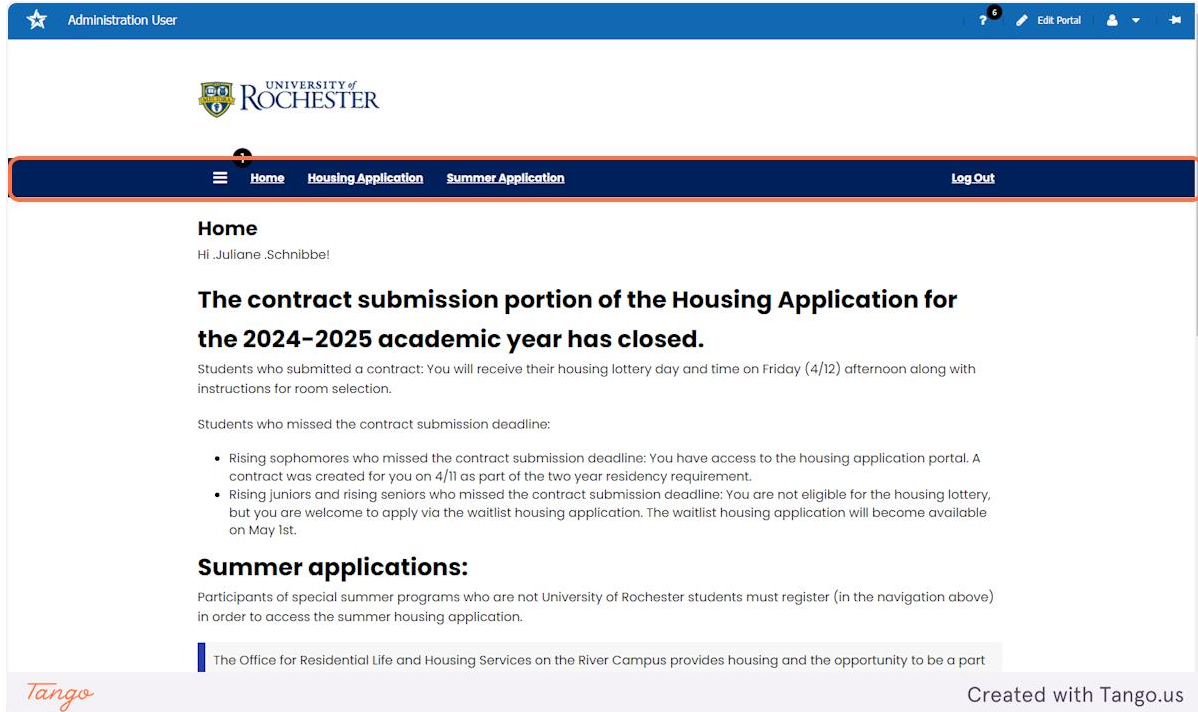# Navigating the StarRez Portal for Room Selection- 5-6 person group

1. Home page

After you log in, go to the navigation, and click "Housing Application" at the top.

