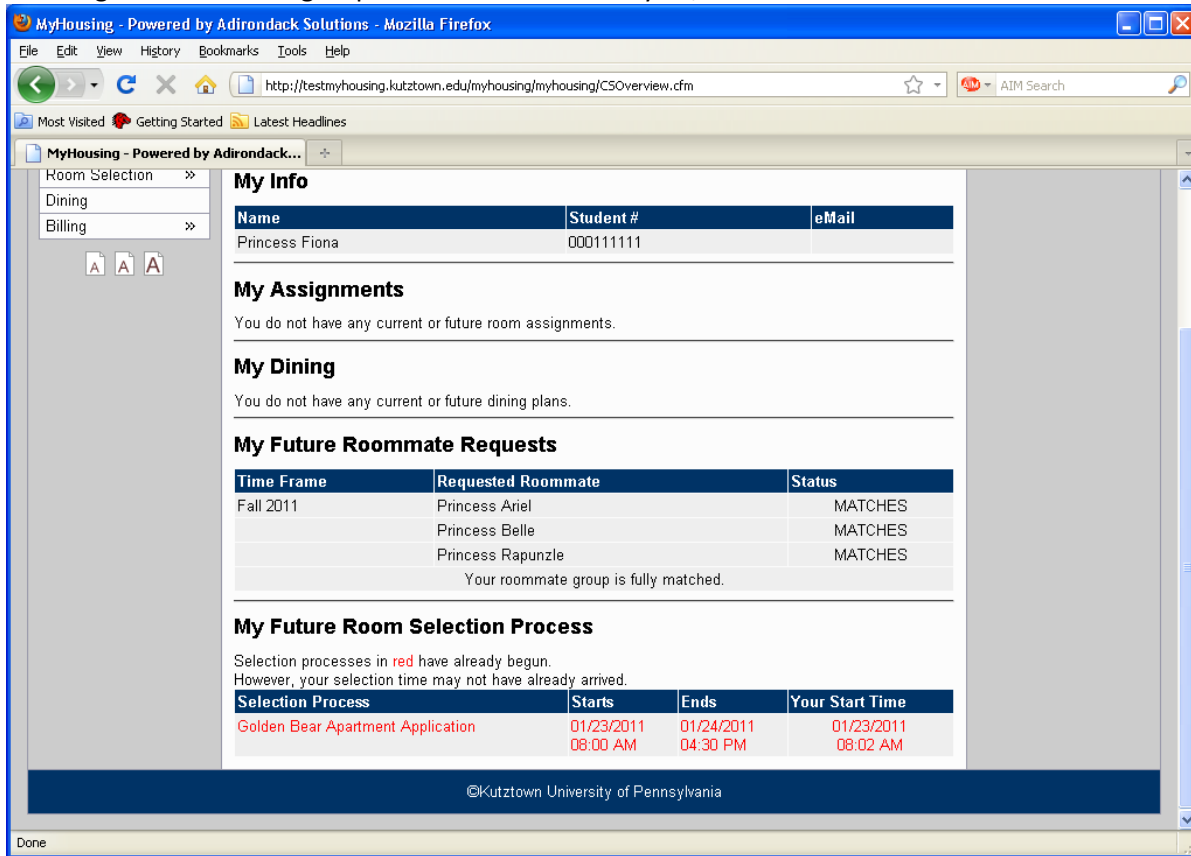


INSTRUCTIONS FOR STEP TWO OF THE GOLDEN BEAR/UNIVERSITY PLACE ROOM SELECTION PROCESS.
PLEASE READ ALL INSTRUCTIONS BEFORE PROCEEDING.

