Fall 2015-Spring 2016 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 2015-2016

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.

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.
Click **Fall 2015 – Spring 2016 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
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.
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/Run/CaSign?sf%2FcxoBR4Q1%2F0e%2FDQaYshKs6g395uWcoETnkLdT%2FvPC%2f%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**

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 24. You will be able to pull-in roommates on March 25 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 24 in order to be able to pull-in roommates on March 25.

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 5th
- 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.
The bed space is now locked for you.

If you would like more information about the room or bedsace, click on the bedsace link.

The following pop-up will appear:
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 Claire Test

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

Select Meal from the Plan Type drop down menu.

Click the **green +**
Select the meal plan from the Plan drop down menu.

Click the **Select** link.

Your meal plan will appear on the next screen:
You can email or download a copy of the summary page. To complete the room retention process, click Finish.

The following message will appear:

Thank you for successfully completing this housing process.
**Selecting Roommates**

If you retained your bed space on March 24, you can pull-in roommates on March 25.

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 March 5th
- All holds cleared
- No student conduct probation

☐ Click the **Room Selection** link and then click **Select my Roommates**.
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 March 5 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 PIN.
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.
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
Expanding on “My Student Information” will allow you click on “Student Profile” where you will see your home address & MSU identification data fields.

All address updates must be made through the WESS (Web Enrollment Services for Students) system.
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.