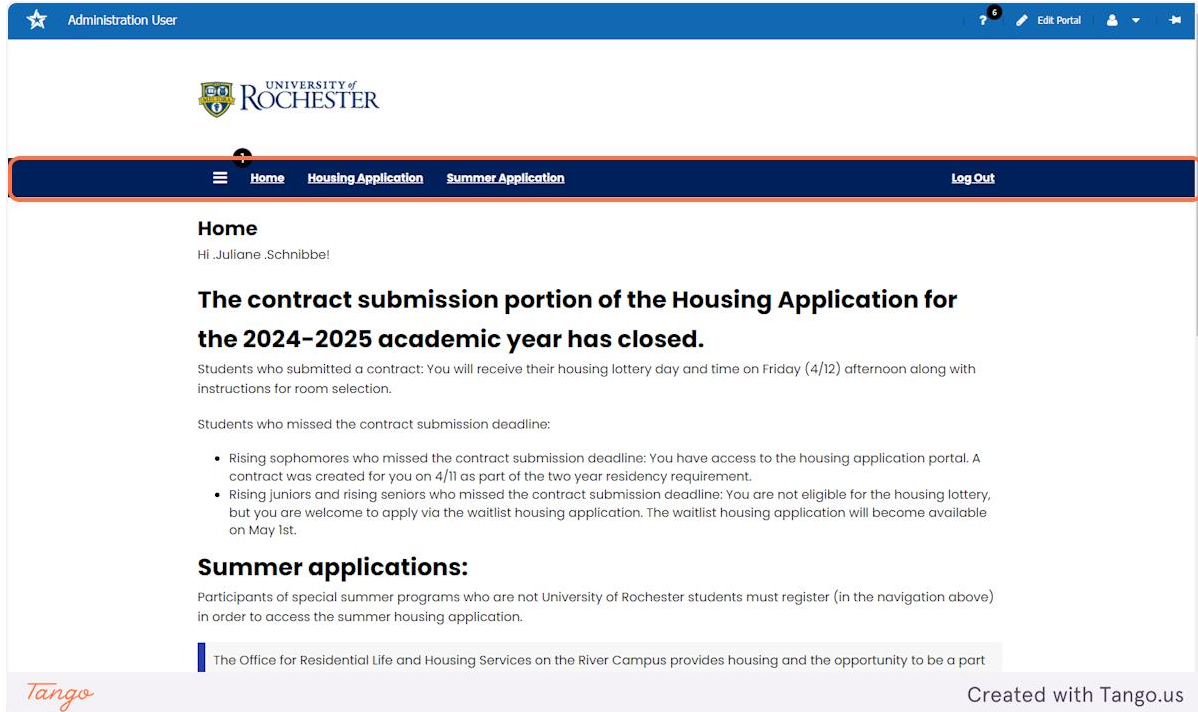


# Navigating the StarRez Portal for Room Selection- 5-6 person group

## 1. Home page

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



The screenshot shows the top navigation bar with a blue background. On the left, there is a star icon and the text "Administration User". On the right, there is a help icon, a notification icon with the number "6", and the text "Edit Portal". Below the navigation bar is the University of Rochester logo. The main content area has a dark blue navigation bar with three items: "Home", "Housing Application", and "Summer Application". The "Housing Application" item is highlighted with an orange border. To the right of this bar is a "Log Out" link. Below the navigation bar, the page content starts with "Home" and "Hi .Juliane .Schnibbe!". The main heading reads "The contract submission portion of the Housing Application for the 2024-2025 academic year has closed." Below this, there is a paragraph of text and a bulleted list of information for students who missed the deadline. At the bottom, there is a section for "Summer applications:" and a footer with the "Tango" logo and "Created with Tango.us".