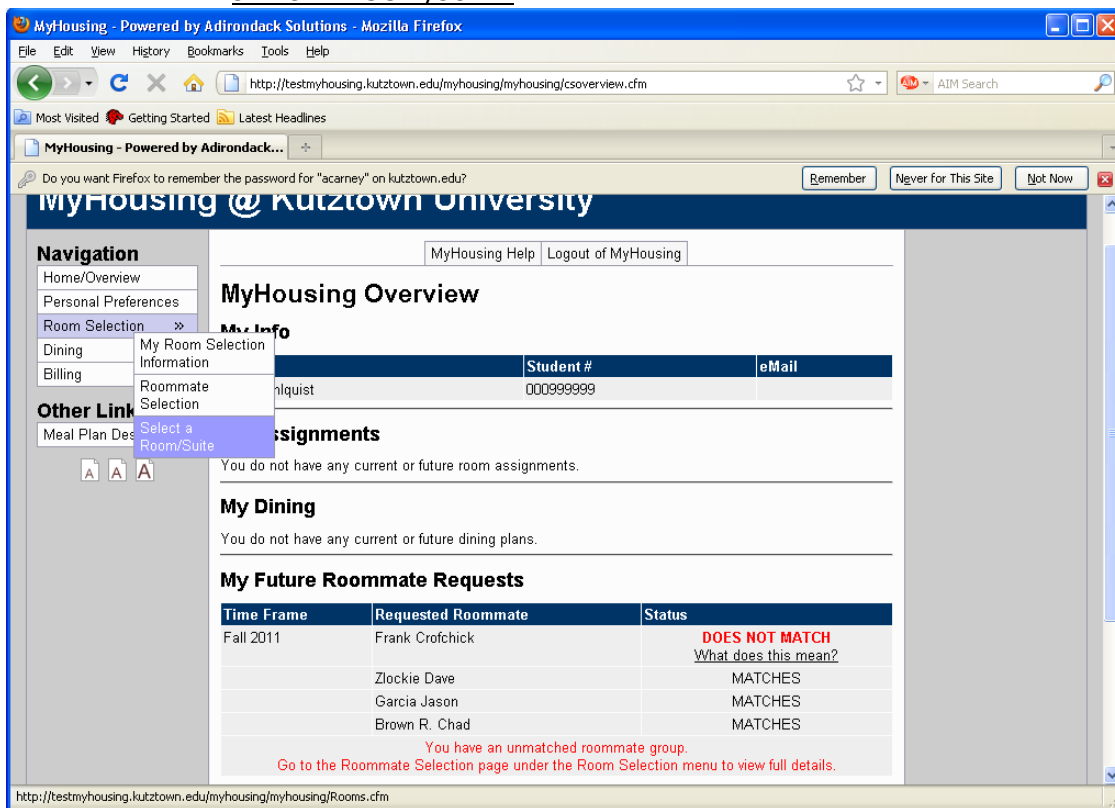
- Only one member from your “COMPLETELY MATCHED” group may select for all members.
- PLEASE give one another respect and courtesy when completing this process.
 - It is recommended that you do this together as a group if possible.
 - IF THAT IS NOT POSSIBLE, please discuss your preferences as a group and select one of your group members to represent you for the selection of an apartment/bed assignment.
- You should try to do your selection at the time you are given- this will give you more selection power. Appointment times have been scheduled for every 10 minutes, starting at 8:15 am on Feb. 7nd. The selection process will be open until 5:00 p.m. on Saturday, February 11th.
 - After February 11th all groups that did not select, will be need to look at other room selection options. There will be another opportunity for all remaining beds that are available on March 1st and 2nd. Please watch the our web site for information as is updated on later processes.
- **HOUSING FEES ARE ‘ESTIMATED’** CONTINGENT ON APPROVAL BY BOARD OF TRUSTEES LATER IN THE SEMESTER. You should expect an estimated 5% increase – please refer to our web site for Fall 2012/Spring 2013 estimated housing fees.
- You only get to select one assignment, so please choose carefully and respect the wishes of your group.
- If a member of your group cancels their housing or drops out after you selected an apartment, the Housing & Residence Life Office has right of assignment to backfill all vacancies.
 - Our office will NOT contact you if a vacancy occurs in your apartment; your approval is not needed for us to refill a vacancy. It is important that you stay connected with one another and check your assignment on your home page of Myhousing periodically for any changes that may occur. Please make sure to check Myhousing, as your MyKU account will not have Fall assignment information until after the close of the Spring semester. Please continue to check it throughout the summer.
- If you decide that you do NOT want to live on-campus (whether you have picked an assignment or not) you MUST give us a written cancellation in our 106 Old Main office before 4:30 p.m. on JULY 1st. After July 1st you will be subject to substantial penalty and you will be charged for housing for both the Fall 2012 and Spring 2013 semesters even if you do not use the assignment. Please refer to the Fall 2012/Spring 2013 Housing License agreement for more detail.

