

## **Spring 2012 Current Commuter Housing Preference Selection Process**

**!!IMPORTANT!!**

**By participating in this process you are agreeing to the terms & conditions of the 2011-12 Academic Year Residence Hall & Dining Licensing Agreement**

<http://www.montclair.edu/resed/ResidenceLicenseandDiningServicesAgreement2011-2012.pdf>

### **Main Access Page**

Connect to RMS (Residential Management System) using IE (Internet Explorer) at: <http://rms.montclair.edu>

Residential Management System 5 - Windows Internet Explorer

http://rms.montclair.edu

File Edit View Favorites Tools Help

Residential Management System 5

**MONTCLAIR STATE UNIVERSITY**

Office of Residential Education & Services

At Montclair State University, we attempt to complement what you learn in the classroom with a well-rounded residential living experience. We are a multicultural community which promotes, for all its members, the development of leadership skills that are necessary in the real world after college. All of our residents are encouraged to contribute to our community by opening themselves to different ways of life, and by sharing the parts of their own lifestyle that only they can teach.

The Central Office is located at:  
Bohn Hall, 4th Floor  
Montclair, NJ 07042  
Phone (973)655-5188  
email: [resed@mail.montclair.edu](mailto:resed@mail.montclair.edu)

[Click Here to Begin](#)

This site uses pop-ups. Before logging in, please configure your browser or pop-up blocker software to allow for pop-ups from this specific site.

Additional Information:  
[Residential Education & Services](#)

Done Trusted sites 100%

**This optional informational link takes you to the MSU ResEd home page**

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.

The screenshot shows a web browser window titled "Residential Management System 5 - Windows, Internet Explorer". The address bar shows the URL "http://www.montclair.edu/ResidentialMgmt.asp?PageID=100&MenuID=1000&LoginID=1000.asp". The page content includes the Montclair State University logo and name at the top center. Below the logo, the text reads "Office of Residential Education & Services". A paragraph of text describes the university's commitment to residential living and leadership development. To the right of this text is a "Login" form with two input fields: "Net ID:" and "Password:". Below the form are two buttons: "Cancel" and "Continue". At the bottom left, contact information for the Central Office is provided, including the address "Bohn Hall, 4th Floor, Montclair, NJ 07042", phone number "(973)655-5188", and email "resed@mail.montclair.edu". At the bottom right, there is a link for "Additional Information: Residential Education & Services". The browser's status bar at the bottom shows "Done" and "Internet" with a 125% zoom level.

Residential Management System 5 - Windows, Internet Explorer  
http://www.montclair.edu/ResidentialMgmt.asp?PageID=100&MenuID=1000&LoginID=1000.asp

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**Additional Information:**  
[Residential Education & Services](#)

**Login**

Enter:  
Net ID:   
Password:

 Cancel  Continue

Done Internet 125%

## **Main Menu - Welcome Page**

Your name will appear after the word "Welcome" as validation of successful Login.

You will be accessing the 2011-2012 Residence License & Dining Agreement sub-menu – please be sure to follow the steps listed below in order to correctly complete the required fields.

The screenshot shows a web browser window displaying the RMS Welcome Page. The browser's address bar shows the URL: <http://rms.montclair.edu/?PageUrl=.../General-Info/Login/Login.asp>. The page content includes the Montclair State University logo at the top center. On the left side, there is a navigation menu under the heading "Option" with the following links: "2011-2012 Residence License & Dining Agreement", "Preliminary Assignments", and "Student Information". A "LOG OUT" link is located in the top right corner. The main content area features a "Welcome Claire Test" heading followed by a paragraph: "At Montclair State University, we attempt to complement what you learn in the classroom with a well-rounded residential living experience. We are a multicultural community which promotes the development of leadership skills that are necessary in the real world after college for all its members. All of our residents are encouraged to contribute to our community by opening themselves to different ways of life, and by sharing the parts of their own lifestyles that only they can teach." Below this text is a photograph of a multi-story residential building. In the bottom right corner, it says "site powered by RMS". The browser's status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

- Click on the '2011-2012 Residence License & Dining Agreement' hyperlink.