2. Click on Housing Application

3. Housing Application

Room and meal plan selection lives in the same application as the housing contract. You will not have access to the items in the contract, except for the roommate selection tools. Click continue to proceed.
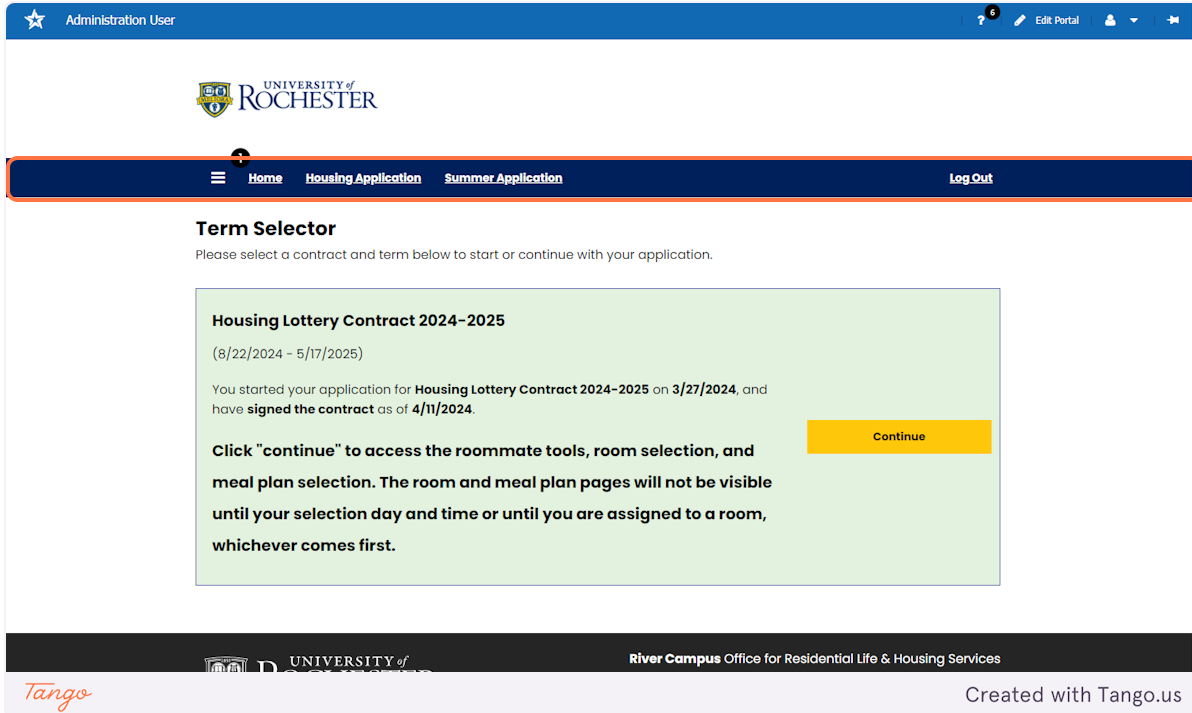
4. Click on Continue for Academic Year 2024-2025

5. Navigation

These are the pages you now have access to. The room selection and meal selection pages will appear and be accessible once it is your lottery day and time. Prior to that, you will only be able to access the roommate tools. You may access these until you select a room. Once you select and confirm your room and meal plan you can't go back. You can also adjust your roommate group on this page.

6. Click on Save & Continue

7. Groups of 5 or 6 will see these options

Suites are the only 5 and 6 person group options. Keep in mind, there are limited 5 person suites. Most suites are 6 people. You will only be able to see the suites that fit your group. If it says no rooms are available then you will need to go back to your roommate selection tool and reduce the size of your group. Pro tip: talk to your group ahead of time and make plans on how you'll divide up. We suggest making plans for groups of 4 AND 2, just in case you need to split up further.

You have the ability to add or remove people from your roommate group until you have selected your room. You also have the ability to leave a roommate group on your own.

8. Click on Select Single In Suite

If you're planning a suite, click on either single in suite or double in suite. On the next page you'll be able to add in the one you didn't click.

9. Room List

This page shows all of your options. If you're selecting a suite, be sure to check both single in suite and double in suite. You will need both to select a suite as a group.

10. Click on Double in Suite

Remember to make sure both single in suite and double in suite are clicked. Otherwise you won't see suites that have a double in them. Most suites consist of 4 singles and 1 double. There are a limited amount of suites that are all singles. You can go back and select it if you missed it.

11. Click on Next to see more options

12. Room List

Here's an example of 6 person suites in Fairchild.

13. Click on Add Fairchild-0440-0441 To Cart

The lowest room number is the first room in the suite. Click on that, it'll select every room in the suite.