Continue for instructions.....

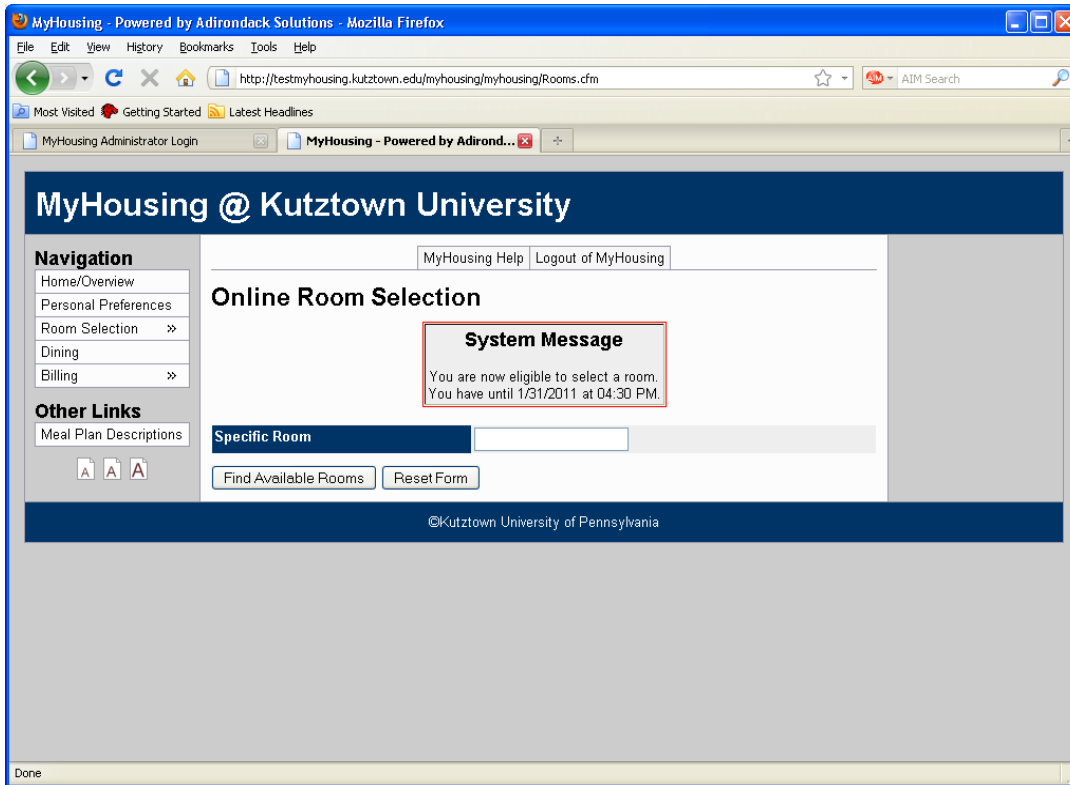
PLEASE LOG IN TO YOUR MYHOUSING.KUTZTOWN.EDU PAGE. You can simply type *myhousing.kutztown.edu* in your browser or use this link: https://myhousing.kutztown.edu/myhousing/security/login_student_local.cfm SCROLL DOWN TO THE BOTTOM OF YOUR HOME PAGE FOR YOUR START TIME. In this sample below, student can begin selecting for her and her group at 8:02 a.m. on January 23, 2011.



NEXT: ON THE LEFT-HAND SIDE OF YOUR HOME PAGE UNDER **NAVIGATION**, SELECT ROOM SELECTION AND THEN SELECT A ROOM/SUITE.