## Online License Acceptance

Option ▶ [LOG OUT](#)

[2011-2012 Residence License & Dining Agreement](#)

- ✖ [Online License Acceptance](#)
- ✖ [Room / Plan Preferences](#)
- ✖ [Roommate / Matching](#)

[Preliminary Assignments](#)

Available after January 4

[Student Information](#)

**2011-2012 Residence License & Dining Services Agreement:**

Application Period

[Students under the age of 18](#)

Trusted sites | Protected Mode: Off 100%

- ☑ Click on the 'Online License Acceptance' hyperlink. Then select your application period in the dropdown box.

## Electronic Signature

http://rms.montclair.edu/?PageUrl=../General-Info/Login/Login.asp - Residential Management Syst - Windows Internet Explorer

**MONTCLAIR STATE UNIVERSITY**

Option LOG OUT

[2011-2012 Residence License & Dining Agreement](#)

- Online License Acceptance
- Room / Plan Preferences
- Roommate / Matching

[Preliminary Assignments](#)

Available after January 4

[Student Information](#)

### 2011-2012 Residence License & Dining Services Agreement:

Application Period: 2012 Spring New Transfer Students

- I have read the 2011-2012 Residence License & Dining Services Agreement located at <http://www.montclair.edu/resed/housing/> and I agree to the terms and conditions. (Type an 'X' in the box to complete)

If you are currently under 18 years old you must complete a 2 step process to secure a space in housing. You will first need to sign your License Agreement electronically via RMS, then please download a PDF copy of the 2011-2012 Residence License and Dining Services Agreement. [Students under the age of 18](#)


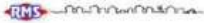
Please have your parent or guardian sign the final page and return it to our office. This signed copy is required to be assigned a space for 2011-2012. To expedite this process please sign and fax a copy of the last page to (973) 655-5400 or you can mail it to Montclair State University, Residential Education & Services Office, Bohn Hall, Montclair, NJ 07043.

Entering your full name and today's date constitutes your electronic signature of this contract.

Trusted sites | Protected Mode: Off | 100%

- Type an 'X' in the box next to 'I have read the 2011-2012 Residence License &...'
- Type your full name in the first box under 'Entering your full name and.....' and type today's date in the 2<sup>nd</sup> box.
- Click on the 'Save' hyperlink when finished filling in the fields.

http://rms.montclair.edu/?PageUrl=../General-Info/Login/Login.asp - Residential Management Syst - Windows Internet Explorer



Option [LOG OUT](#)

[2011-2012 Residence License & Dining Agreement](#)

- [Online License Acceptance](#)
- [Room / Plan Preferences](#)
- [Roommate / Matching](#)



[Preliminary Assignments](#)

Available after January 4

[Student Information](#)

## Thank you!

You have Accepted the Online Residence License and Dining Services Agreement.

Done Trusted sites | Protected Mode: Off   100%

## Community / Plan Preferences

This is a sample of a **completed** Room / Plan Preferences screen:

Option

2011-2012 Residence License & Dining Agreement

- Online License Acceptance
- Room / Plan Preferences
- Roommate / Matching

Preliminary Assignments

Available after January 4

Student Information

Screen Name: Room / Plan Preferences WEB027

START LOGOUT

1) Select the application period & wait for the screen to refresh.  
2) Select your Meal Plan choice.  
3) Click on blue hyperlink to select your residence hall(s) preferences.  
4) Click the Continue Button at bottom when finished.

Select the Application Period: 2012 Spring New Transfer Students

Meal Plan Choice: Constant Pass w/ \$150 Flex

No	Building	Preference	Room Type
1	Community	Anthony M Dinallo Heights	
2	Community	Traditional Housing	

[Click to Select Community Preferences](#)

Results 1 to 2 of 2 Results Page 1

Cancel Continue

- ✓ Select "2012 Spring Current Student " in the "Select the Application Period" drop list box and give the page a few seconds to refresh.
- ✓ Select your Meal Plan choice.  
Descriptions may be found at: <http://www.montclair.edu/DiningServices/plans.html>

Note that there are minimum plan requirements depending on the residence hall you will reside in. All students who have less than 30 earned credits must choose one of the Constant Pass meal plans regardless of the residence hall.

- ✓ Click on the "Click to Select Residence Hall Community Preferences" link.  
Students must have 24+ earned credits to be eligible to live in Sinatra Hall or 30+ earned credits to be eligible to live in Hawk Crossings and 50+ earned credits to be eligible to live in The Village Apartments.