14. Suite selected

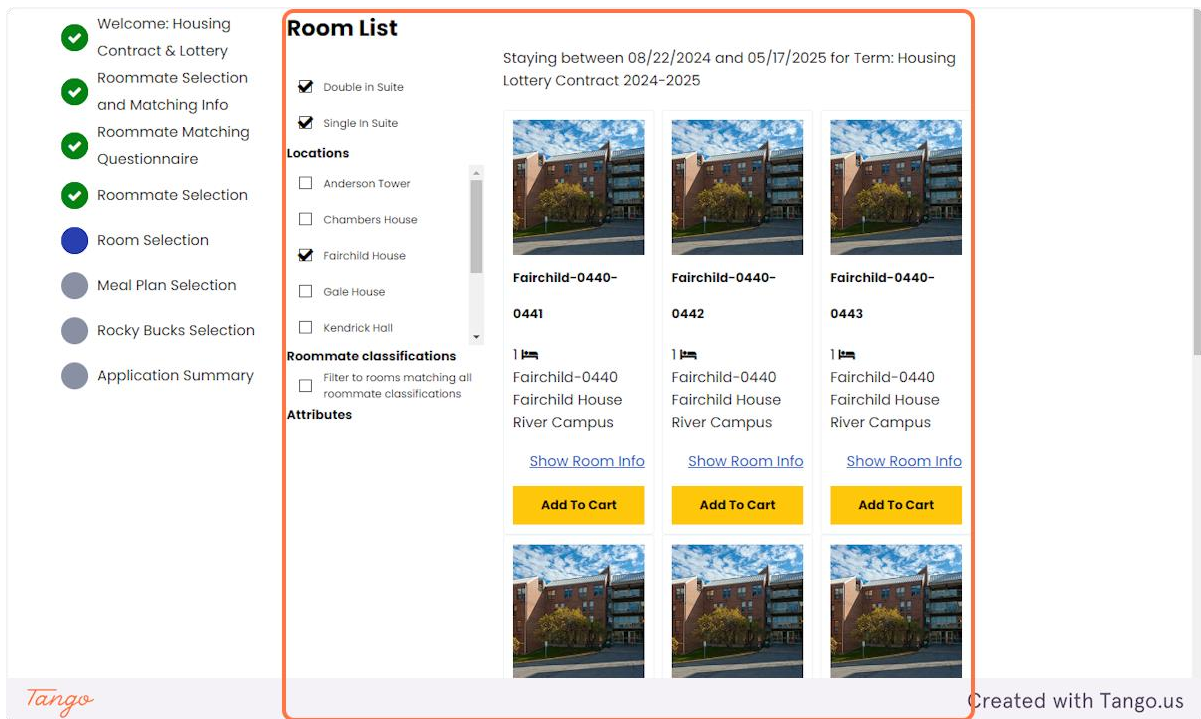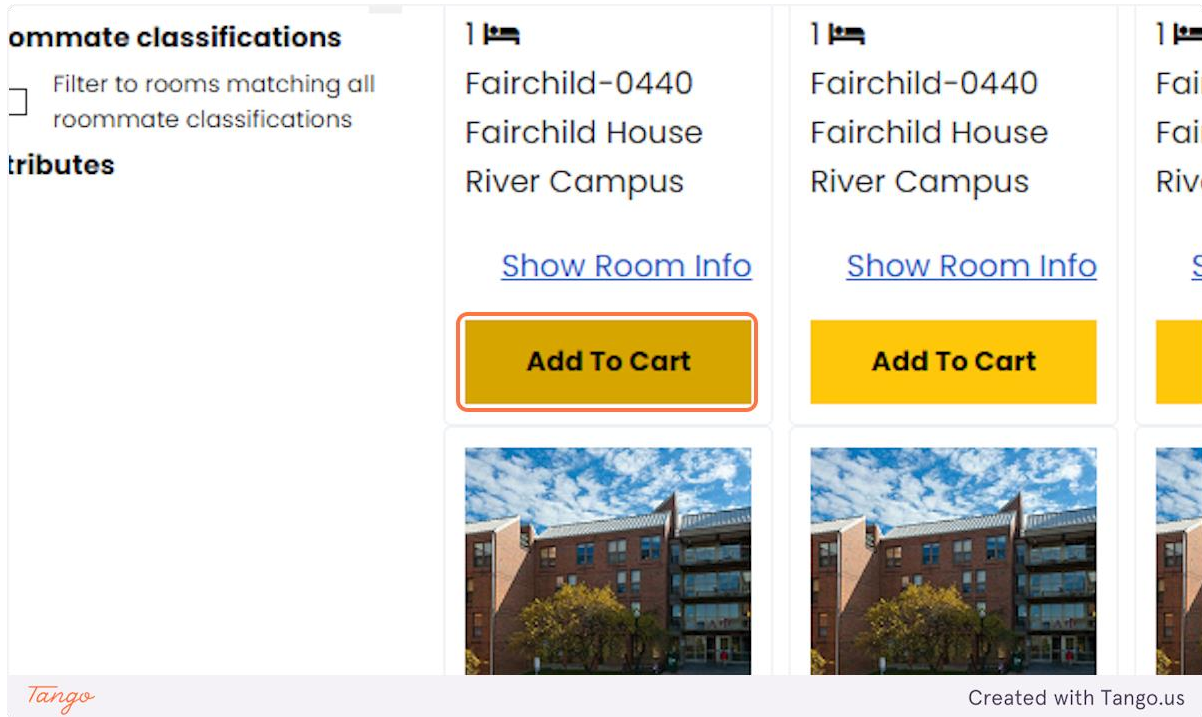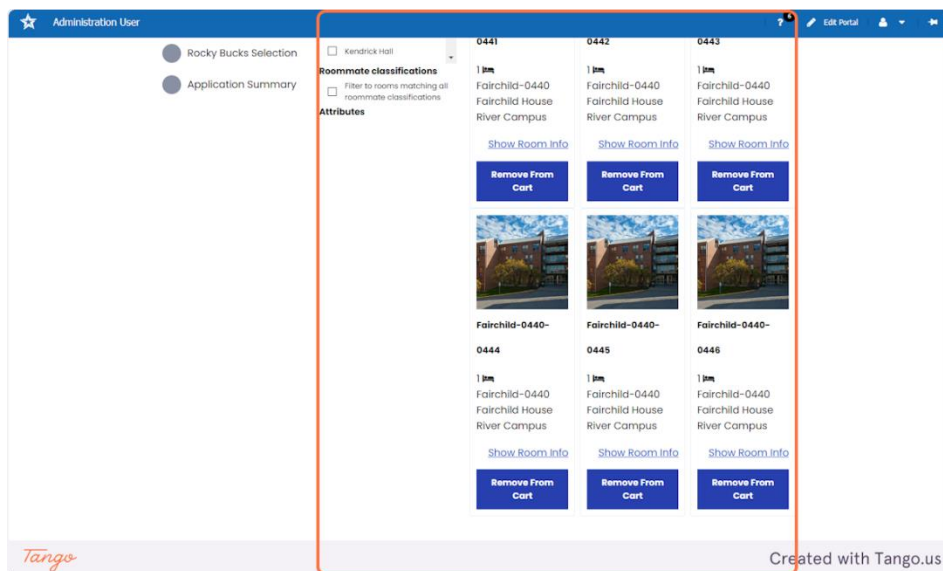