

Room Search step will be active Wednesday, June 15, 2016

Applicants will be able to access this step based upon the time-slot emailed to their YSU email address.

This document will show you how to search for a room and assign yourself (and a roommate) to a room.

The 'Room Search Wizard' step will be active at 12:00pm on Wednesday, June 15, 2016. Applicants will be able to access this step when their timeslot (day/time to access) is reached. The order of the time-slot will be based upon when a student paid their housing security deposit.

Please note: You are only able to select a room once through the application. Please consult with your roommate before choosing.

1. Room Search Wizard, once open, select House:

Room Search Wizard

(Step 12 of 12)

Building > Floor > Rooms > Beds

Cafaro House Suite Designations
BSMD Male Suite: 4019 - Female Suite: 4045
University Scholar Male Suite: 3045 - Female Suite: 1045

Cafaro House
Kilcawley House
Lyden House

2. You will see all available Floors or Suites. Click on the floor or suite you want, it will then be highlighted, then click 'Save & Continue':

Kilcawley House

If you wish to choose a different building click on 'Building' above, or 'Room Search Wizard' step in the menu.

Floor	Single - Beds	Double - Beds	Triple - Beds	Quad - Beds	Other
Kilcawley - Floor 5	1	36	3	0	0
Kilcawley - Floor 6	0	34	3	0	0
Kilcawley - Floor 7	2	34	3	0	0

Save & Continue

3. You will then be able to see all rooms that have an open bed. Click on the room want to have then 'Save & Continue':

Kilcawley House - Kilcawley - Floor 5

Available Rooms

- Kilcawley 500 - M - 2/2
- Kilcawley 502 - M - 2/2
- Kilcawley 503 - M - 2/2
- Kilcawley 505 - M - 2/2
- Kilcawley 518 - M - 2/2
- Kilcawley 519 - M - 2/2
- Kilcawley 520 - M - 3/3

Select a room, once highlighted, click "Save & Continue"

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

Save & Continue

4. Student will have 5 minutes to assign self (and roommate if matched as an Accepted Roommate) by clicking the drop-downs and selecting a bed-space. Then click 'Reserve Beds' to complete the process:

Kilcawley House - Kilcawley - Floor 5

Time remaining for bed selection: 04:40

Select the bed you would like to have.

My Bed: KIL 500A

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

Scott: KIL 500B

Reserve Beds

Once beds are selected, click "Reserve Beds"

Use the drop down to select a bed for yourself... then

Use the drop down to select a bed for your Roommate.

5. If you are going through the signup process without a roommate, please keep in mind that once you select a space, anyone still looking for a room can sign up to fill that remaining bed in the room.