**VERY IMPORTANT Rules for completing the Add/Edit Room Preference pop-up page:**

- ❖ The Preference No. field will be populated by the RMS system.
- ❖ Select "Community" for Preference Type. Any other choice will be ignored and discarded.
- ❖ Select an eligible Community for your status as outlined above.

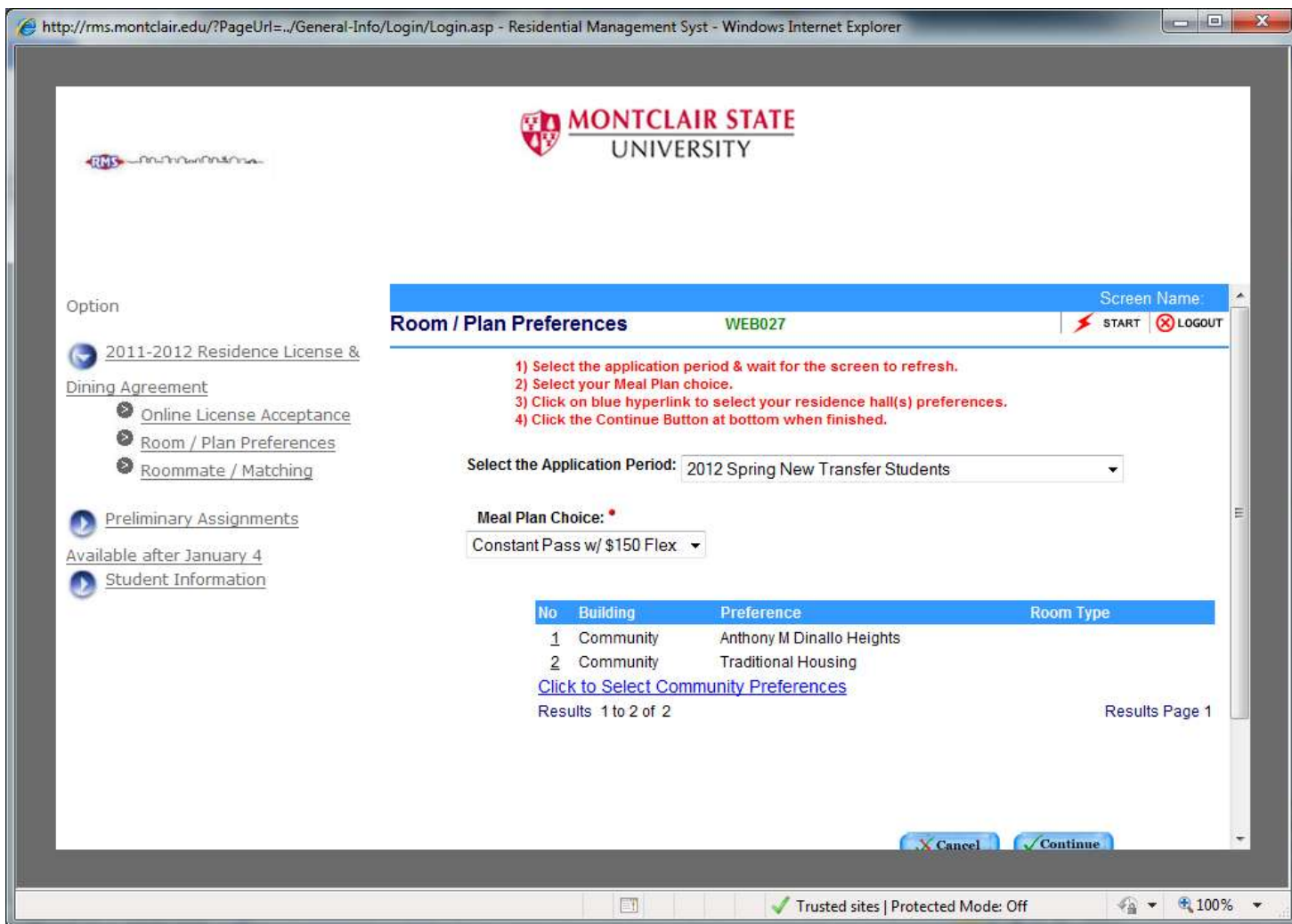
Sample of a **correctly completed** "Add/Edit Community Preference" page:

The screenshot shows a web browser window with the URL <http://rms.montclair.edu/?from=new&recnum=&applid=60766&applperiod=2012...>. The page title is "Add/Edit Room Preferences WEB028". The form contains three fields: "Preference No." with the value "1", "Preference Type" with the dropdown menu set to "Community", and "Select Community" with the dropdown menu set to "Anthony M Dinallo Heights". Below the form are two buttons: "Cancel" and "Continue". Three red arrows point from text annotations on the right to the form fields: "System will populate" points to the "Preference No." field, "Always select 'Community'" points to the "Preference Type" dropdown, and "Select Community Name" points to the "Select Community" dropdown.

