



RIT HOUSING

Home of

Thinkers
Makers
Doers

What is Room Selection?

Room Selection is the process that you participate in to self-select your housing and roommate(s) for the **2022 – 2023 academic year**



Who Can Participate In Room Selection?

- Students who currently live in:
 - Residence Halls
 - Global Village
 - Greek Circle
- Students previously living in non-RIT housing, on co-op, or studying abroad
- Students who did not renew their current room in RIT Inn, Perkins Green, Riverknoll, 175 Jefferson or University Commons during Housing Renewal

**Secure your RIT housing
for the 2022-2023
academic year.**

Participate in Current Student Room Selection

Sign up at myLife.rit.edu

For students living in Residence Halls, Global Village,
or Greek Circle and anyone who did not renew.

Jan. 24–30, 2022 | Complete contracts
and form roommate groups.

Feb. 3, 2022 | Appointment times emailed.

Feb. 7–18, 2022 | Select your room.

**rit.edu/housing for details
@RITHousing**

Current Student Room Selection



RIT | Housing

Your To Do List

January 24 - 30

Contracts and roommate groups

myLife.rit.edu

- Between January 24-30 go to mylife.rit.edu and complete your 2022-2023 RIT housing contract
- Decide if you will search for housing as an individual or with a roommate(s).
- Decide who your group leader will be
- Between January 24-30 form your roommate group in the myLife portal*

Group Leader

- The student who creates the roommate group and the **group name** is the Group Leader
- The Group Leader can invite students to join their roommate group
- As the Group Leader you will share with your preferred roommates the name of your roommate group

The screenshot displays the 'myRoommates' application interface. On the left, a sidebar menu lists several options: Application, Missing Person, Profile, Contract - Under 18, Room Preferences, and Next Steps, each preceded by a checkmark icon. The main content area is titled 'myRoommates' and features a 'Not in a Group' message. This message informs the user that they are not a member of any roommate groups and provides instructions on how to create a group, join an existing group, or proceed as an individual. Below the message, there is a form field for 'Group Name' with a red warning label 'Not usually visible due to rules.' and a 'CREATE GROUP' button, which is circled in blue and pointed to by an arrow. To the right of the 'CREATE GROUP' button, there are links for 'Join Group', 'Search for Roommates by Personal Details', and 'Search for Roommates by Profiles'. At the bottom of the form, there is an 'Admin Notes' section with a red warning label 'Not usually visible due to rules.' and a 'SAVE & CONTINUE' button.

Not the group leader / not in a group

- Students can **Join Group** after they have completed their 2022-2023 housing contract. They will need a password from their group leader.
- Students not in a group can search for roommates by personal details
- Students not in a group can search for roommates by profiles

The screenshot shows the 'myRoommates' web application interface. On the left is a vertical sidebar with a list of steps: Application, Missing Person, Profile, Contract - Under 18, Room Preferences, and Next Steps, each preceded by a checkmark icon. The main content area has a dark header with the text 'myRoommates' and a 'Log Out' link in the top right corner. Below the header, a grey box titled 'Not In a Group' contains the following text: 'You are not a member of any roommate groups.', 'If you are the group leader create a group.', 'If you know of a group you would like to join, you can click join group.', and 'If you wish to go through housing selection as an individual, without a group, click Save & Continue to skip the step of creating or joining a group.' Below this, there is a form field for '**Group Name: **' with a red error message 'Not usually visible due to rules.' to its right. A black button labeled 'CREATE GROUP' is positioned below the group name field. To the right of the 'CREATE GROUP' button, a blue oval highlights a link that says 'Join Group Search for Roommates by Personal Details Search for Roommates by Profiles'. Below this, another red error message 'Not usually visible due to rules.' is visible. At the bottom of the main content area is a grey box titled 'Admin Notes' with the text: 'take off read only after complete rule at beginning of process add in pages to view for search for group, join a group, create a group'. At the very bottom of the page is an orange button labeled 'SAVE & CONTINUE'.

Your To Do List

February 3rd – 7th

Appointment times to self select housing emailed

- Check your email on February 3rd to confirm you have received an appointment time to self-select
- Explore and compare all of RIT housing
- rit.edu/housing and click on Comparison Tool.