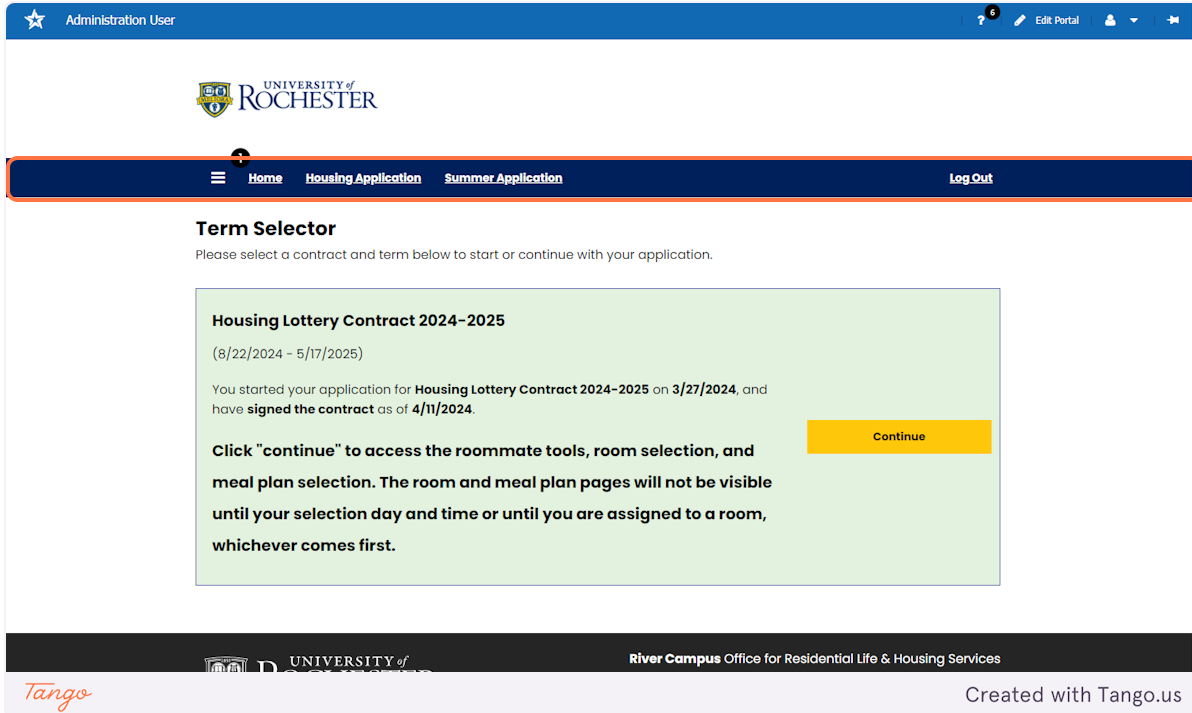
## 2. Click on Housing Application



This screenshot is a close-up of the navigation bar from the previous image. A red circle with the number "1" is placed over the "Housing Application" link, which is also enclosed in an orange rectangular box. The other elements of the navigation bar, including the "Home" and "Summer Application" links and the "Log Out" link, are visible but not highlighted.

### 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.

**Roommate Selection**

[Delete Group](#) [Search for Roommate](#) [Search for Roommate](#) [Suggest Roommates](#)

**Schnibbe (Group Leader)**  
Gender: Female  
Description: [View](#)

**Sean Watson**  
Gender: Neutral  
Description: [Remove](#) [Match](#) [Set](#) [View](#) [Remove](#)

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## 6. Click on Save & Continue

Gender: Unknown  
Description:

[Save & Continue](#)

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## 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.

The screenshot shows a web application interface for housing selection. At the top, there are navigation links for 'Housing Application' and 'Summer Application', and a 'Log Out' button. A sidebar on the left lists various application steps. The main content area is titled 'Initial Selection' and includes the text 'Staying between 08/22/2024 and 05/17/2025 for Term: Housing Lottery Contract 2024-2025'. Below this, there are four selection options, each with a yellow 'Select' button: 'Single', 'Single In Suite', 'Double', and 'Double in Suite'. The 'Single In Suite' button is highlighted with a red border.

## 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.

This screenshot is a close-up of the 'Initial Selection' page, focusing on the selection options. The 'Single In Suite' button is highlighted with a red border, indicating it has been selected. The other options, 'Single', 'Double', and 'Double in Suite', are visible but not selected.

## 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.

The screenshot shows the 'Room List' page with a sidebar on the left containing navigation links: 'Welcome: Housing Contract & Lottery', 'Roommate Selection and Matching Info', 'Roommate Matching Questionnaire', 'Roommate Selection', 'Room Selection', 'Plan Selection', 'Bucks Selection', and 'Registration Summary'. The main content area is titled 'Room List' and includes the text 'Staying between 08/22/2024 and 05/17/2025 for Term: Housing Lottery Contract 2024-2025'. Below this, there are three columns of room options, each with a photo of a building, a title, a location, and an 'Add To Cart' button. The filters on the left are: 'Room type' (Double, Double in Suite, Single, Single in Suite), 'Locations' (Anderson Tower, Chambers House, Fairchild House, Gale House, Kendrick Hall), 'Roommate classifications' (Filter to rooms matching all roommate classifications), and 'Attributes'.