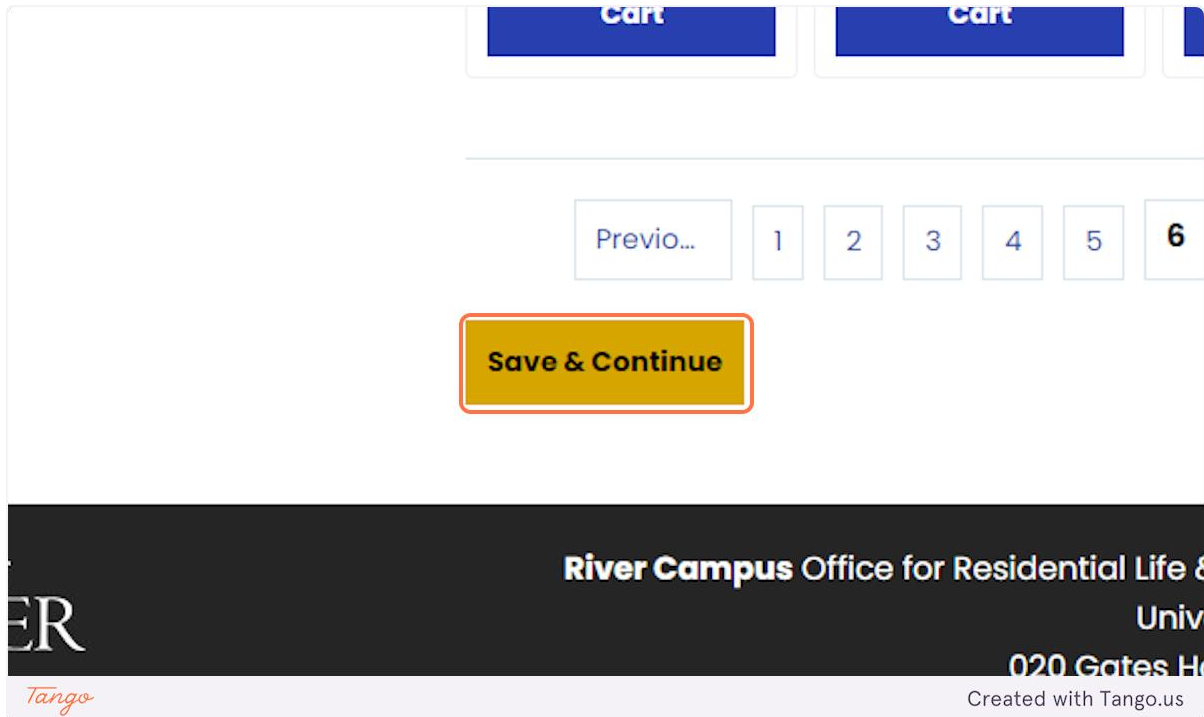You only have to click on the add to cart once, it'll automatically select the other rooms.