Comparison Tool

Upper-Class Housing



Perkins Green



Riverknoll



RIT Inn



Global Village



University Commons



Residence Halls

Amenities



Unlimited Wifi



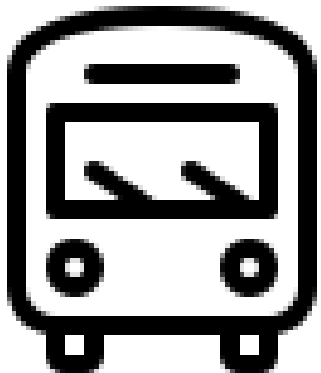
Tiger T.V.



Laundry



Comparison Tool



Shuttle



Swipe Access



Public Safety

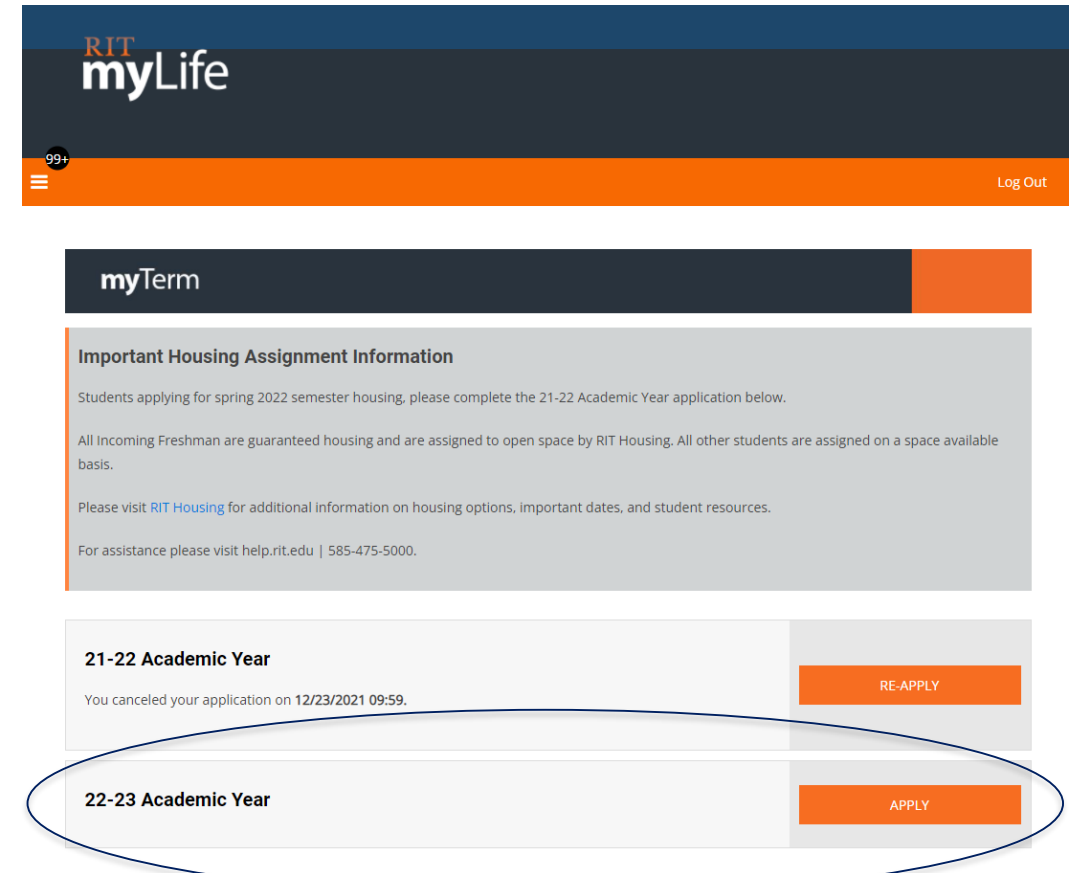
Your To Do List

- On your appointment day and time, return to the myLife portal
- **Room Selection** will be on the left menu bar