me: Housing  
Contract & Lottery  
Roommate Selection  
and Matching Info  
Roommate Matching  
Questionnaire  
Roommate Selection  
Room Selection  
Plan Selection  
Bucks Selection  
Registration Summary

### Room List

Staying between 08/22/2024 and 05/17/2025 for Term: Housing Lottery Contract 2024-2025

- Double
- Double in Suite
- Single
- Single in Suite

#### Locations

- Anderson Tower
- Chambers House
- Fairchild House
- Gale House
- Kendrick Hall

#### Roommate classifications

- Filter to rooms matching all roommate classifications

#### Attributes

 <b>Anderson-0120-0121</b> 1 Anderson-0120 Anderson Tower River Campus <a href="#">Show Room Info</a> <b>Add To Cart</b>	 <b>Anderson-0120-0122</b> 1 Anderson-0120 Anderson Tower River Campus <a href="#">Show Room Info</a> <b>Add To Cart</b>	 <b>Anderson-0120-0123</b> 1 Anderson-0120 Anderson Tower River Campus <a href="#">Show Room Info</a> <b>Add To Cart</b>
---	---	---

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## 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.

This screenshot is similar to the previous one but highlights the 'Double in Suite' option in the filters. The 'Roommate Selection and Matching Info' step in the sidebar is now marked with a green checkmark. The 'Double in Suite' checkbox is highlighted with a yellow background and a red border.

Welcome: Housing Contract & Lottery  
Roommate Selection and Matching Info  
Roommate Matching Questionnaire  
Roommate Selection  
Room Selection

### Room List

Staying between 08/22/2024 and 05/17/2025 for Term: Housing Lottery Contract 2024-2025

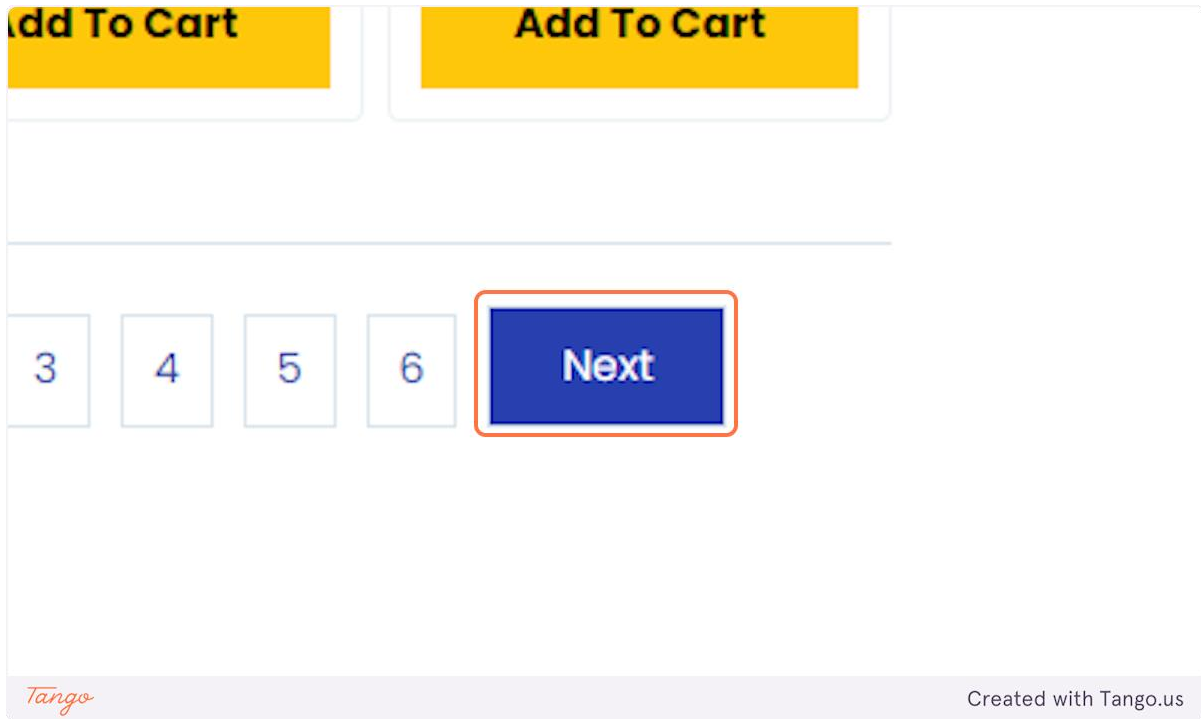
- Double
- Double in Suite
- Single
- Single in Suite

