Fall 2017-Fall 2018 License Agreement, Roommate Code 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 2017-2018

Residence License and Dining Agreement 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.

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 2017 – Spring 2018 License Agreement link.
Click **Sign my license and select preferences** link.

**Electronic Signature**

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:

![Email content]

When you receive the confirmation code email click the link.

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

![Page content]

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 Code**

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

- Click **Roommate Code** link.

- Click **Set my Roommate Code** link.
Hi Claire,

During Housing Selection, you will need a Roommate Code if another student will be selecting your space for you. Set your code 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 code at any time, so if you forget it, just come back here to reset it.

Roommate Code:

☐ Enter a 4 digit Code.

☐ Click Finish

Note. Residence Life does not have the ability to view your Roommate Code.

You must remember your code. If you forget your code, reset it by repeating the steps above. Please only give your code to your desired roommates.

The following message will appear: