Fall 2017-Spring 2018 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 2017-2018

Residence License and Dining Agreement Academic Year 2017-2018

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

\[\text{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.

Windows Internet Explorer

The webpage you are viewing is trying to close the window.
Do you want to close this window?

Yes  No
**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?**

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

- 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.
I want to live in . . .

- The Village
- Hawk Crossing
- Sinatra
- Main Campus

*Main Campus refers to Blanton Hall, Freeman Hall, Russ Hall, Stone Hall, Dinallo, and Machuga Heights.*

Click the **GO** button next to the building you want to live in.

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Welcome to General Housing Selection!

Pay special attention to floor plans and the time on the **Lock Status** area. You will have **10 minutes** to complete the selection process once you have locked your space. You will be booking yourself for the full 2017-2018 academic year as per the terms of the Residence License and Dining Agreement.

If you have questions at any time, contact the Office of Residence Life at 973.655.5100 or reslife@mail.montclair.edu.

Please click "Next Step" to continue.

<table>
<thead>
<tr>
<th>Booking Terms</th>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2017</td>
<td>09/03/2017</td>
<td>12/22/2017</td>
</tr>
<tr>
<td></td>
<td>Spring 2018</td>
<td>01/14/2018</td>
<td>05/10/2018</td>
</tr>
</tbody>
</table>

You will be booking a bedspace 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 17 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

You will need roomcode. Each student you are pulling in must have submitted a housing application fee by the housing application fee deadline, completed the Residence License and Dining Agreement, and meet the credit requirements for the residential area.

To add roommates:

1. Click the GREEN + sign
2. Enter FIRST and LAST name
3. Enter EMAIL with @mail.montclair.edu (Ex. netid@mail.montclair.edu)
4. Click the "Search" button
5. Enter roommate code
6. Click "Select"

Repeat the steps above until you have pulled in all desired roommates or have filled all vacancies. Then click "Next Step."

Click the green + to display the Roommate Search Criteria.
You will need roommate code. Each student you are pulling in must have submitted a housing application fee by the housing application fee deadline, completed the Residence License and Dining Agreement, and meet the credit requirements for the residential area.

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Repeat the steps above until you have pulled in all desired roommates or have filled all vacancies. Then click “Next Step.”

Select Roommates

Roommate

Roommate Search Criteria

First Name: Stacy
Last Name: Test
Email:  

Cancel Search

Enter your roommate’s first and last name and email and click the Search link.

Select Roommates

Roommate

Roommate Search Criteria

First Name: Stacy
Last Name: Test
Email:  

Found: Stacy Test
Roommate Code:  

Cancel Search Select

Enter your roommate’s Code. 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.
Select a Bed Space

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 the 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:

**Add Meal Plan**

All residents are REQUIRED to select a meal plan. Those residing in Hawk Crossings or the Village may select the "NO MEAL PLAN" option.

**Select your Meal Plan**
1. Click on the **GREEN + sign**
2. Select "MEAL" from the Plan Type drop down menu
3. Select your desired plan from the Plan drop down menu
4. Click "Select" button

Then click "Next Step"

**Lock Status**

06:20 Room WE-111/113 will be unavailable to others while you process your booking.

**Plans for Claire Test**

<table>
<thead>
<tr>
<th>Type</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ]</td>
<td>Unlimited+$400 Flex+$100 RH</td>
</tr>
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**Plans for Stacy Test**

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Repeat the process for each roommate.

**Lock Status**

05:52 Room WE-111/113 will be unavailable to others while you process your booking.

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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.