2013-2014 Room Selection Tutorial

Beginning at the start of your Room Selection timeslot, complete the following steps to select your room(s) and sign your housing contract.

1. Log in to the housing portal – page 2

2. “Welcome” page: Click “Application” – page 2

3. “Selection Application” page: Select your contract period – page 3

4. “Rooms” section: Search for and reserve rooms – page 4
   
   4a. Search by Room Type – page 5
       (To look for one room – a single, double, triple, or quad – for yourself and up to three roommates, in one room)

   4b. Search by Location and Section – page 9
       (To look for a suite or block of rooms – for yourself and up to four other students)

   * How to cancel your room reservation (before signing your contract) – page 19 *

5. “Contract” section: Sign your housing contract to confirm your room – page 17

6. Check your housing contract confirmation – page 18

If you have questions during Room Selection:

Call the Room Selection Help Desk at (607) 255-5368 – or stop by in person on the 2nd floor of RPCC – during all Room Selection timeslots.
1. **Log in to the housing portal**
   Go to [housing.cornell.edu](http://housing.cornell.edu) and click “Log in to the Housing Portal” under “Deadlines and Announcements.”

2. **“Welcome” page:** Click “Application.”
3. “Selection Application” page: Select your contract period

Scroll down to the bottom of the page and select the “13/14 Academic Year” contract period. Click “Save & Continue.”
4. “Rooms” section: Search for and reserve rooms

To search for one room:

If you want to look for one room – a single, double, triple, or quad – for yourself and up to three roommates (in one room), click “Search by Room Type.” (Proceed to page 5 of this tutorial for the continued Search by Room Type instructions.)

To search for a suite or block of rooms:

If you want to find a suite or block of rooms – for yourself and up to four other students – click “Search by Location and Section.” (Proceed to page 9 of this tutorial for the continued Search by Location and Section instructions.)
4a. Search by Room Type – Step 1:
(To look for one room – a single, double, triple, or quad – for yourself and up to three roommates, in one room)

Use the drop-down menus to narrow your results when searching for available rooms, then click “Search.”

Note that all rooms are predetermined in the system as being “male” rooms, “female” rooms, or “dynamic,” meaning that the room’s gender will be determined by the first person who reserves a bed in the room. Only rooms available to your gender will appear in your search results.

Example of drop-down menu (“UG” stands for “undergraduate”):

- All Room Types -
- All Room Types -
UG Double
UG Quad
UG Single
UG Super Single
UG Triple
4a. Search by Room Type – Step 2:

Click “Room Details” for more information about any room listed, including a link to floor plans. (Example of Room Details view on next page.)

To reserve beds in a room, highlight the room row and click “Continue.”
*Room Details example:* From this screen you may view floor plans, and comments about the room. Note that if any beds in the room are already reserved, the screen name of the occupant will appear under “Occupancy Information,” along with links to view the occupant’s profile (responses to the Lifestyle Questionnaire) and a prompt to send the person a message.

![Room Details Screen]

**4a. Search by Room Type – Step 3:**

Assign yourself – and your roommate(s), if applicable – to a bed. You have four minutes to assign your beds and continue to the next step before the room will be made available to others to reserve.

Screen names will be listed for anyone you requested/accepted as a potential roommate during the Housing Lottery sign-up process. Click on the drop-down menus to view a list of the beds in the room you selected, indicate which person should be assigned to each bed, then click “Reserve Beds.” *(NOTE: you do NOT need to reserve every bed in the room.)*

* Block leaders: If you do not assign your roommate(s) to beds, the beds will NOT be held for them. *

*(screenshots on next page)*
Screenshot with beds properly assigned:

**Rooms - Assign / Confirm Bed(s)**

Time remaining for bed selection: 00:40

Select the bed you would like to have.

My Bed: CKBH 0021A-1

Select the bed(s) you wish to assign to your roommate(s).

Assign beds to all your roommates/blockmates before clicking Reserve Beds below

[Reserve Beds]

Continue to page 17 of this tutorial for instructions about signing your housing contract.
4b. Search by Location and Section – Step 1
(To look for a suite or block of rooms – for yourself and up to four other students)

Click on a building name to see what rooms are available in that building. If you do not see a building listed, that means the building is full and has no more available beds.
4b. Search by Location and Section – Step 2

Results are listed by “sections” – or areas/floors of a building within which you may block rooms together. Note: results show the number of beds available in each room type, NOT the number of rooms available of each type (e.g. “4 Double – beds” means there are 4 beds left in double rooms; some double rooms may have one bed already reserved.)