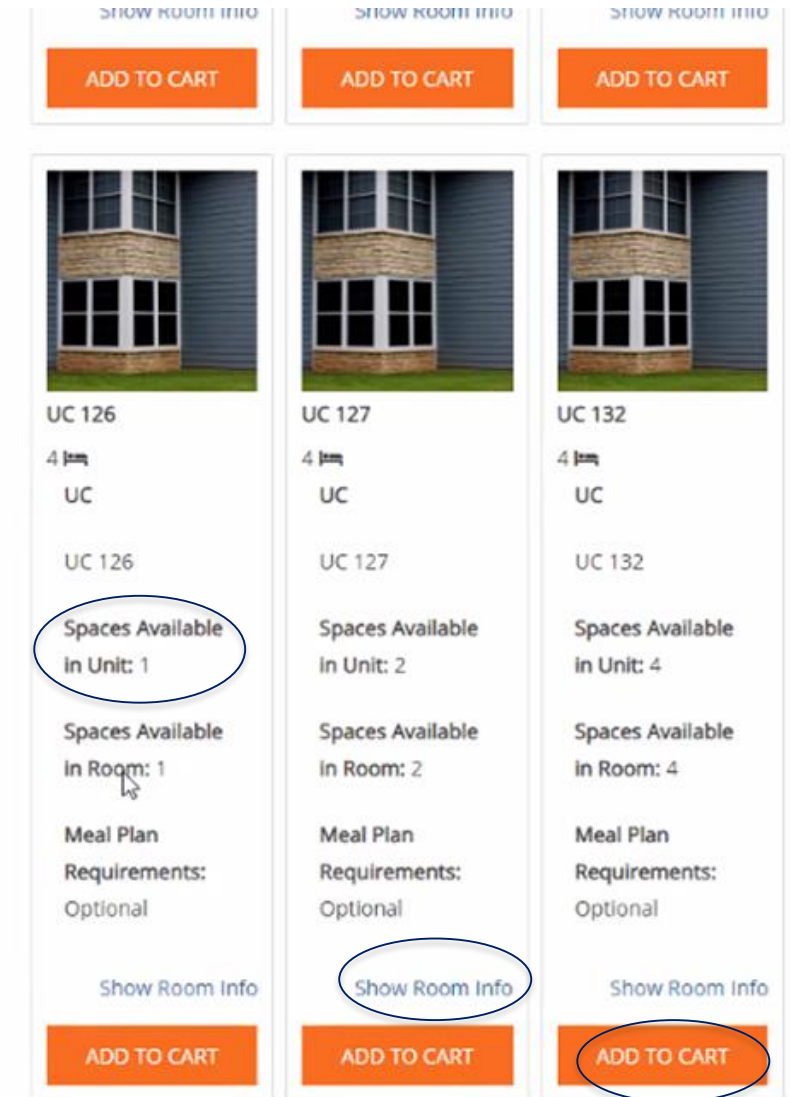
Make a Room Selection and Add to Cart

- **Select Room Selection.**
- You have the option to filter by Locations or Floor/Suites.
- A list of available bed spaces will populate and you may pick up to 5 different selections to add to your cart.
- There is a 5 minute time limit on items in your cart. You can add/remove selections from your cart.



Make a Room Selection and Add to Cart

- Search by location: (University Commons)
- 4 bed = 4 total beds in that apartment
- Spaces Available = open spaces out of the total spaces in that apartment
- Show room info = click link to see information on students who have already been assigned to this space
- ADD TO CART = this is similar to adding to your Amazon cart – you have not completed the transaction yet. Your selection will stay in your cart for 5 minutes.



Groups



- Group Leaders – you can assign yourself and your group into a room.
- Members of a group – you can let your chosen group leader assign you into a room. You can also decide to assign yourself. If you decide to assign yourself, you will go as an individual. Your group will no longer be linked.
- Students not in a roommate group – you will assign yourself as an individual to a space.

Select a Bed

- A group leader or individual will choose the bed spaces to assign in a room/suite/apartment.
- Select Bed option – select this box is to assign a bed to yourself.
- Select for Roommate option – select this box is to assign your roommate(s).
- You will be asked to re-confirm the bed space assignments on another page. The orange Make Room Assignments button must be clicked in order for the assignment(s) to be finalized.

