search 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.” Then scroll down to “Step 3” and click on the yellow “Search” button. This will take you to the room search page. Under “Step 1” select the term and assignment process for which you would like to select an assignment in. If you have multiple appointments you will see them listed here. Make sure you choose the correct assignment process for which you are trying to select an assignment in.

In “Step 2” you are able to narrow down the search based on location criteria. You can search by Building, Cluster, Area, or you can search All Residence Halls. This will give you the largest yield of search results. If you choose either Building, Cluster, or Area, you will need to also select one of the options out of the drop-down box.

Under “Step 3” select a room related criteria to further narrow your search. Under this option you have Room Type: where you are able to specify between Single, Double, Triple, and Quad spaces on campus, Room Design: where you are able to specify between Corner Room, Z-Room, Standard Room, and Apartment Single. Specific Floor allows you to choose a specific floor across the entire campus. Housing/Living Option allows you to choose between one of the multiple Defined Residential Communities or Living Options across campus. These options include Alcohol Free, Wellness, and Break Housing as living options, or Harambee and Nuance as Defined Residential Communities.

Under “Step 4” you are able to further refine your search, although this step is optional. You are able to specify the number of open spaces in a room, the number of open spaces in a Suite/Apartment, the Room Type, Open Doubles, or Open Triples.

Under “Step 5” click on the yellow “Search Now” button. This brings you to the Room Search Results page. In the Room Search results you will see a number of columns for each room. Under the Hall and Room you will see the Building and Room number of the open spaces on Campus. Suite will tell you the Suite Number of any rooms that belong to a Suite or Apartment. You will see this in North, Sylvan, Lincoln Apartments, and the Commonwealth Honors area of campus. Under Living Options you will see any Living Options or Defined Residential Communities that the assignment belongs too. If you see ellipses it means that there is more than one living option attached to the room. To find out more information about the room, click on the magnifying glass to the right of the Living Options column.

The Room Design column tells you whether a room is a Corner, Z-Room, Standard or if you are searching for single rooms, it will tell you whether your single room is part of an Apartment, Studio, Suite, or is a Deluxe Single. Room Type will tell you if it is a Double, Single, Triple, or Quad room. Room Sex designates the sex of the room. Room vacancies will tell you the number of vacancies in the room. The people icon next to the room vacancies column will give you the names and profiles of the students that who are assigned to that space. On this page you are able to look at some basic information of the student as well as the Housing Profile.

The Select Room column provides the button you would use to assign yourself to that room. For further information on how to assign yourself please view the "Searching and Selecting as an Individual" video tutorial, or if you are part of a roommate group, please view the "Searching and Selecting as a Roommate Group" tutorial.