#### Locations

--

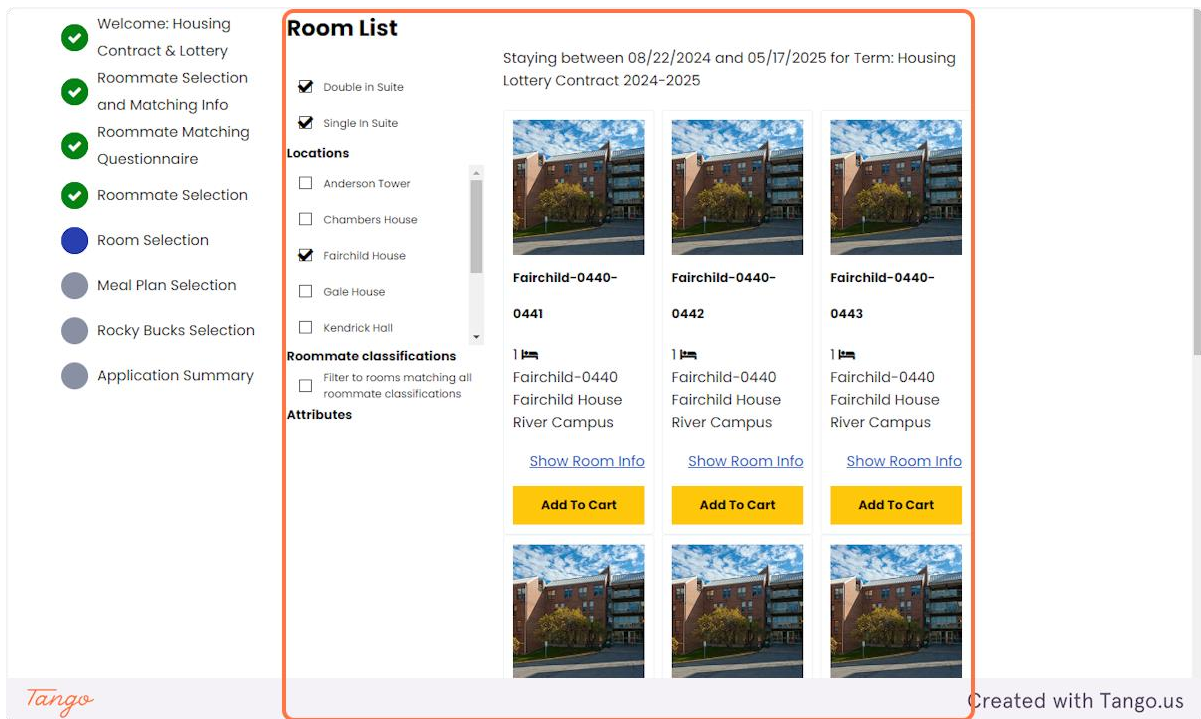
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## 11. Click on Next to see more options