15. Click on Save & Continue

16. Assign Beds

On this page you will assign each person in your roommate group to a bedroom. Keep in mind that you have less than 3 minutes to complete this, otherwise it will empty your cart and you will be brought back to the selection page. There is a one minute warning.

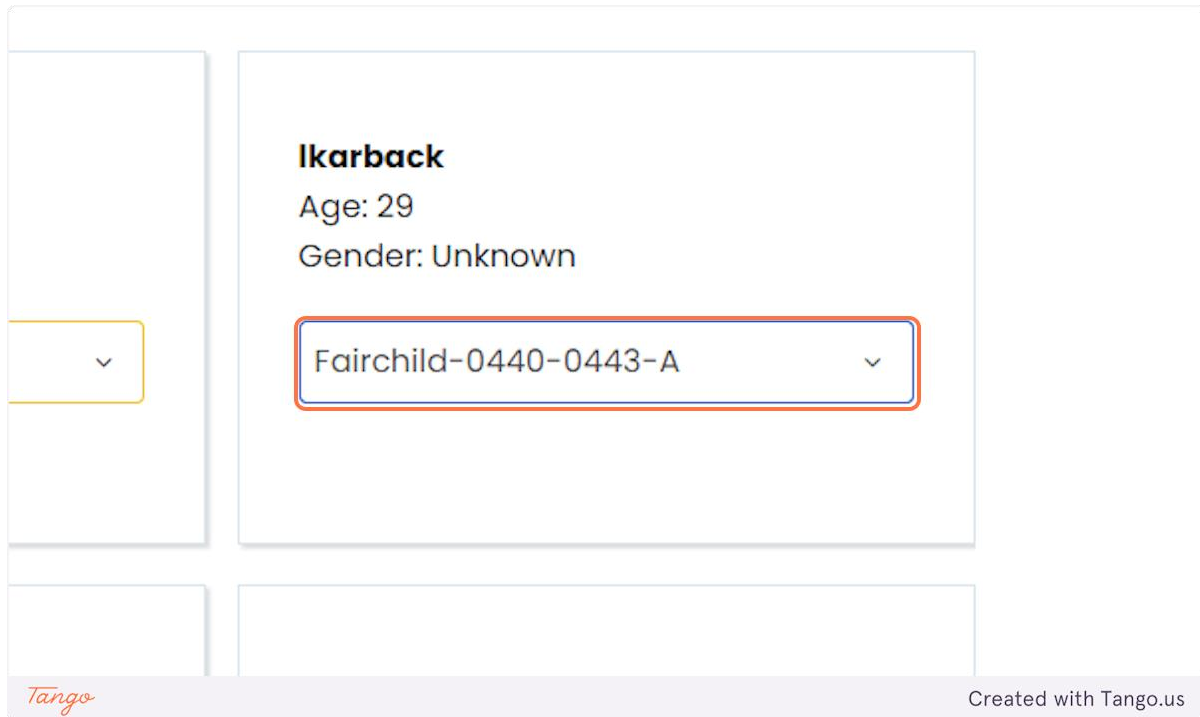When you click on "select bed" it'll show the list of room numbers in the suite.
Note: for doubles there's no difference between a and b, it is simply the room coding to show it is a double room.
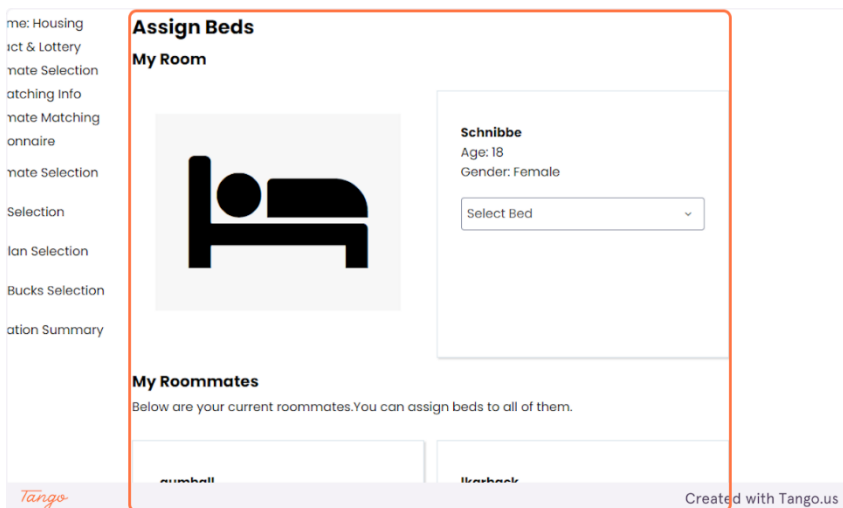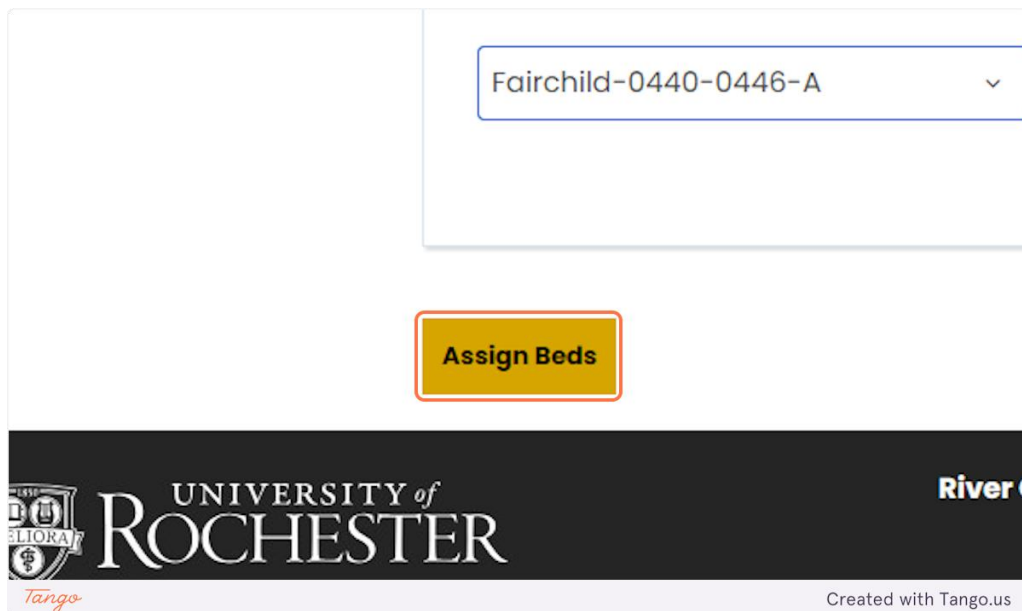
17. Select Fairchild-0440-0443-A