To view rooms in a section, highlight the section row and then click “Save and Continue.”
4b. Search by Location and Section – Step 3

Select any rooms in which you want to reserve beds. Rooms on corridors are listed first, followed by rooms in suites.

The room key will be as follows:

CKMN 205 – F – 1/2
Room name – gender (M: male, F: female, D: dynamic) – # of available beds/total # of beds in the room

In this example, room CKMN is a female double room with one bed already assigned.

NOTE: “Dynamic” rooms will have their gender determined by the first person who reserves a bed in the room.

Click on the magnifying glass icon next to each room listed to view Room Details (screenshot of a Room Details page on page 12).

Click “Save and Continue.”

(screenshots on next 2 pages)
Rooms - Search by Location and Section

Use this search to look for ONE OR MORE ROOMS, SUITES or a BLOCKS OF ROOMS – for yourself and up to four other students. (If your group consists of three or more students, at least one room in your block must accommodate more than one person.)

If you want to search for ONE ROOM only – either a single, double, triple, or quad for yourself and up to three roommates (in one room) – use the “Search by Room Type” function to your left.

PLEASE COMPLETE ALL FOUR PARTS of this search – Building, Section, Rooms, and Beds – making sure to assign your roommates/roommates to beds on the final page, before signing your contract. If you sign your contract without assigning beds to your roommates/roommates, they will not receive a room.

If you need assistance, please call the Room Selection hotline at 607-255-5368 – March 4-5, 8:00am-11:00pm; March 6, 8:00am-10:00pm, March 7, 8:00am-6:00pm; March 8, 6:00am-6:00pm.

Alice Cook House - Main Hall

Alice Cook House was the first House in the West Campus House System, an upperclass community that emphasizes informal interaction with faculty members, self-governance, social and cultural programming, privacy, and independence. House Professor-Dean Ross Brann lives with his wife in Cook House, along with 120 upperclass and transfer students. Living in Cook includes a commitment to a House meal plan.

Step 3 – Select Rooms

Select the rooms you wish to block (or click “back” to search other sections). You may select any rooms in this section, for up to five people. Available suites appear at the bottom of the list. When you’re finished, scroll down and click “Save & Continue.”

Available Rooms

| OKMN 305 - M - 2/2 |
| Suite 304 |
| OKMN 304A - D - 1/1 |
| OKMN 304B - D - 1/1 |
| OKMN 304C - D - 1/1 |
| OKMN 304D - D - 2/2 |

Key: Room - Gender (M: Male, F: Female, N: Neutral, D: Dynamic, C: CoEd) - Available Beds/Total Beds

NOTE: Dynamic rooms will have their gender determined by the first person who reserves a bed in the room.

Please note: blocks/groups of 3 or more students must select at least one bed in a double, triple, or quad room. Rising sophomores may pull in other rising sophomores; rising juniors and rising seniors living on campus may pull in anyone living on campus; upperclass students living off campus may pull in anyone they wish.

Save & Continue

12
Room Details example (*when you click on the magnifying glass icon*): From this screen you may view any comments about the room. Note that if any beds in the room are already reserved, the screen name of the occupant will appear under “Occupancy Information,” along with links to view the occupant’s profile (responses to the Lifestyle Questionnaire) and a prompt to send the person a message.

<table>
<thead>
<tr>
<th>Room:</th>
<th>CKMN 304A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Type:</td>
<td>UG Single</td>
</tr>
<tr>
<td>Location:</td>
<td>Alice Cook House - Main Hall</td>
</tr>
<tr>
<td>Floor:</td>
<td>Suite 304</td>
</tr>
<tr>
<td>Comments:</td>
<td>House Meal Plan required.</td>
</tr>
<tr>
<td>Special Note:</td>
<td></td>
</tr>
<tr>
<td>Mandatory Housing Profiles:</td>
<td>None</td>
</tr>
</tbody>
</table>

### Occupancy Information:

<table>
<thead>
<tr>
<th>Beds</th>
<th>Occupants</th>
</tr>
</thead>
<tbody>
<tr>
<td>CKMN 304A-1</td>
<td>Empty</td>
</tr>
<tr>
<td>CKMN 304B-1</td>
<td>Empty</td>
</tr>
<tr>
<td>CKMN 304C-1</td>
<td>Empty</td>
</tr>
<tr>
<td>CKMN 304D-1</td>
<td>Empty</td>
</tr>
<tr>
<td>CKMN 304D-2</td>
<td>Empty</td>
</tr>
</tbody>
</table>
Search by Location and Section – Step 4

Assign yourself and your roommates/blockmates to beds. You have four minutes to assign your beds and continue to the next step before the room will be made available to others to reserve.

