



BRIDGEWATER
STATE UNIVERSITY

RESIDENCE

LIFE &

HOUSING

Bridgewater State University

Room Selection Process

Fall 2018

Step 1: Log into MyHousing, the link to which can be found [here](#).

- a. Your Student ID is also known as your Banner ID number. It starts with 00 and is 8 digits long.**
- b. Unless you have reset your pin from your original log-in, your pin number is set as your birthday and has six characters. Please use a 2-digit month, 2-digit day, 2-digit year. For example if your birthday is January 1, 1998 it would read: 010198.**

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Please login to Housing Self-Service using your Student ID and PIN.

Student ID:

PIN:

Campus:

Login

NOTICE: If you are having trouble logging in, please contact the housing department for further assistance.

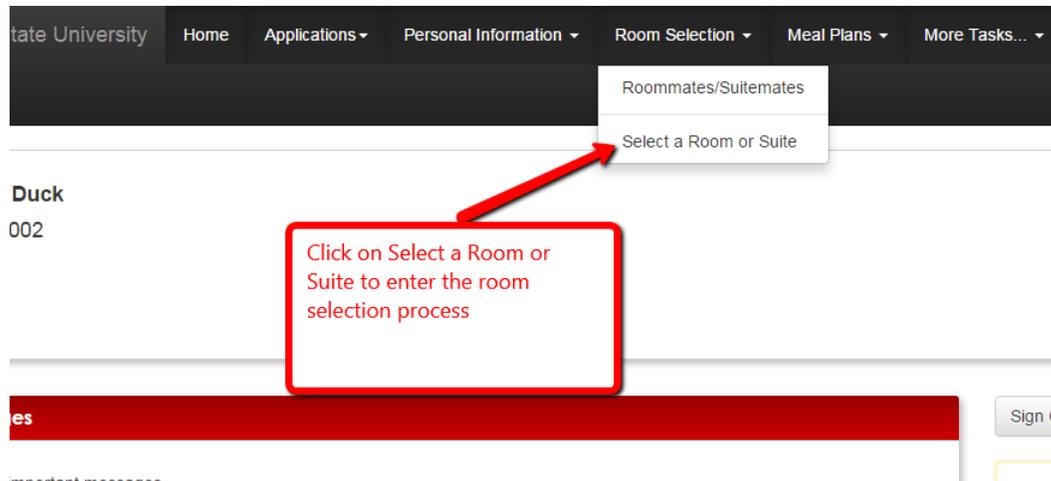
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IF YOU INTEND TO FORM A ROOMMATE GROUP PLEASE MAKE SURE THAT YOUR ROOMMATE GROUP IS FULLY FORMED BEFORE GOING ANY FURTHER. ALL ROOMMATE REQUESTS MUST BE MUTUAL IN ORDER FOR THE GROUP TO BE FULLY FORMED.

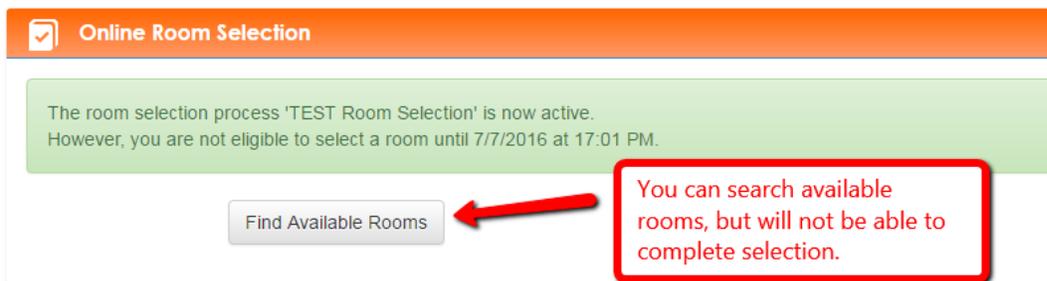
Once the group is fully formed, only the person with the earliest selection time will complete the following steps and select housing for their group members. Remaining group members DO NOT need to take any additional steps after accepting the invitation of each group member.

Step 2: Once you have logged into MyHousing, at the top of the page, you will find a menu. Please select Room Selection. A drop down menu will appear and click on Select a Room or Suite.

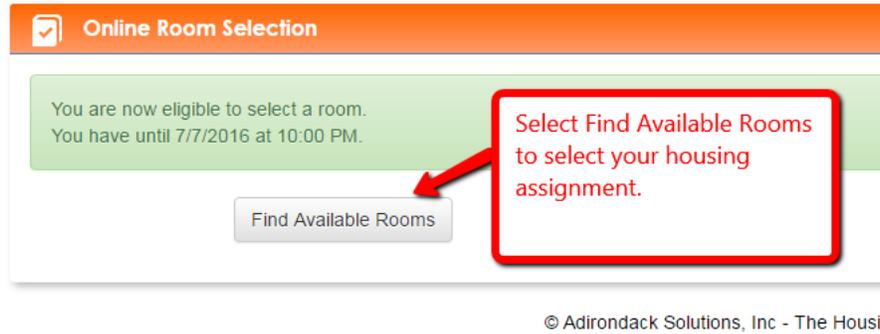


Step 3: You will then see one of two possible messages:

Message 1: If you are entering *before* your selection time has arrived, you will see a message reminding you of your housing selection time. This option will allow you to view available rooms, but will NOT allow you to complete selection.