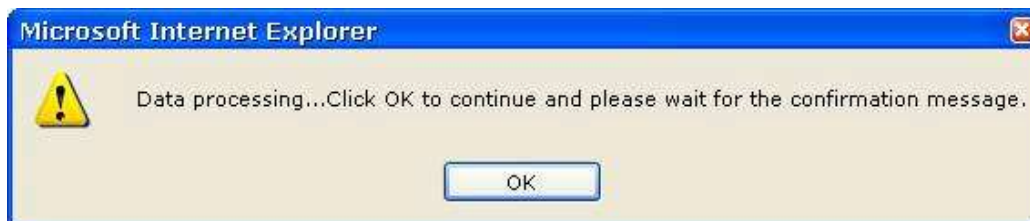
- ❖ Click on "Continue" when finished selections.

**If you select any community or meal plan preference other than what you are eligible for, that preference will be discarded and default preference values will be assigned by the MSU Office of Residential Education and Services.**

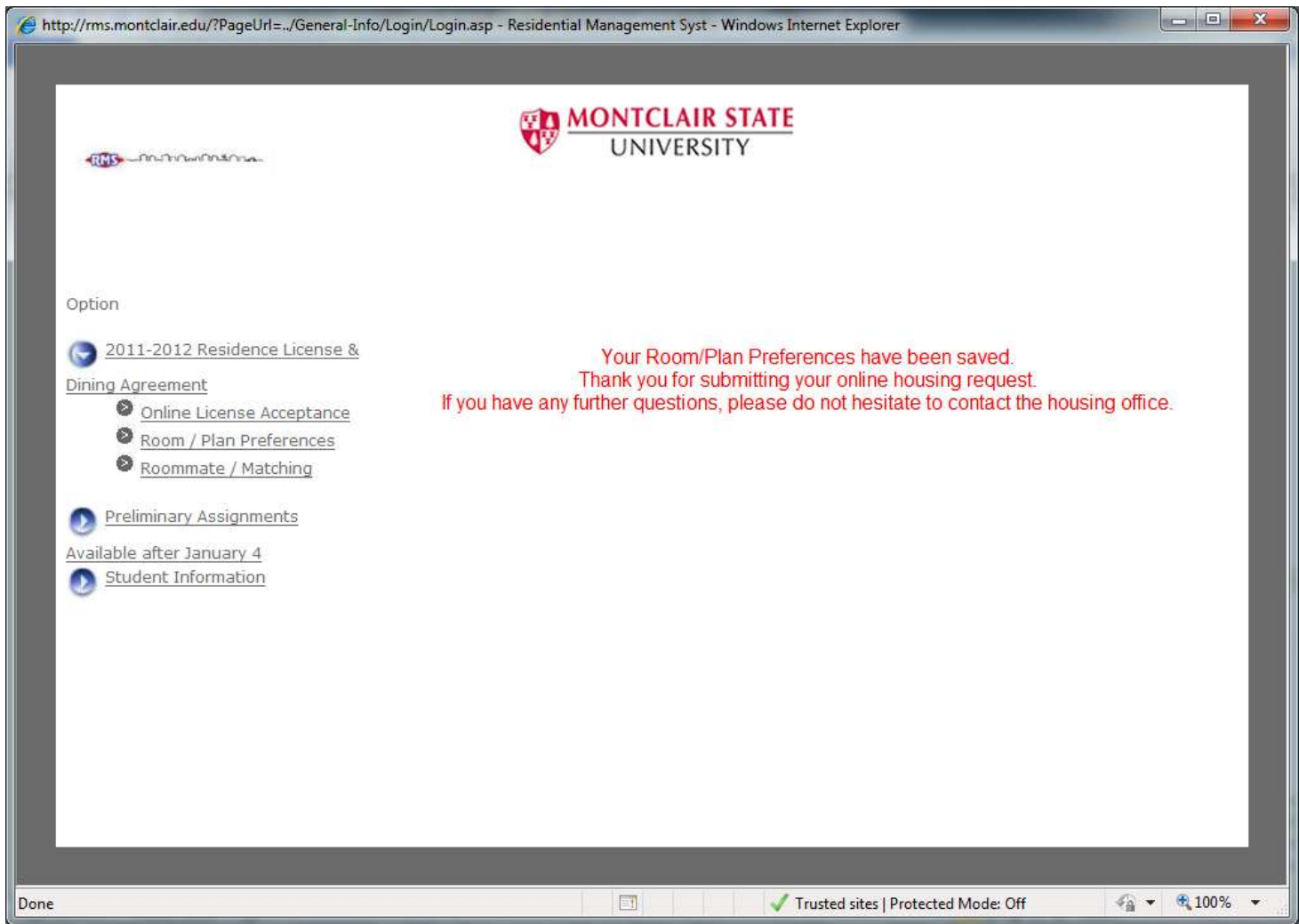
- ❖ Repeat the above “Click to Select Residence Hall Community Preferences” link to add subsequent building preference choices.