The screenshot displays the 'myRoom Selection' interface. At the top, there is a dark blue header with an orange bar containing a shopping cart icon, the time '01:50', and a 'Log Out' link. Below the header, a dark blue bar with the text 'myRoom Selection' is visible. A message states: 'Choose the bed spaces to assign. You will need to confirm the bed space assignments on the next page.'

On the left, there is a large orange square with a black icon of a person lying in a bed. Below this square is an orange button labeled 'SELECT BED SPACES' circled in blue.

On the right, a user profile box shows the name 'rjsrla1234', 'Age: 18', and 'Gender: Male'. Below the profile is a 'Select Bed' dropdown menu. The dropdown is open, showing a list of bed spaces:

- Select Bed
- Select Bed
- GV 403 2010 E (2 total spaces, 1 available, 1 unavailable)
- GV 403 2010 E-2
- PG 229-C BEDROOM 1 (1 total spaces, 1 available, 0 unavailable)
- Perkins 229-C BEDROOM 1-1

Finalizing your Room Selection

- Must click on “make room assignments” to finalize your selection

The screenshot shows a web interface for room selection. At the top, there is a dark blue header with a shopping cart icon, the time '03:36', and a 'Log Out' link. Below the header is an orange bar with a hamburger menu icon and a '30' badge. The main content area has a dark blue sidebar on the left with a progress bar and a list of steps: Application, Missing Person, Profile, Contract - Under 18, Room Preferences, and Next Steps. The main content area has a dark blue header with 'myRoom Selection' and a progress bar. Below this, there is a message: 'Please review the bed assignments below. Once you select Make Room Assignments the assignments will be finalized.' followed by 'Baker C 1037' and 'Bed Assignments 1. Baker C 1037-1: rjsrla1234'. At the bottom, there are two buttons: 'GO BACK' and 'MAKE ROOM ASSIGNMENTS'. The 'MAKE ROOM ASSIGNMENTS' button is circled in blue.

30

myRoom Selection

Please review the bed assignments below. Once you select Make Room Assignments the assignments will be finalized.