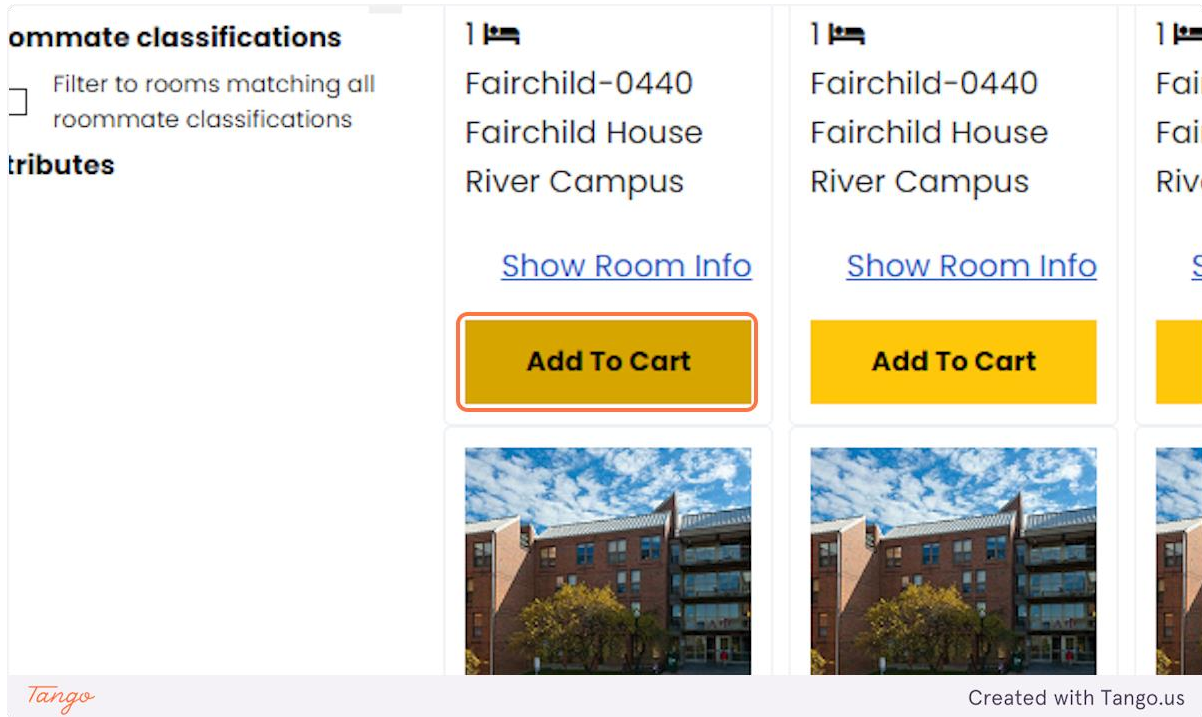
## 12. Room List

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



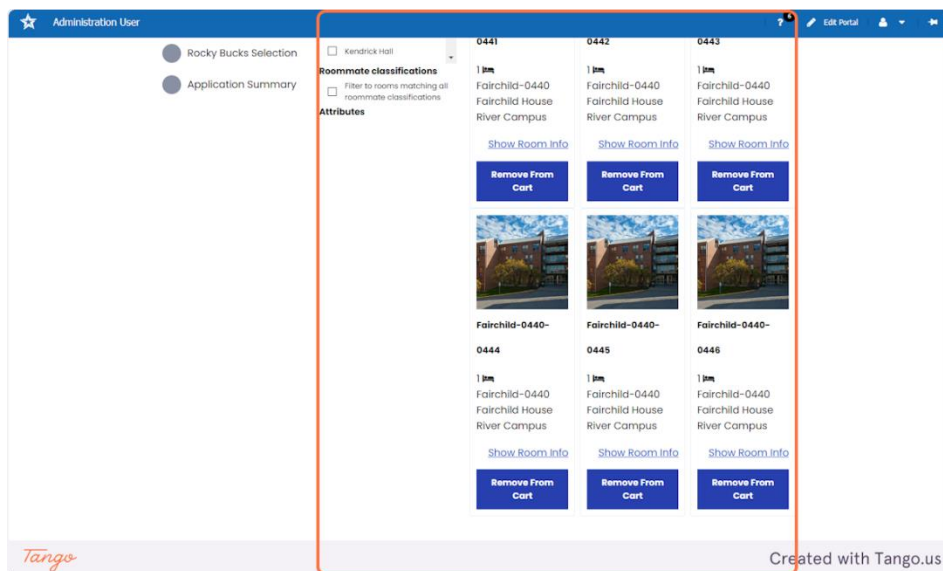
### 13. Click on Add Fairchild-0440-0441 To Cart