- ❖ When finished with all Room/Plan Preferences, click the “Continue” button.
- ❖ Click “OK” when the following pop-up is displayed:



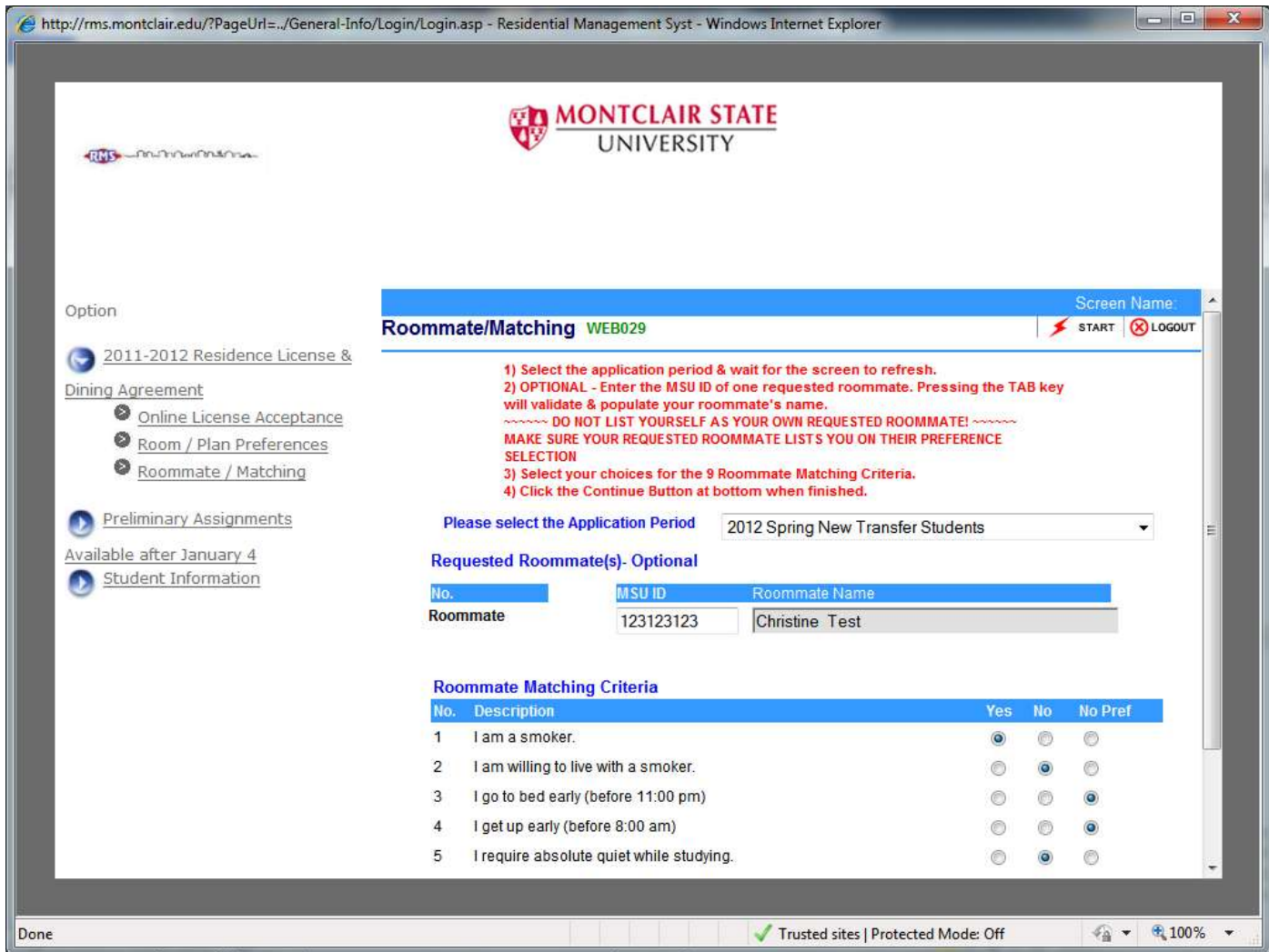
You will receive the following confirmation page:



**You may re-login to RMS at any time from now until December 15, 2011 to change your preferences without obligations.**

## Roommate / Matching

This is a sample of a **completed** Roommate / Matching Preferences screen:



- ✓ Select "2012 Spring New Current Student" in the "Select the Application Period" drop list box and give the page a few seconds to refresh.
- ✓ OPTIONAL - Roommate Request Section.  
You may list up to 2 people you would like to have as roommates provided that they also have been accepted to MSU as a transfer student for Spring 2012 term and have also paid their admissions deposit and housing application fee.

Enter their 8 character MSU ID, hit the Tab key and their name will appear provided it is a valid MSU ID. This roommate must also enter your MSU ID on their "Roommate / Matching" preference page.

All mutually requesting roommates MUST enter each other as a requested roommate. DO NOT list yourself as your own Requested Roommate.

Example of requesting 1 roommate:

John Smith requests Mike Jones.

Then Mike Jones must request John Smith in order to create a valid 2 person request.

Example of requesting 2 roommates:

John Smith requests Mike Jones & Frank Martin.

Then Mike Jones must request John Smith & Frank Martin

AND Frank Martin must request John Smith & Mike Jones in order to create a valid 3 person request.

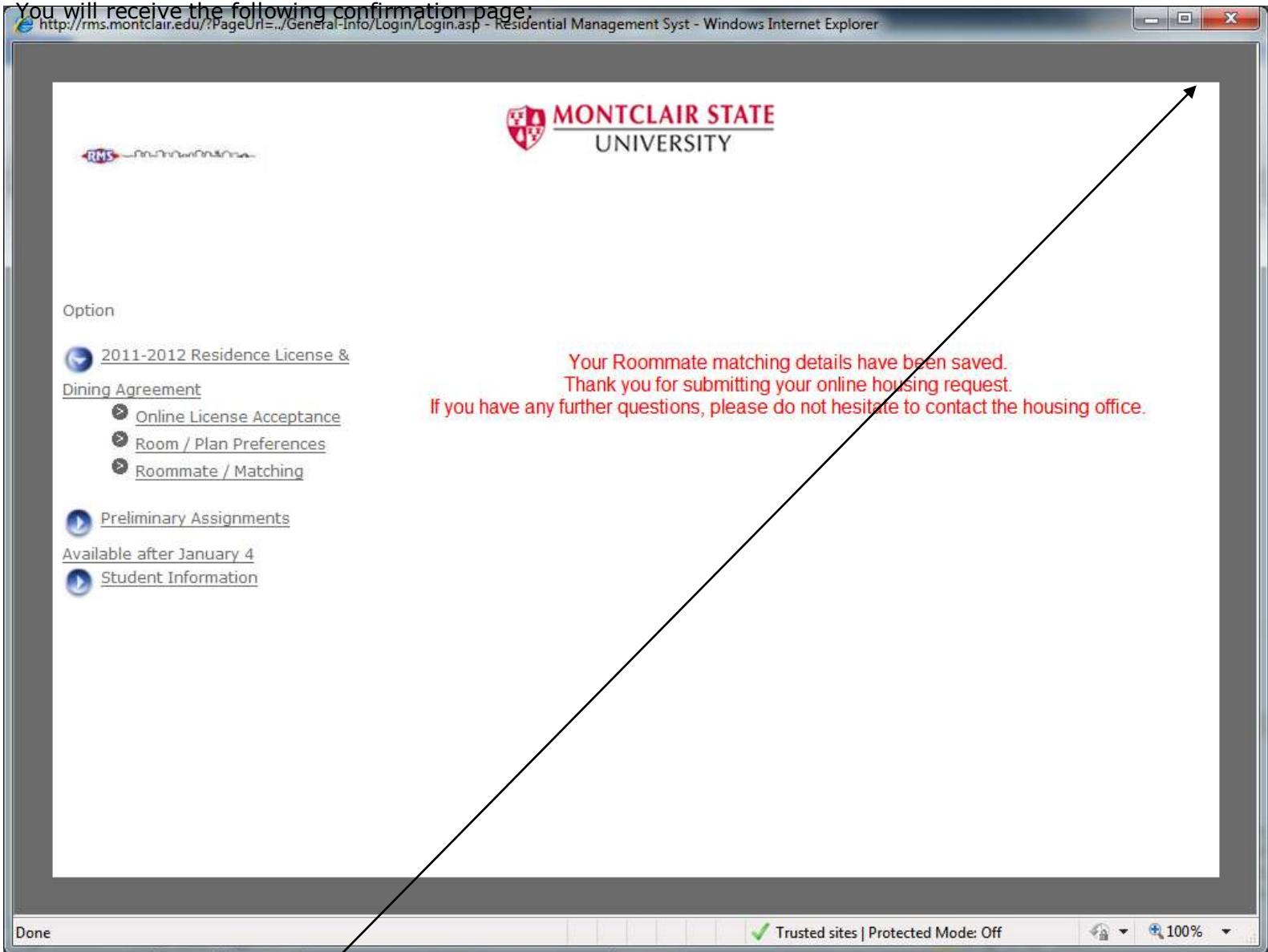
Divulging your 8 character MSU ID is NOT a privacy violation. But remember NEVER to disclose your SSN, WESS PIN Number or MSU NET ID Password to anyone.