The **ONLINE ROOM SELECTION** PAGE will be displayed once you click on Select a Room/Suite, enter the building you want, and then **SELECT FIND AVAILABLE ROOMS**



YOU WILL SEE THOSE APARTMENTS OF YOUR GENDER **THAT ARE AVAILABLE FOR:**

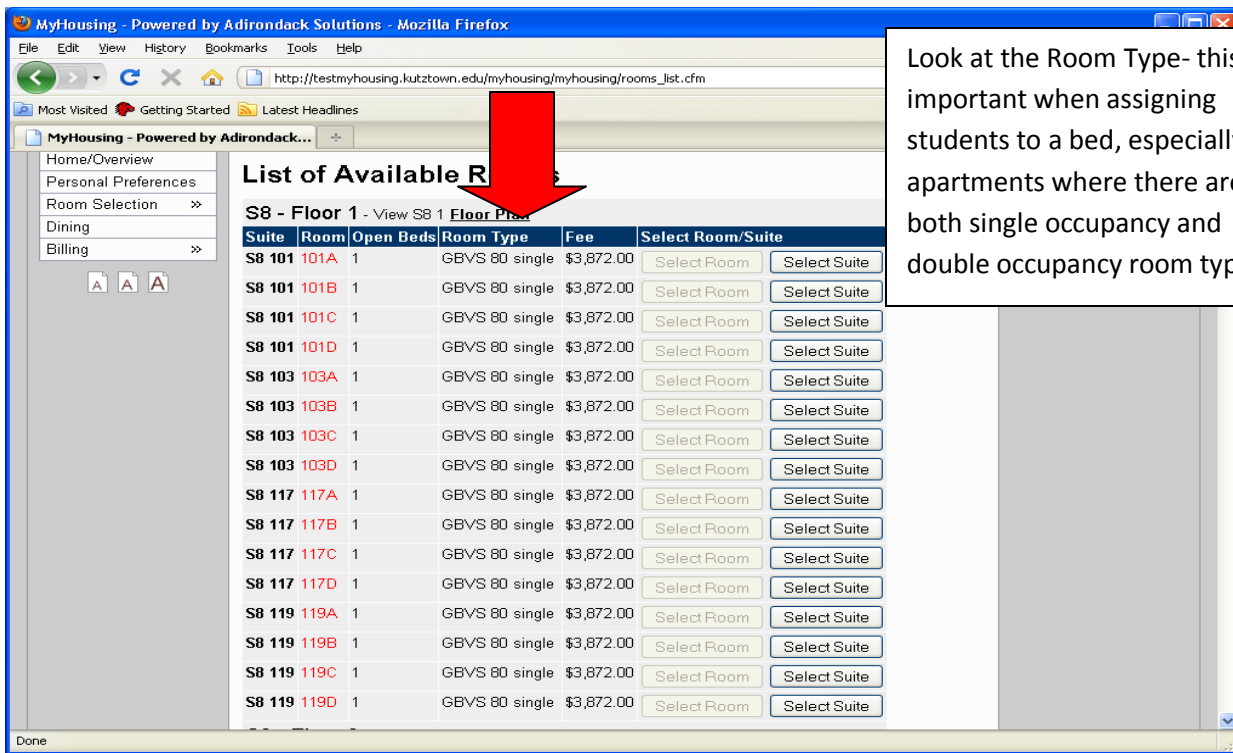
- 4 BEDS if you are a completely matched 4-person group,
- 5 BEDS if you are a completely matched 5-person group,
- 6 BEDS if you are a completely matched 6-person group.
- 8 BEDS if you are a completely matched 8-person group (this applied to University Place only)

Please be courteous to your group during this process and work together for the most successful outcome.

Please note that the 4-person apartments are only located in Golden Bear South buildings 10, 20, 30, 40, and 80.

REMEMBER, ONLY GOLDEN BEAR VILLAGE SOUTH CONTAINS 4-PERSON APARTMENTS.

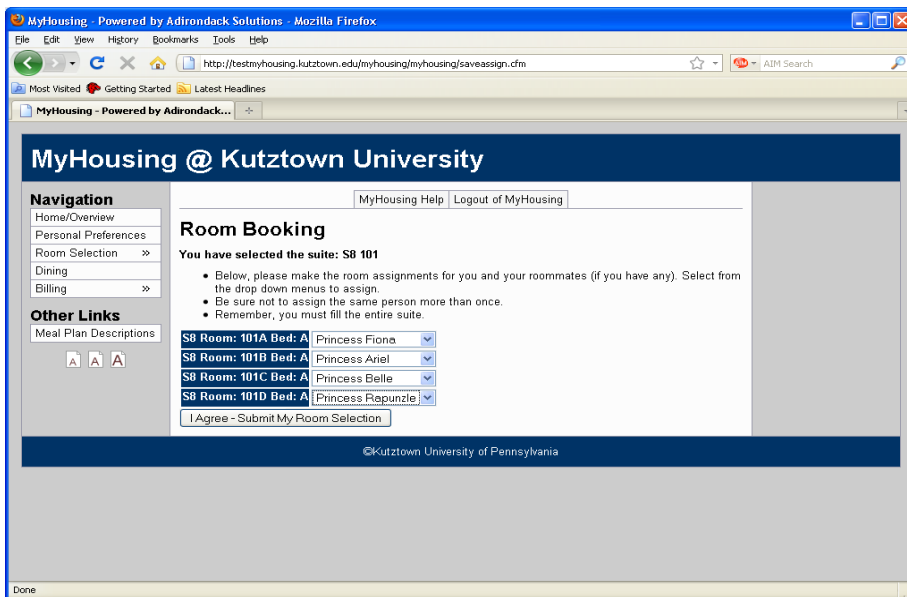
Golden Bear West has (15) 6-person apartments available.



IF THE FLOOR PLAN FEATURE DOES NOT OPEN, PLEASE GO TO OUR HOUSING WEBSITE AND CLICK ON RESIDENCE HALL PULL DOWN SCREEN LOCATED ON THE UPPER LEFT TOOL BAR FOR ACCESS TO GOLDEN BEAR SOUTH AND WEST FLOOR PLANS.

Select an apartment by clicking Select Suite located at the end of the description for the apartment that you want.

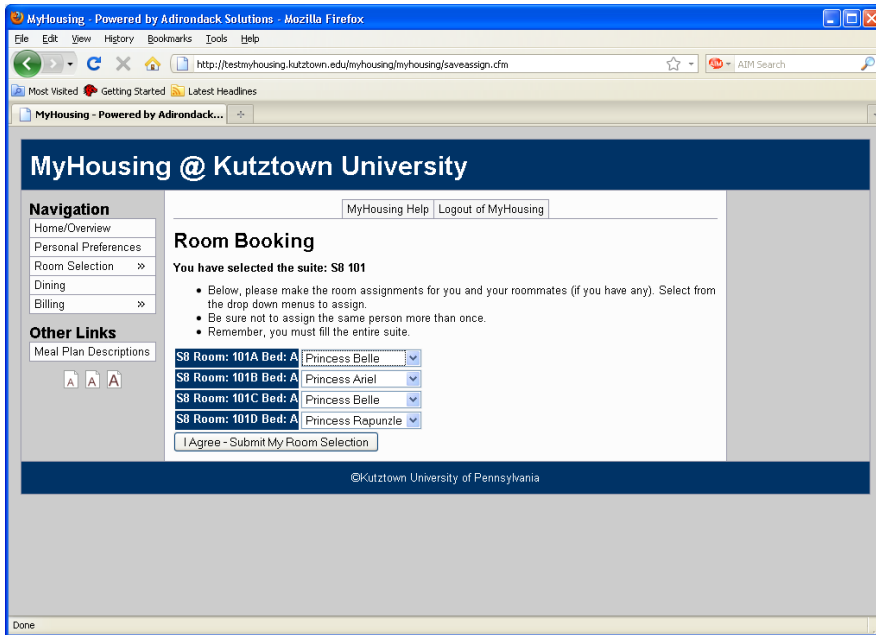
In this example, as soon as S8 101A is selected the ROOM BOOKING page appears.