Screen names will be listed for anyone you requested/accepted as a potential roommate during the Housing Lottery process. Click on the drop-down menus to view the beds in the rooms you selected, indicate which person should be assigned to each bed, then click “Reserve Beds.” *(NOTE: you do NOT need to reserve every bed in a room.)*

* Block leaders: If you do not assign your roommates/blockmates to beds, the beds/rooms will NOT be held for them. *

*(screenshots on next 2 pages)*
Rooms - Search by Location and Section

Use this search to look for ONE OR MORE ROOMS, SUITES or a BLOCKS OF ROOMS – for yourself and up to four other students. (If your group consists of three or more students, at least one room in your block must accommodate more than one person.)

If you want to search for ONE ROOM only – either a single, double, triple, or quad for yourself and up to three roommates (in one room) – use the “Search by Room Type” function to your left.

PLEASE COMPLETE ALL FOUR PARTS of this search – Building, Section, Rooms, and Beds – making sure to assign your roommates/blockmates to beds on the final page, before signing your contract. If you sign your contract without assigning beds to your roommates/blockmates, they will not receive a room.

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Alice Cook House - Main Hall

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Step 4 – Assign Beds

Please select the roommates/blockmates you wish to assign to each room.

Time remaining for bed selection: 03:55

Select the bed you would like to have.

My Bed: 

Select the bed(s) you wish to assign to your roommate(s).

Assign beds to all your roommates/blockmates before clicking Reserve Beds below

NOTE: "Dynamic" rooms will have their gender determined by the first person who reserves a bed in the room.

Please note: blocks/groups of 3 or more students must select at least one bed in a double, triple, or quad room. Rising sophomores may pull in other rising sophomores; rising juniors and rising seniors living on campus may pull in anyone living on campus; upperlevel students living off campus may pull in anyone they wish.

[Reserve Beds]
Screenshot with beds properly assigned:

Step 4 – Assign Beds

Please select the roommates/blockmates you wish to assign to each room.

Time remaining for bed selection: 03:23

Select the bed you would like to have.

My Bed: OKMN 304A-1

Select the bed(s) you wish to assign to your roommate(s).

Carlos50536

Assign beds to all your roommates/blockmates before clicking Reserve Beds below

NOTE: “Dynamic” rooms will have their gender determined by the first person who reserves a bed in the room.

Please note: blocks/groups of 3 or more students must select at least one bed in a double, triple, or quad room. Rising sophomores may pull in other rising sophomores; rising juniors and rising seniors living on campus may pull in anyone living on campus, upperlevel students living off campus may pull in anyone they wish.
5. “Contract” section: Sign your housing contract to confirm your room

**Students and Block Leaders assigning beds to themselves (and others, if applicable):**
Review and accept the terms and conditions, then electronically sign your contract by clicking “Confirm.”

* If you log off before confirming your contract, the rooms will NOT be held for you and the members of your group. *

**NOTE:** You may cancel your reservation before you sign your housing contract. Refer to page 19 for instructions.

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**Those being pulled in/assigned to a bed by a Block Leader:** When your Block Leader assigns you to a bed, you will receive a confirmation email. Within two hours of this email being sent, you must log in to the housing portal at housing.cornell.edu to electronically sign your contract.

* If you fail to sign your housing contract within two hours of receiving this email, your room will NOT be held for you. *
6. Check your housing contract confirmation

Once you sign your housing contract, you will receive an email confirming that your contract has been signed and your 2013-2014 housing is confirmed:

Subject: Housing contract received

Dear Office, Housing,

Congratulations. Your contract has been received at the Housing Office and your housing is confirmed.

The details of your contract are as follows.

Name: Office, Housing. Date of Birth: 1/21/1981
Telephone #: 2530594. Mailing Address: 21A N BAKER, ITHACA NY 14853-5246

Room: CKBN 0021A
Building: Alice Cook House - Baker North. Room Type: UG Double
Additional Details: House Meal Plan required: No elevator access
Rate: $4,055.00. No. of Payments: 2 Semesters.
Comments: StarRezPortal - Assigning 1 Roommates

Warmest regards,

Cornell Housing Office

And your “Application Status” page will look like the following screenshot:

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Cornell Dining meal plans: Don’t forget to sign up for a Cornell Dining meal plan at dining.cornell.edu. (Living in the West Campus House System includes a commitment to a House Meal Plan.)
How to cancel your room reservation (before signing your contract)

Once you have been assigned to a room, but before you sign your housing contract, you have the option of cancelling your assignment from the “Rooms” section.
Clicking on “Cancel Room” (see previous page) will bring you to the “Cancel Room” page, where you can confirm your cancellation.