

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.