Fall 2016-Spring 2017 Returning Residents General Room Selection Process

!!IMPORTANT!!

By participating in this process you are agreeing to the terms & conditions of the Residence License and Dining Agreement Academic Year 2016-2017

Residence License and Dining Agreement Academic Year 2016-2017

Recommendations

Use a display resolution of at least 1280 x1024. Although both Internet Explorer Version 9 or higher and Firefox Version 8 or higher are supported for the PC, we recommend Firefox. Firefox is the only supported browser for the Mac. Be sure that JavaScript is enabled on the browser and the pop-up blocker is turned off. Maximize all new windows for best viewing.

Main Access Page

Connect to RMS (Residential Management System) using a supported browser: https://rms.montclair.edu

☑ Click on the 'Click Here to Begin' hyperlink.

This pop-up may or may not appear depending on your browser version – click Yes – this does not affect the system processes.
Login Screen

Enter your Net ID (this is the first part of your email address before the @ symbol) and password. Click Continue.

Main Menu – Welcome Page

Your name will appear after the word “Welcome” as validation of successful Login.
Did you complete your license agreement?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to page 11 for room selection</td>
<td>Follow the steps to accept the license agreement</td>
</tr>
</tbody>
</table>

**Note.** If you have not already completed the license agreement, you must accept the online license before retaining your space.

**Online License Acceptance**

- Click **Fall 2016 – Spring 2017 License Agreement** link.

- Click **Sign my license and select preferences** link.
To continue, click **Next Step**

**Residence License and Dining Agreement**

Click the **Email** link to send a copy of the license agreement to your MSU email address or to another email account. You may also download a copy of the agreement.
A. GENERAL HOUSING TERMS AND CONDITIONS

I Agree to the terms and conditions of this Contract.

CWID: 91919191

I Agree

Click Next Step below to continue.

Enter your CWID.
Click the **I Agree** link to continue the license agreement process. If you do not want housing, select Cancel to return to the main menu.

Click the **OK** button to accept the license agreement.

The next popup confirms that you have completed the license agreement process.

Click the **OK** button.
To continue, click **Next Step**

**Instructions for Students under the age of 18**

If you are under the age of 18 you will need a parent or guardian to co-sign the Residence License and Dining Agreement.

Enter the **co-signer's email address** in Co-signature Email 1.

*Students Under 18 - Do not enter your MSU email address in the co-signer textbox. Enter your parent or guardian's email address.*
Note. If you are 18 or older, Co-signature Email 1 will **not** appear on the page.

Click the **I Agree** link. The popup below will appear.

Click **OK** to accept the license agreement.
If you are using Firefox, click the box to Prevent this page from creating additional dialogues.

The following email will be sent to the co-signer:

Dear Parent or Guardian,

Your Co-signature on the Residence License and Dining Agreement is required to complete the housing application process for your student Claire Test who is under the age of 18.

Co-signer Code: 991A5Q7S

Co-signer Link: https://mps.montclair.edu/1431559/CoSign?h=RF%F0c6BR4QBo%2FqOqGyc68g3D6uH2oaEick9CeSt2bwPC%2h13d%32VmcJgi6l07cWUuJc%2FyWwvclFkV1Z16%30%3d

When you receive the confirmation code email click the link.

The following page will display. Enter the Confirmation Code and click the Submit button.

A confirmation message will appear:

Your confirmation code was recorded on 03/14/2015 08:31:49 PM and this Residence License and Dining Agreement is complete.
The lifestyle preferences section includes a list of statements that are used to display roommate information during room selection. Use the radio buttons to respond to each statement.

Click **Next step** to continue.

**Special Interest Housing Preferences**

Students who are interested in the following communities will be subject to approval and are able to select a room for themselves:

- College of Science and Math Living Community (CSAM)
- Honors Living Community
- Arts Interdisciplinary

Only students who are members of the same learning community may live together.

Use the drop down menu below to indicate a Learning Community preference or leave it blank and continue.

If you are interested in one of the following living communities, please select it in the drop list box.

- Honors Living Community
- College of Math and Sciences Community
- Arts Interdisciplinary Living Community

Click **Finish** to complete the process. The following message will appear:

Thank you for successfully completing this housing process.
Room Selection

☑ Click the Room Selection link.
☑ Click Select my bed space and roommates link.

The next page will display the buildings you are eligible to live in. Building eligibility is determined by number of credits:

50+ Village
30+ Hawk Crossings
24+ Sinatra
<24 Main campus

If you plan to pull-in roommates, each potential roommate must also be eligible to live in the building.

If you change your mind and want to select a different building and you have not already made a room booking, you will be able to return to the menu and select another building.
Click the GO button next to the building you want to live in.

You will be booking a bedscape for two terms. Click Next Step to continue.
Selecting Roommates – Creating a Roommate Group

Do you want to select bed spaces and meal plans for roommates?

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to page 16 for steps to book your space</td>
<td>Follow the steps in this section</td>
</tr>
</tbody>
</table>

if you want to include roommates, create a roommate group. You will need to know the pin, first and last name and email for each roommate.

Only eligible roommates can be pulled into a vacant bed space.

Eligible Roommate(s) must have:

- A minimum of 30 credits (Hawk Crossings) and 50 credits (Village)
- Signed the License and Dining Services Agreement
- Paid $300 Housing Application fee by March 3rd
- All holds cleared
- No student conduct probation

Click the green + to display the Roommate Search Criteria.
Enter your roommate’s first and last name and email and click the **Search** link.

Enter your roommate’s PIN. Click **Select**.
Your roommate’s name will appear on the page as shown.

Repeat the process for each roommate.

RMS will display rooms that will accommodate all members of your roommate group. If no space is available that will fit everyone, you can either select another building or reduce the size of the group.

Click **Next step** to continue.
There are two ways to view bed spaces:

Map view - the default view.
Table view – list of available spaces

If you would rather see a list of available spaces, select the **Display Table** link.

Available floors, rooms and bed spaces are outlined or colored in **green**. Unavailable floors, rooms and spaces are **red**. Click on the floor you want.
In this example, there are 11 available bed spaces. If you click on the **RED** bed you will see the lifestyle preferences of the student who selected that bed. This information can help you decide to select or not select the room.

Click on a **green** bed to select it.

To select another building, click **Return to Menu**.
Once you lock a room, you have 10 minutes to complete the process.

Click on the drop down arrow to select your bed space.
Select a bed space for each roommate by clicking the arrow in the drop-down menu.

Repeat the step for each roommate.

Click **Next step** to continue to meal plans.

Click on the **green +** to select meal plans for you and your roommates.
Select a meal plan.
Select **Meal** from the Plan Type drop down menu.
Select the **meal plan** from the Plan drop down menu.
Click the **Select** link.
Your meal plan will appear on the next screen:

Repeat the process for each roommate.
Be sure to click **Select** for each roommate.

Click **Next step** to complete the process.
Review your roommates bed space bookings and meal plans and click **Finish** to complete the process or if you want to change your selections, return to the previous pages.

After you click **Finish**, the following message will appear:

`Thank you for successfully completing this housing process.`
Main Menu – My Student Information

Expanding on “My Student Information” will allow you to click on “Student Profile” where you will see your home address & MSU identification data fields.
Main Menu – My Assignments

To view current & historical bed space assignments and/or initial meal plan selections, expand the ‘My Assignments’ menu item & click on desired sub-menu item.