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

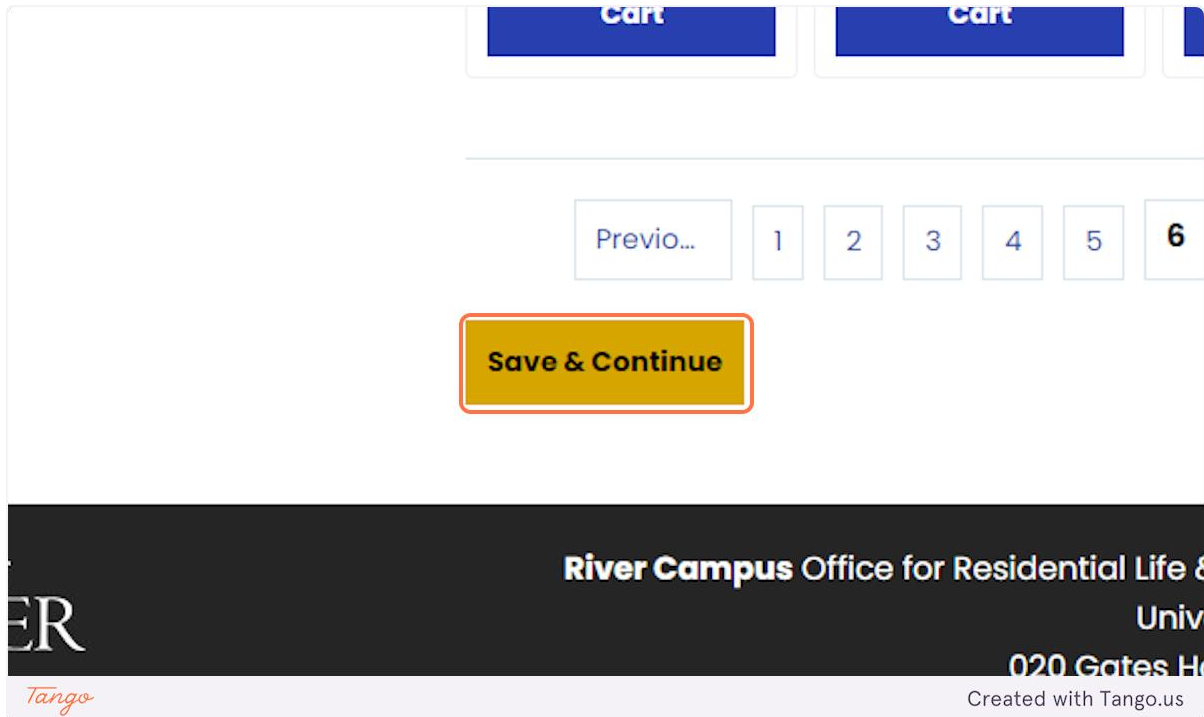


### 14. Suite selected

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



## 15. Click on Save & Continue

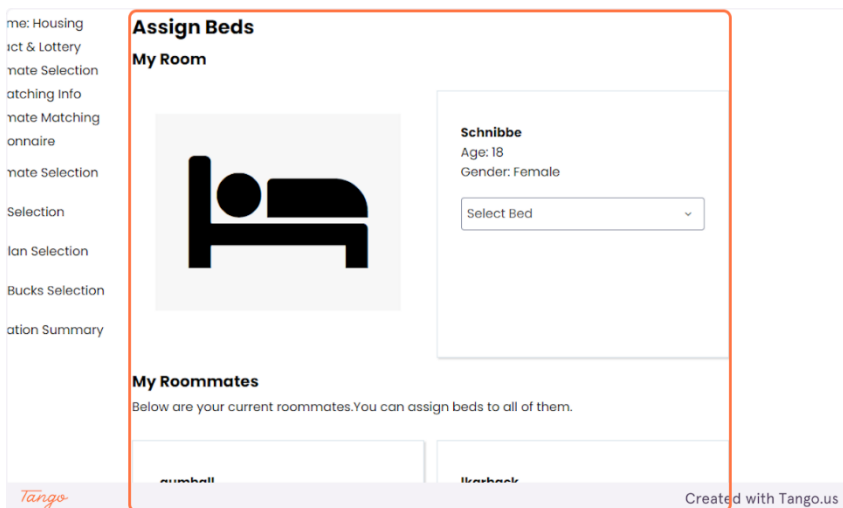


## 16. Assign Beds

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.