NEXT: You and your group will need to decide on the bed assignments. This screen fills in your group names randomly, but you must make sure you adjust them so each student is residing in the room that they want.

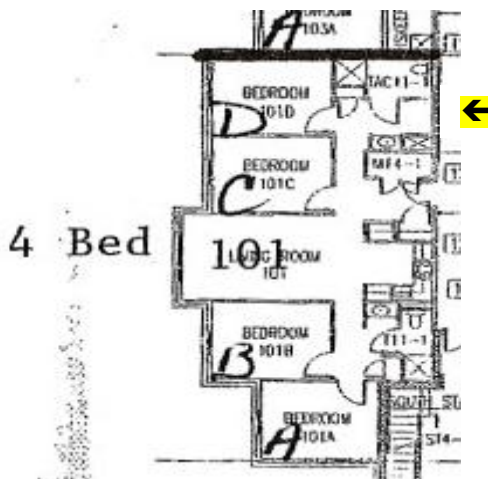
In this group Belle wants be in the A room and Fiona wants to be in the C room. To change the bed assignment, click on the down arrow next to Fiona and highlight Belle's name. You will see Belle's name displayed. Now go to the 101C Bed that list Belle's name, click on the down arrow next to Belle's name, and highlight Fiona's name.

In the example below, Belle is listed in both the 101A bed and the 101C bed.... This group is NOT done yet, it is important that the 101C bed be changed to Fiona.



HELPFUL TIP

You can use the floor plans to help you decide internal room assignments



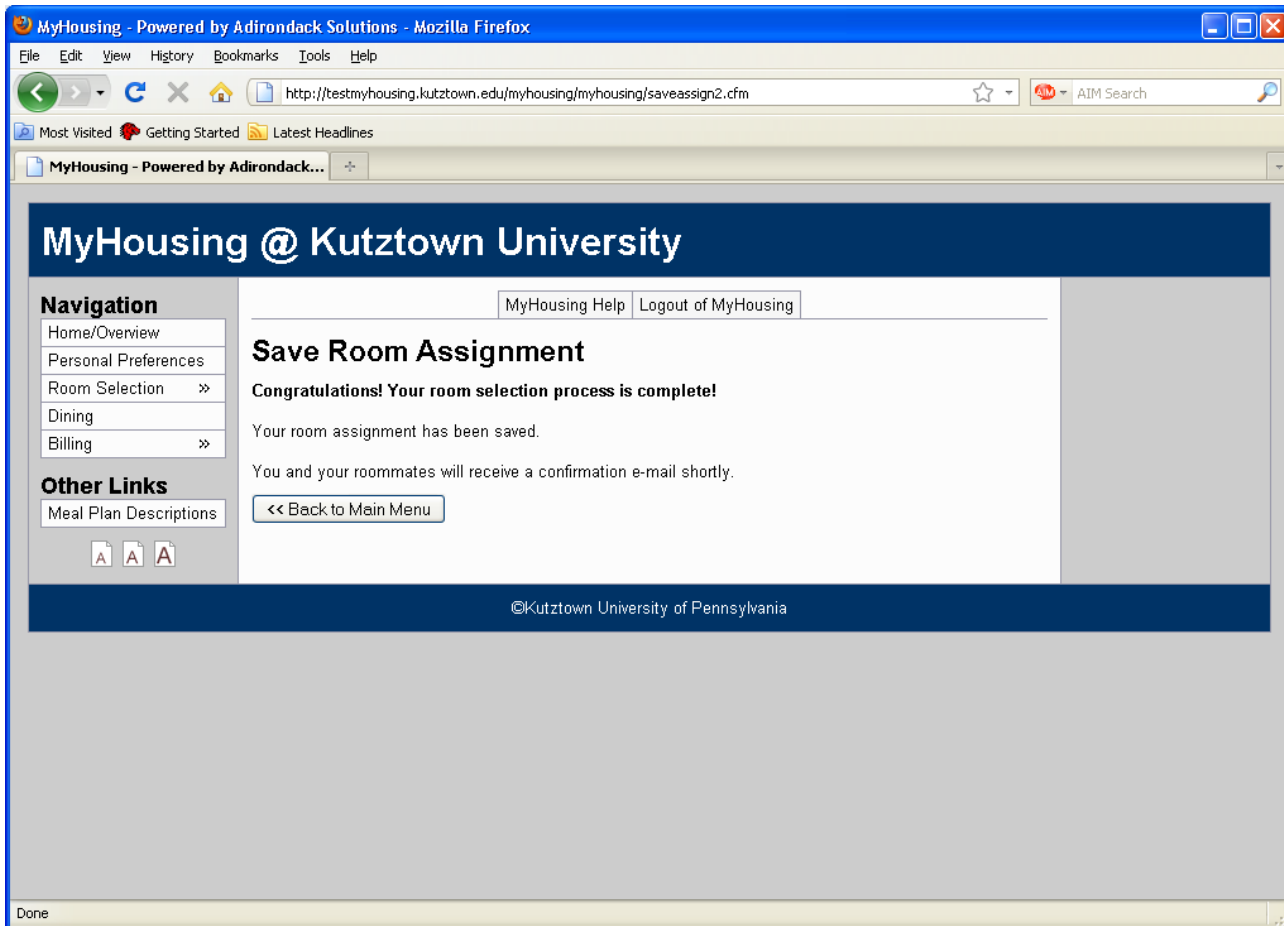
Most groups select room assignments within an apartment are based on location and sharing of bathrooms (all apartments have two bathrooms, one on each side of the apartment).