- ✓ Select Yes, No or No Preference for each of the 9 Roommate Matching Criteria items. If you leave a blank, it will be considered as a "No Preference" response.
- ✓ Click the "Continue" button at the bottom of the page when finished.

Click "OK" when this pop-up box is displayed:



You will receive the following confirmation page:



Click on the Red X in the upper right hand corner to close.

**You may re-login to RMS at any time from now until December 15, 2011 to change your preferences without obligations.**

## Main Menu - Student Information

Expanding on "Student Information" will allow you to click on "Student Profile" where you will see your basic address and MSU identification data fields.

All address updates must be made through the WESS (Web Enrollment Services for Students) system at <https://wfs.montclair.edu/ahomepg.htm>.

The screenshot shows a web browser window displaying the Residential Management System (RMS) for Montclair State University. The browser's address bar shows the URL: <http://rms.montclair.edu/?PageUrl=../General-Info/Login/Login.asp>. The page features the Montclair State University logo at the top center. On the left side, there is a navigation menu with the following items: "Option", "2011-2012 Residence License & Dining Agreement" (with sub-items: "Online License Acceptance", "Room / Plan Preferences", and "Roommate / Matching"), "Preliminary Assignments", "Available after January 4", and "Student Information". A "LOG OUT" button is located in the top right corner. The main content area displays a "Welcome Claire Test" message, followed by a paragraph of text: "At Montclair State University, we attempt to complement what you learn in the classroom with a well-rounded residential living experience. We are a multicultural community which promotes the development of leadership skills that are necessary in the real world after college for all its members. All of our residents are encouraged to contribute to our community by opening themselves to different ways of life, and by sharing the parts of their own lifestyles that only they can teach." Below this text is a photograph of a multi-story campus building. At the bottom right, it says "site powered by RMS". The browser's status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and a zoom level of "100%".

**Main Menu – Preliminary Assignments**

“Preliminary Assignments Available in early January” menu is where you will look to see your actual room assignment, roommate(s) and confirmation of your meal plan choice.

In the event that the demand for housing initially exceeds the number of available bed spaces, we will make additional placements as soon as bed spaces become available during the semester. We will place any students, who do not immediately receive an assignment, according to a number of factors including but not limited to: date of housing application fee, distance of the student’s home address from the University, and ability to commute.

Failure to both pay the required housing application fee and to submit preferences through the RMS system may result in a student not being assigned to housing.