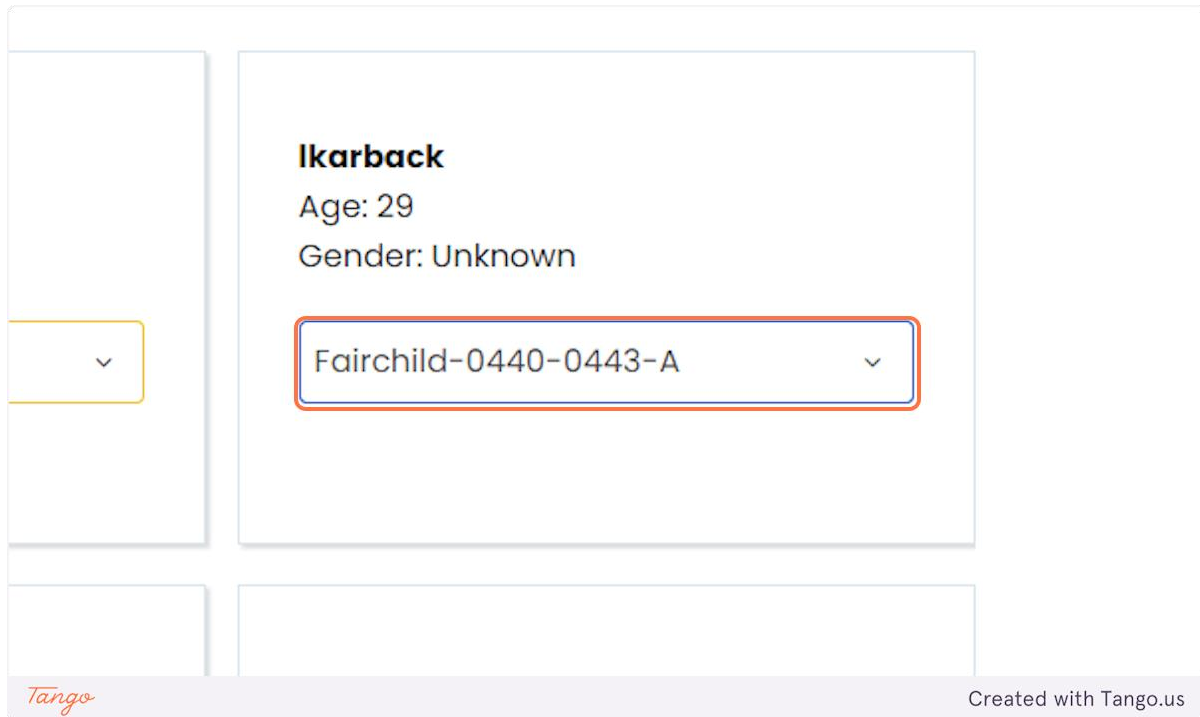
Note: for doubles there's no difference between a and b, it is simply the room coding to show it is a double room.





## 17. Select Fairchild-0440-0443-A

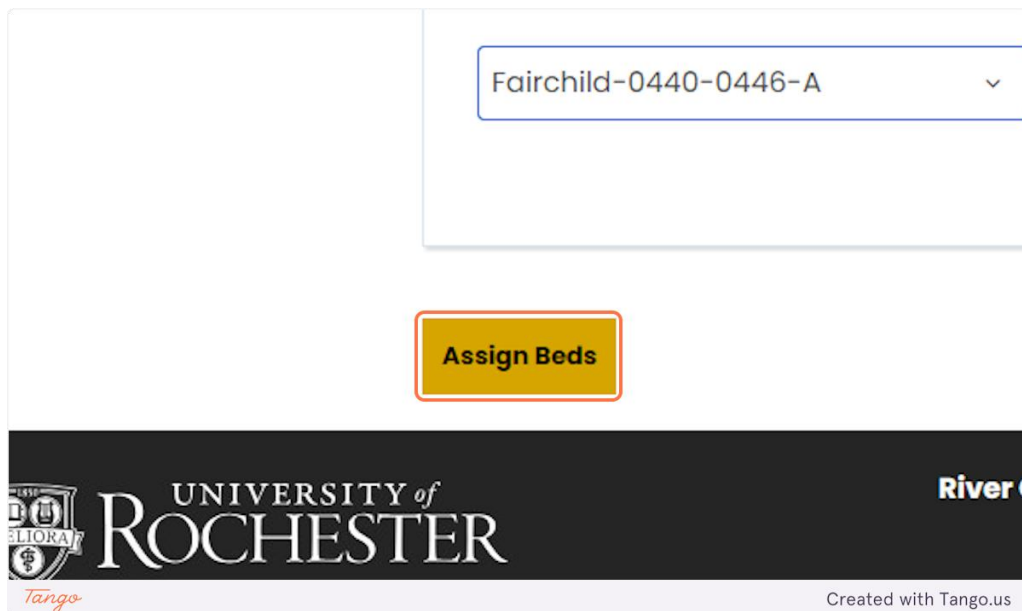
Here's an example of a room number that's been selected.



A screenshot of a web form. On the left, there is a vertical sidebar with a dropdown menu showing a downward arrow. The main content area displays the name "Ikarback", "Age: 29", and "Gender: Unknown". Below this, a dropdown menu is open, showing the selected room number "Fairchild-0440-0443-A" with a downward arrow. The dropdown menu is highlighted with a red border. At the bottom of the form, there is a footer with the "Tango" logo on the left and the text "Created with Tango.us" on the right.

