Step 1: Login to the MyHousing room selection website to confirm selection dates and update personal preferences. (reslife.mst.edu/roomselection)

The Department of Residential Life is pleased to announce online reapplication for the 2015—2016 academic year! Go to http://reslife.mst.edu/roomselection and read the information regarding reapplication including the housing agreement cancellation timeline, terms and conditions, and room and board rates. Follow the link on the webpage or go directly to https://hdmstweb.umsystem.edu to access the MyHousing reapplication website.

Use your username and password to login to the UM System. Next click on “Go to MYHOUSING”:

Home/Overview
After logging in to MyHousing, you will be presented with an overview screen similar to the sample pictured below. The overview page has five categories of information displayed specific to you, your housing records, and the selection timetables. This is information only—no updates are permitted to the data displayed here.

My Info
This will display your personal information—Name, Student ID#, S&T e-mail address. When you first access this information be sure to check it for accuracy. Your e-mail address will be used extensively and provided to your selected roommates.

My Messages
Please note if you are in compliance with the new Meningitis Policy in this area. If not, review the requirements at reslife.mst.edu/roomselection. See page 4 for more information.

My Assignments
This section will display your current and future room assignments including roommates and suitemates (if applicable).

My Dining
This section will display current and future meal plans.

My Future Roommate Requests
Step 2: Login to the MyHousing room selection website to confirm selection dates and update personal preferences. (reslife.mst.edu/roomselection)

Personal Preferences

- Select Personal Preferences from the left hand menu and take a few minutes to update your preferences.
- Start by selecting Fall 2015 in the drop down box.
- Please answer the 5 questions in the green bars.
- Doing this will assist us (and you) should a vacancy occur in your room or suite. By answering these questions, we will be better able to match you with a new roommate.

My Room Selection Information

- Select Room Selection → My Room Selection Information.
- Review the different room selection processes for which you are eligible and decide which process you wish to go through.
- Note the day and time on your calendar.
- Please note: If you are hoping to live in TJ or RC, you will need to sign up for the TJ/RC lottery and be selected for it prior to that process showing as an option on your Room Selection Information.
Step 3: Log on to the MyHousing room selection website to select a roommate. (reslife.mst.edu/roomselection)

Roommate Selection

- In order to “pull-in” a roommate or roommates, you must pre-select your roommates prior to your selection process. Roommate selections can begin being made as of February 2. All roommate requests must be mutual in order to go through the room selection process.

- Begin by selecting Room Selection Roommate Selection on the left hand menu.

- Make sure that “Fall 2015” is the term selected. Hit continue.

- If this is the first time logging in, you will need to agree to the Residential Life Terms and Conditions. Click the “I Agree” box and select next.

- For best results, enter your preferred roommates email address. We have also provided the first and last name fields to assist you in making your roommate request. If the information you submit is unique, selecting “Request Student as Roommate” will automatically select the student requested. If the information is not unique (i.e. last name ‘Smith’), a list of potential roommates’ names and their current room assignment will be displayed.

- Select the correct student from the list and select “Continue”. Your selected roommate will receive a confirmation e-mail that they have been selected by you. The student’s name will appear on your Roommate and Overview screens as well as whether or not the request is matching. If you make a selection error, click the ‘remove’ button next to the student’s name. They will receive an email indicating you have de-selected them.

IMPORTANT: All roommate requests must match – both students must select each other. If you do not have a matched roommate, you will need to “deselect” them prior to going through the selection process.
**Step 4:** Log on to the MyHousing room selection website on designated day and time to select a room and meal plan! (reslife.mst.edu/roomselection)

**Room/Suite Selection**

- Begin by selecting Room Selection -> Select a Room or Suite.
- It is important for roommates to consider who will be making the room selection for the roommate group. Consider where you want to live and who has the earliest opportunity to select that location from the room section periods available to them. ONE AND ONLY ONE MEMBER OF YOUR ROOMMATE GROUP WILL BE PERMITTED TO SELECT FOR THE GROUP.
- More than one person trying to select a room for the group at the same time may result in an erroneous assignment and the loss of your priority for selection. Prior consultation between you and your future roommates should result in identification of the person responsible for making the room selection.
- Once your selection time has begun, you will have access to selection until the end of the selection period or until you select a room – whichever comes first. If any member of your group selects a room, the assignment is final.
- A list of available rooms (gender-specific in residence halls) will be displayed when your selection time arrives. Halls that you are eligible to live in will be listed in alphabetic order.
- In some buildings you will only see a “select room” button. Click that button to pick your room.
- In other buildings you will see “select room” or “select suite”. If the “select suite” button is available, click this as it will give you an opportunity to assign yourself and your roommates to any of the rooms in that particular suite or apartment.
- Floor plans for each hall should be available by hitting the hyperlink for each hall.
**Step 5:** Log on to the MyHousing room selection website on designated day and time to select a room and meal plan! (reslife.mst.edu/roomselection)

**Dining Plans**

- After you select your room/suite for the 2015-2016 academic year, you must select a dining plan.

- Under the Fall 2015 heading, click ‘Continue’. Only the dining plans for which you are eligible will appear in the drop-down box.

- Click ‘Submit My Dining Plan Selection’ when you decide which dining plan to purchase for the 2015—2016 academic year.

- After clicking submit, your selected dining plan will be displayed on the My Dining screen as well as the Home/Overview screen.

- You may come back to this page to change your dining plan up until June 1. After that all changes must be communicated to the Department of Residential Life.