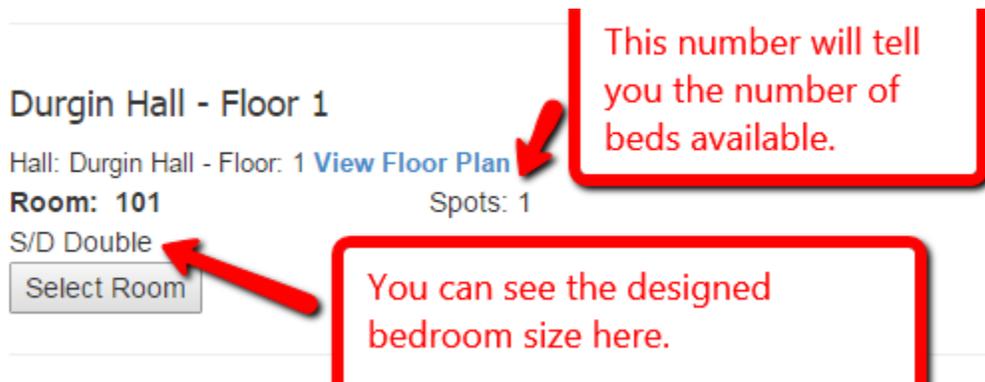


Message 2: If your selection time has come or passed, you will see a message allowing you to complete selection.



Step 4: Scroll through the list of available rooms. You will be able to see the building, the designed space, and the number of beds available.

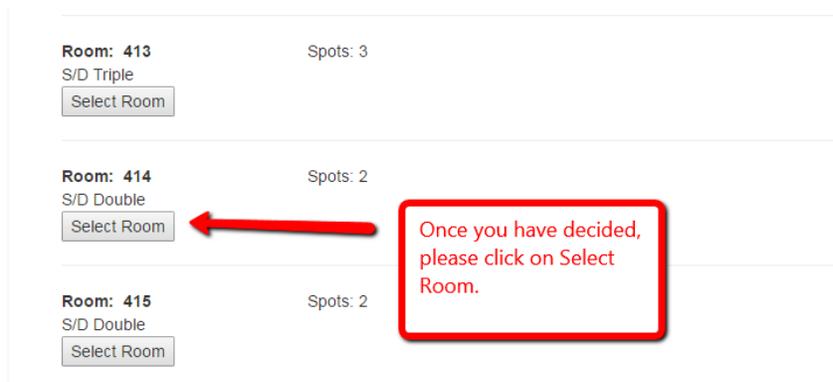
For example: You can see below that while Durgin 101 is designed as a double bedroom, there is only one space available. This means that another student has already selected a bed in that space.



You can also view the floor plans of the building by selecting the View Floor Plan link.

You will ONLY see rooms that will accommodate your group size. For example a 4 person group will only see suites or rooms that can accommodate at least 4 people. You will not see any doubles or triples, since that size room will not accommodate their group.

Step 5: Once you have decided on the room you would like to select, click on the Select Room button.



Step 6: You will be brought to a Room Booking/Confirmation page.

Room Booking

You have selected the room: **Shea Hall 412**

Below, please make the room assignments for you and your roommates (if you have any). Select from the drop down menus to assign.

- Be sure not to assign the same person more than once.
- If you wish to leave a space open in the room, select <Leave Empty> from the drop down.

Shea Hall

412 bed 1	Mary Contrary
412 bed 2	Daisy Duck
412 bed 3	<Leave Empty>

Are you sure that this is correct (you will not be able to change this yourself)?

If so, you may submit room booking now...

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Callout 1: You will be able to confirm the room assignment here. (Points to 412 bed 1)

Callout 2: Your group members will all be listed here. If any group member is not appearing, your group is not fully formed. (Points to the list of names)

Callout 3: ROOM SELECTIONS ARE NOT COMPLETE UNTIL YOU SELECT: I Agree-Submit My Room Selection. (Points to the submit button)

You will be able to do the follow:

- 1. Confirm the room that you selected.**
- 2. Confirm that all of your group members are listed. IF YOU DO NOT SEE ONE OF YOUR DESIRED ROOMMATES, YOUR GROUP IS NOT FULLY FORMED. PLEASE DO NOT SELECT THE I Agree button UNTIL YOU SEE ALL OF YOUR GROUP MEMBERS.**
- 3. Finalize your selection by clicking on the I Agree- Submit My Room Selection button.**

Step 7: You will then see a confirmation page come up.

Save Room Assignment

Congratulations! Your room selection process is complete!

Your room assignment has been saved.

You and your roommates will receive a confirmation e-mail shortly.

Callout: You will see a confirmation page come up. (Points to the confirmation message)

Some things to remember:

- 1. You will only view rooms that are included in your selection process.**
- 2. The student with the earliest selection time is the group leader. Only the group leader will complete room selection after the group is fully formed.**
- 3. ALL SELECTIONS ARE FINAL. Room selection is an ongoing process and we are unable to make changes while the process is open. Once the entire selection process has ended, students will be able to submit a request for a change, which will be granted on a space available basis.**

If you have any questions, problems or concerns during this process, please do not hesitate to contact the Office of Residence Life and Housing, and we will be happy to assist you.

reslife@bridgew.edu

508-531-1277

DiNardo 100