Fall 2017-Spring 2018 Returning Residents Room Retention 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

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.

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**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 12 for the steps to retain your space</td>
<td>Follow the steps to accept the license</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 2017 – Spring 2018 License Agreement link.

Click Sign my license and select preferences link.
Welcome Claire Test

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

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.

Email

Download

I Agree to the terms and conditions of this Contract.

CWM: 919102101

I Agree

Click Next Step below to continue.

Cancel Previous Next step

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.

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://rms.montclair.edu:4431/Fun/CoSign?ft=RF%2FCoBR4QBE8ev%2BTOD0eYshKs6g3B5ulW/cenFitzldf_odT%2bwPC%2fh13df-%2cYmKzuG07cWlUshP%2fVWwc1PKY%3Z1A%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.
**Lifestyle Matching Preferences**

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.
Retain My Space

If you currently live in Hawk Crossings or the Village, you can retain your bed space on March 20. You will be able to pull-in roommates on March 21 between 9:00 am and 12:30 pm if you have retained your own bed space. Only eligible roommates can be pulled into a vacant bed space within your apartment.

You must perform the Room Retention process on March 20 in order to be able to pull-in roommates on March 21.

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 the priority date
- All holds cleared
- No student conduct probation

Click the Room Selection link.
☑ Click **Select retain my bed space** link.
You will be booking a bedspace for two terms.

Click **Next Step** to continue.

Click the **Select** link.
If you would like more information about the room or bedspace, click on the bedspace link.

The following pop-up will appear:

The bed space is now locked for you.
Meal Plan Selection

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”

Meal Plans Chooser Test

<table>
<thead>
<tr>
<th>Type</th>
<th>Plan</th>
</tr>
</thead>
</table>

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:
You are almost done! The last step is to click the Finish button.

Optional - To email a copy of this summary page to yourself, click the Email button.

You must click the Finish button to complete the room retention process.

The following message will appear:

Thank you for successfully completing this housing process.
Selecting Roommates

If you retained your bed space on March 20, you can pull-in roommates on March 21.

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

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 the priority deadline
- All holds cleared
- No student conduct probation

☑️ Click the Room Selection link and then click Select my Roommates.
Our records show that you have already selected a room (Webster Hall WE-107a) and have the option to pull roommates into the room/suite with you.

Check the boxes next to the booking(s) you wish to pull-in roommate(s) for. You MUST select both terms to proceed.

<table>
<thead>
<tr>
<th>Bed Space</th>
<th>Term</th>
<th>Move In</th>
<th>Move Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE-107a</td>
<td>Fall 2015</td>
<td>08/30/2015</td>
<td>12/21/2015</td>
</tr>
<tr>
<td>WE-107a</td>
<td>Spring 2016</td>
<td>01/17/2016</td>
<td>05/12/2016</td>
</tr>
</tbody>
</table>

Click both term check boxes.

Roommate Selection

You may pull in one, two, or three other students, depending on how much space is available in your unit. You will need roommate PIN. 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 PIN
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 +
Enter your roommate’s first and last name and email and click the Search link.

Enter your roommate’s code.
Click Select.

Your roommate’s name will appear on the page as shown. Repeat the process for each roommate. Click *Next step* to continue.
Click **Select** to assign a bed space in your room to a roommate.

Select a bed space for each roommate by clicking the arrow in the drop-down menu.
Click **Next step** to continue. Be sure to assign a bed space to all your roommates.

Select a meal plan for each roommate.

Click the **green +**
Select Meal from the Plan Type drop down menu.

Select the meal plan from the Plan drop down menu.

Click the Select link.
The roommate’s meal plan will appear on the next screen:

Click **Next step** to continue.

Review your roommates bed space bookings and meal plans and click **Make These Bookings** to complete the process.
The following message will appear:

You Finished!
Congrats on finishing roommate pull-in. Check your email to make sure you receive a confirmation email. Your roommates will also receive a confirmation email.

If you have any questions or concerns, please contact us
Office of Residence Life
973-655-5188
reslife@mail.montclair.edu
Main Menu – My Student Information

Expanding on “My Student Information” will allow you 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.