You can get an idea of bathroom to bedroom proximity by utilizing the floor plans on our Housing website under the **Residence Hall** pull-down screen. On the tool bar use the + key next to the magnifier to get a closer look at the apartment you are selecting. In the s8 101 apartment, the C and D rooms will share one bathroom and the A and B rooms the other bathroom. See highlighted arrow for bathroom that is across from the C and D bedrooms (bathroom sink is designated by a circle inside a rectangle).

Once you are comfortable with your bedroom assignments,

click on [I Agree – Submit My Room Selection](#), located at the bottom of the page.

You will receive a **Congratulations! Your room selection process is complete!** Message upon successful completion.



You will be able to see your assignment immediately from the Home page. Please have each student check their home page.

The screenshot shows the MyHousing @ Kutztown University website in a Mozilla Firefox browser. The page title is "MyHousing Overview". The user's name is Princess Fiona, with student ID 000111111. The user has one assignment for Fall 2011, located in SB - Floor 1 - Room 101C - Bed: A, with phone number 6465083. The assignment includes three roommates/suitemates: Princess Belle (Room: 101A - Bed: A), Princess Ariel (Room: 101B - Bed: A), and Princess Rapunzel (Room: 101D - Bed: A). The check-in date is 08/29/2011 and the check-out date is 12/16/2011. The user does not have any current or future dining plans. There is one future roommate request for Fall 2011, for Princess Ariel, with a status of "STUDENT ASSIGNED".

Name	Student #	eMail
Princess Fiona	000111111	

Assignment	Roommate(s)/Suitemate(s)
Fall 2011 SB - Floor 1 - Room 101C - Bed: A Phone: 6465083	<ul style="list-style-type: none">• Princess Belle - Room: 101A - Bed: A• Princess Ariel - Room: 101B - Bed: A• Princess Rapunzel - Room: 101D - Bed: A

Time Frame	Requested Roommate	Status
Fall 2011	Princess Ariel	STUDENT ASSIGNED

If you have your session open for too long it will time out and you will get the prompt below. If this happens log back in and begin the selection again. Keep in mind that groups are scheduled every fifteen minutes to begin selecting. Once a group has successfully selected, that apartment will not be available for any other group to select.

The screenshot shows a session timeout error message in a Mozilla Firefox browser. The message is displayed in a yellow box with a red border and reads: "You Have Encountered an Error. Your session has timed out due to inactivity. You must login again. [Click here to login.](#)"