Winter Break Reservation

Important

If you are **not returning** to Montclair State University or to housing for the **Spring** semester you are ineligible to stay during winter break. You must vacate your assignment by December 19 at 10:00 AM.

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](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.

- Click the Winter Break Reservation link.
Are you staying on-campus during Winter Break?
*Freeman, Blanton and Bohn are CLOSED from 12/19/2014 until 01/18/2015.*

By completing the Winter Recess booking process, you agree to abide all Montclair State University rules and regulations and understand that only Red Hawk Dollars can be used at dining locations on-campus during Winter Recess.

To begin the reservation process, click "Next Step"

<table>
<thead>
<tr>
<th>Winter 2014 Dates</th>
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<tbody>
<tr>
<td>Move In: 12/19/2014</td>
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<tr>
<td>Move Out: 01/18/2015</td>
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Please contact the Office of Residence Life at 973-655-5188 for assistance

To continue, click **Next Step**

Click the SELECT button below to book your Winter Booking

To confirm that you are staying during the Winter Break, click **Select**
Your beds accommodation will appear. If you click the release lock link you will **not** be booked in your current space.

To continue, click **Next Step**
Summary Page

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 your housing application!

You may email the summary to your MSU email address by clicking the Email link.

To complete your reservation you must click the Finish button.

The following message will appear:

Thank you for successfully completing this housing process.