Here's an example of a room number that's been selected.

Ikarback
Age: 29
Gender: Unknown

Fairchild-0440-0443-A

18. Click on Assign Beds

Click on "assign beds" to complete your room selection. You did it!

Fairchild-0440-0446-A

Assign Beds

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19. Confirmation page

This page is a confirmation of where everyone in your group has been assigned.

20. Click on Save & Continue

21. Meal Plan Selection

The next page is the meal plan selection page. You can only select your own meal plan. Your suitemates will need to log in and select their own. Once students are assigned to a room they will automatically be directed to this page. They can do this the moment they are assigned, it is due by 11:59 pm on April 28th.

A Declining Plan

Residential Group 3: Meliora Unlimited Pass Plan, Blue Unlimited Pas
A Declining Plan, Option B Declining Plan, Option C Declining Plan

Residential Group 4: Meliora Unlimited Pass Plan, Blue Unlimited Pas
A Declining Plan, Option B Declining Plan, Option C Declining Plan, C

Fall 2024:

150 Pass Plan ⌄

Save & Continue

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Tango   Created with Tango.us

22. Click on Save & Continue

Fall 2024:

150 Pass Plan ⌄

Save & Continue

UNIVERSITY of ROCHESTER   **River Cam**

Tango   Created with Tango.us

23. Click on Rocky Bucks Selection…

URos is now called Rocky Bucks.

24. Select your amount from the drop down

25. Click on Save & Continue

Rocky Bucks Selection

Rocky Bucks Selection

Application Summary

Rocky Bucks Amount

Rocky Bucks $1000

Save & Continue

UNIVERSITY of ROCHESTER

River Cam

26. Application Summary

You are officially all set!

ation Summary

Application Summary

You have completed the housing lottery. Please save the below information for your records. You can log back in at anytime to view this information.

You started your application for Housing Lottery Contract 2024-2025 on 3/27/2024, have a room reservation for **Fairchild-0440-0441-A**, and have signed the contract as of 4/11/2024.

Booking Summary
Room: Fairchild-0440-0441-A
Room Type: Single In Suite
Location: Fairchild House
Floor: Fairchild-0440

Meal Plan Information:

For *Fall 2024* you have selected *150 Pass Plan*.

Bed	Occupant	Check In Date	Check Out Date	First Name	Last Name
Fairchild-0440-0441-A	Schnibbe	8/22/2024	5/17/2025	.Juliane	.Schnibbe