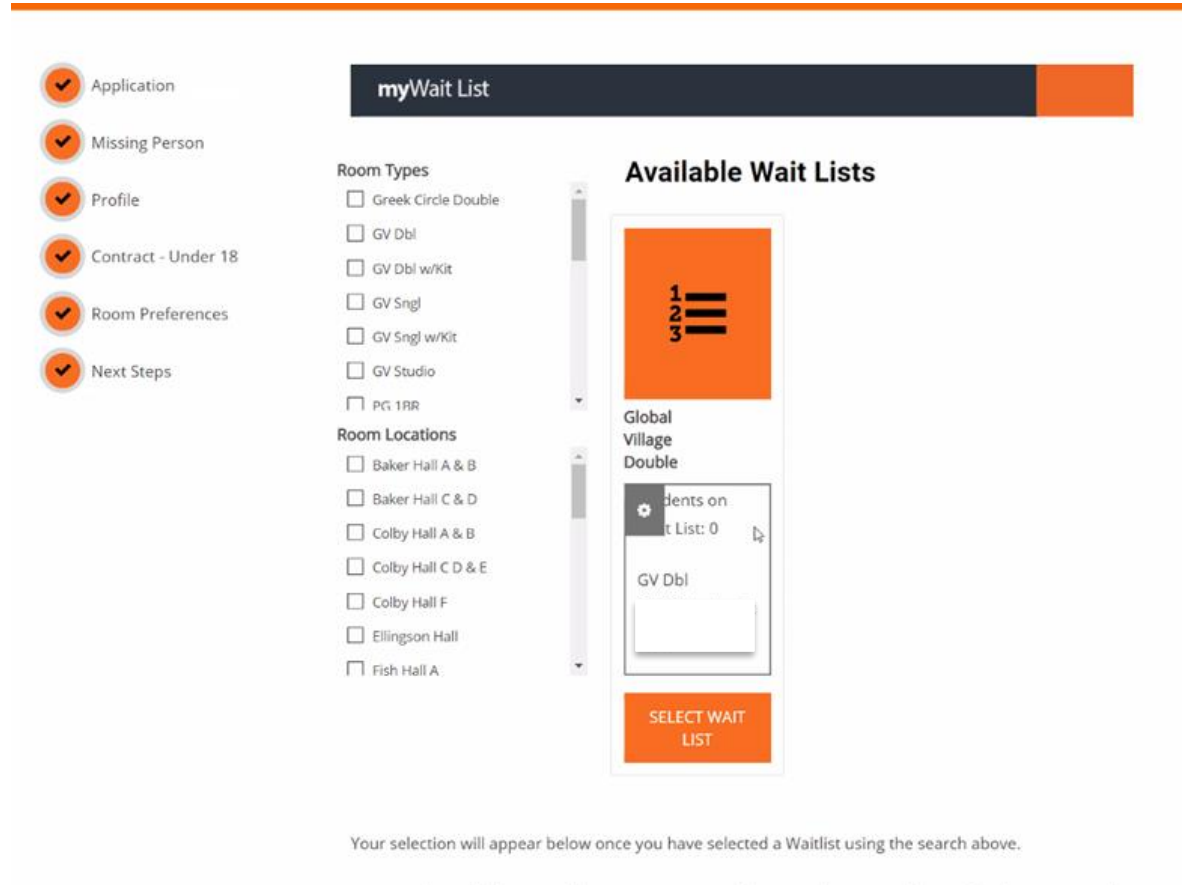
Baker C 1037

Bed Assignments 1. Baker C 1037-1: rjsrla1234

GO BACK MAKE ROOM ASSIGNMENTS

Placing Yourself on a Waitlist

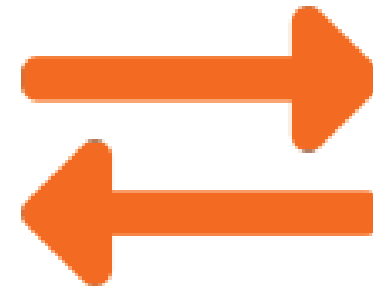
- If you do not see the type of housing you are looking for, you may choose to place yourself on a waitlist.
- You can sign up for up to 5 different waitlists.
- Waitlist are assigned as they become available



The screenshot displays the 'myWait List' application interface. On the left, a vertical sidebar contains a progress indicator with six steps: Application, Missing Person, Profile, Contract - Under 18, Room Preferences, and Next Steps, each marked with a checkmark. The main content area is titled 'myWait List' and features two sections: 'Room Types' and 'Room Locations'. The 'Room Types' section lists options such as Greek Circle Double, GV Dbl, GV Dbl w/Kit, GV Sngl, GV Sngl w/Kit, GV Studio, and PG 1RR. The 'Room Locations' section lists options such as Baker Hall A & B, Baker Hall C & D, Colby Hall A & B, Colby Hall C D & E, Colby Hall F, Ellingson Hall, and Fish Hall A. To the right of these sections is a 'Available Wait Lists' panel. This panel shows a list of available waitlists, including 'Global Village Double'. A search bar is present, and a 'SELECT WAIT LIST' button is at the bottom. Below the waitlist selection, a message states: 'Your selection will appear below once you have selected a Waitlist using the search above.'

Swap a Room

- There is an option to change your assignment during the room selection process
- The last day to change your assignment will be February 18th, 2022.
- This is done on an individual basis
- Navigate to NEXT STEPS
- Select – ROOM SWAP



Tips and Tricks



- All vacant apartments are co-ed
- The earliest time to view open spaces is on the date and time of your appointment.
- If a group of students cannot find a specific space they are looking to assign themselves, you have the following options:
 1. You can choose to split up your group and find space available for less students or by yourself. For example a group of four students can split into two groups of two and try to find vacant spaces together. *If you decide to take this route, each student must assign themselves to a space. The group leader no longer has the ability to assign every student.
 2. Each student can place themselves on a waitlist.

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- rit.edu/housing
- @RITHousing

RIT Service Center

- help.rit.edu
- 585-475-5000

