Fall 2016-Spring 2017 License Agreement, Roommate PIN and Lifestyle Preferences

!!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.

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.

**Online License Acceptance**

Click Fall 2016 – Spring 2017 License Agreement link.
Click **Sign my license and select preferences** link.

**Electronic Signature**

Welcome Claire Test

Montclair State University
Division of Student
Development and Campus Life
Department of Residence Life

In our vibrant and exciting residence halls that range from traditional doubles to apartment-style living for upperclassmen, you can experience educational, cultural, recreational, and social programs to help you grow as a person and make your mark on Red Hawk Country.

Please take some time and explore our website to see the advantages of living in our halls. Once you have decided upon the building and meal plan that you want, follow the instructions to enter your choices.

To continue submitting your housing and meal plan preferences click Next Step found below.

To continue, click **Next Step**
Residence License and Dining Agreement

Please read the 2015-2016 Residence License and Dining Agreement. Click the button below to sign the agreement.

2015 - 2016 Residence License and Dining Agreement

I Agree to the terms and conditions of this Contract.

I Agree

Click Next Step below to continue.

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.
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.
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://my.montclair.edu:4431/RunICoSign?h=Rf%2fCxx9R4d2lBRGv%2fTDQaYshKs%2f5u%WEotm4klAT%2buPC%2fh13d%2fV1m6KzuG6O7cWUuh%2fYVw1PKVl3Z1A%3d%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**

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:
Roommate PIN

If you are planning to be pulled in to a bed space by another student, you will need to create a PIN.

☑️ Click PIN link.

☑️ Click Set my PIN link.
Hi Claire,

During Housing Selection, you will need a Roommate Pin if another student will be selecting your space for you. Set your pin below, and then only share it with the student who has your permission to select your space. Once your space is selected, you will receive an assignment confirmation email.

You can reset your pin at any time, so if you forget it, just come back here to reset it.

Roommate Group PIN:  ****

- Enter a 4 digit PIN.
- Click Finish

**Note.** Residence Life does **not** have the ability to view your PIN.

You must remember your PIN. If you forget your pin, reset it by repeating the steps above.

Please only give your PIN to your desired roommates.

The following message will appear:

Thank you for setting your roommate group PIN. Remember, only share this PIN with the student who will be selecting housing on your behalf. If you forget your PIN or if you share your PIN and later change your mind about allowing that person to select for you, you can return to this form at any time to reset your PIN.