## 18. Click on Assign Beds

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



A screenshot of a web form. At the top right, there is a dropdown menu showing the selected room number "Fairchild-0440-0446-A" with a downward arrow. Below this, there is a prominent yellow button with the text "Assign Beds" in black. At the bottom of the form, there is a footer with the University of Rochester logo on the left, the text "UNIVERSITY of ROCHESTER" in the center, and "River C" on the right. The footer also includes the "Tango" logo on the left and the text "Created with Tango.us" on the right.

## 19. Confirmation page

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

The screenshot shows the University of Rochester housing application interface. The top navigation bar includes 'Home', 'Housing Application', and 'Summer Application'. A sidebar on the left lists application steps: Welcome: Housing, Contract & Lottery, Roommate Selection and Matching Info, Roommate Matching Questionnaire, Roommate Selection, Room Selection, Meal Plan Selection, Rocky Bucks Selection, and Application Summary. The main content area is titled 'Confirmation' and lists six groups with their assigned members:

- Fairchild-0440-0441, Fairchild-0440, Fairchild House**  
1. Fairchild-0440-0441-A: Schnibbe
- Fairchild-0440-0442, Fairchild-0440, Fairchild House**  
1. Fairchild-0440-0442-A: :gumball
- Fairchild-0440-0443, Fairchild-0440, Fairchild House**  
1. Fairchild-0440-0443-A: lkarback
- Fairchild-0440-0444, Fairchild-0440, Fairchild House**  
1. Fairchild-0440-0444-A: Pettinato
- Fairchild-0440-0445, Fairchild-0440, Fairchild House**  
1. Fairchild-0440-0445-A: Sean Watson
- Fairchild-0440-0446, Fairchild-0440, Fairchild House**  
1. Fairchild-0440-0446-A: Taylor.Hanson

The page is branded with 'Tango' and 'Created with Tango.us'.

## 20. Click on Save & Continue

This screenshot shows a close-up of the confirmation page content. It displays the following text:

1. Fairchild-0440-0445-A: Sean Watson

---

**Fairchild-0440-0446, Fairchild-0440, Fairchild House**

1. Fairchild-0440-0446-A: Taylor.Hanson

Below the text is a prominent yellow button with the text **Save & Continue**.

The bottom of the page features the University of Rochester logo and the text 'UNIVERSITY of ROCHESTER' and 'River Cam'. The page is branded with 'Tango' and 'Created with Tango.us'.

## 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 Pass Plan, A Declining Plan, Option B Declining Plan, Option C Declining Plan

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

Fall 2024:

150 Pass Plan

**Save & Continue**

 UNIVERSITY of  
*Tango*

**River Campus Office for Resid**


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## 22. Click on Save & Continue

Fall 2024:

150 Pass Plan

**Save & Continue**

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**ROCHESTER**

**River Cam**

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## 23. Click on Rocky Bucks Selection...

URos is now called Rocky Bucks.

Administration User

UNIVERSITY of ROCHESTER

Home Housing Application Summer Application Log Out

Rocky Bucks Selection Rocky Bucks Selection

Rocky Bucks Amount

Application Summary

Save & Continue

UNIVERSITY of ROCHESTER

River Campus Office for Residential Life & Housing Services  
University of Rochester  
020 Gates Hall, P.O. Box 270468  
Rochester, New York 14627-0468  
Phone: (585) 275-3166

Eastman Office for Residential Life  
100 Gibbs Street  
Rochester, New York 14627-0468  
Phone: (585) 274-1106

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## 24. Select your amount from the drop down

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Home Housing Application Summer Application Log Out

Rocky Bucks Selection Rocky Bucks Selection

Rocky Bucks Amount

Application Summary

Rocky Bucks \$1000

Save & Continue

UNIVERSITY of ROCHESTER

River Campus Office for Residential Life & Housing Services  
University of Rochester  
020 Gates Hall, P.O. Box 270468  
Rochester, New York 14627-0468  
Phone: (585) 275-3166

Eastman Office for Residential Life  
100 Gibbs Street  
Rochester, New York 14627-0468  
Phone: (585) 274-1106

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## 25. Click on Save & Continue


Rocky Bucks Selection

Application Summary

Rocky Bucks Amount

Rocky Bucks \$1000

**Save & Continue**

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## 26. Application Summary

You are officially all set!

Application 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 *ISO 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

*Tango* Created with Tango.us