

Same Room Sign Up On-Line Room Selection Instructions

Singles – Private or Hall bathroom

Keep in Mind:

- Same Room Sign Up selections must be finalized by no later than the deadline stated on the room selection timeline as listed on the Residence Life website.
 - Check the Same Room Sign Up section of the Residence Life website to make sure you and your room are eligible for Same Room Sign Up while making your returning student room selection plans.
 - No roommate group is needed since this is for a single occupancy space.
1. **REMINDER: All personal belongings must be removed at check-out in May.**

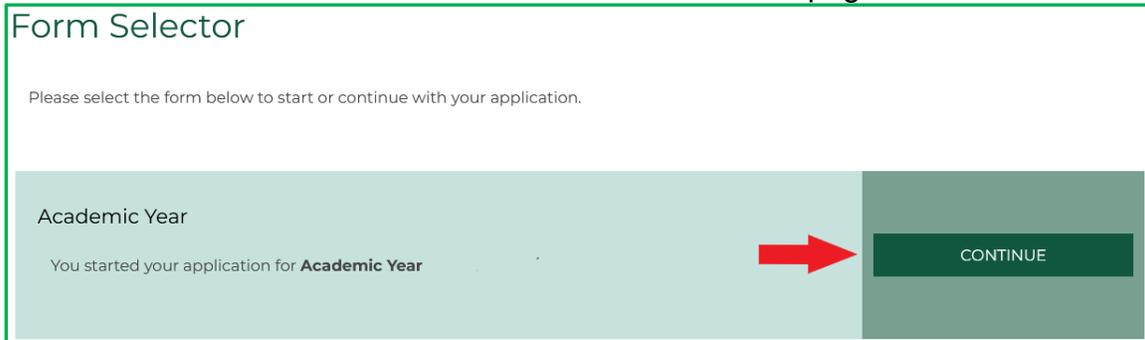
Housing Application and Room Selection Steps

1. Log into the W&M Housing Portal at:
https://wm.starrezhousing.com/StarRezPortalX/F13DA9C1/22/252/Student_Login-Student_Login

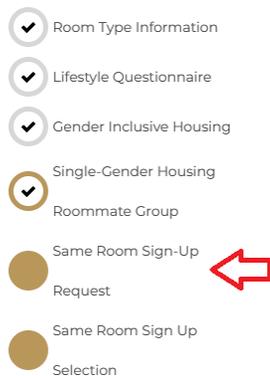
2. Click on “Housing Application”.



3. Click on “Start Form” or “Continue” on the Form Selector page.



4. Proceed through these pages to access Same Room Sign Up:
 - a. Contract Release Request
 - b. Personal Details
 - c. Contract Request to Cancel Housing
 - d. Accommodation Request
 - e. Living with a Resident Assistant or accepted a staff position?" If this page appears answer "No", click "Save & Continue" at the bottom.
 - f. Global Village (may not appear in your pages list)
 - g. Living-Learning communities (may not appear in your pages list)
 - h. Tribe Square Acknowledgement
 - i. Room Type Information
 - j. Lifestyle Questionnaire
 - k. Gender-Inclusive Housing
 - l. Roommate Group
 - i. As you are not joining a group, click "Save & Continue" at the bottom.
5. You will now be advanced to the Same Room Sign Up Request page.

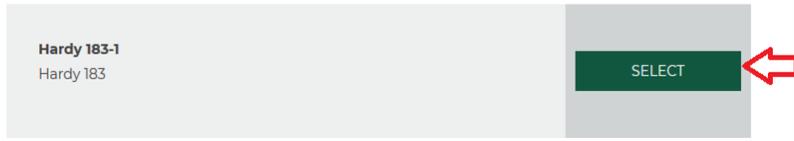


6. On the Same Room Sign Up Request page, read all of the important information there
 - a. If you are ready to make your Same Room Selection at this time, select "Yes" at the bottom of the page and click "Save & Continue" to go to the Same Room Sign Up Selection pages.
 - b. If you are choosing not to do Same Room Sign Up or if you are not yet sure or ready to make a selection, select "No" to get to the Next Steps page.
 - i. You can return to the Same Room Sign Up Request page to complete your Same Room Sign Up process by the deadline stated on the room selection timeline as listed on the [Residence Life website](#).

7. On the Same Room Sign Up Selection page you will see the room you are currently in. Select the “Select” button.

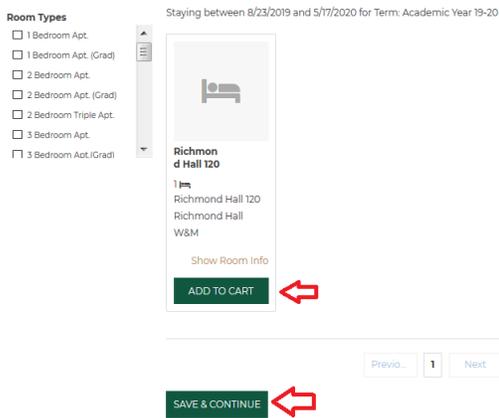
Same Room Sign Up

Please select your current booking to renew it.



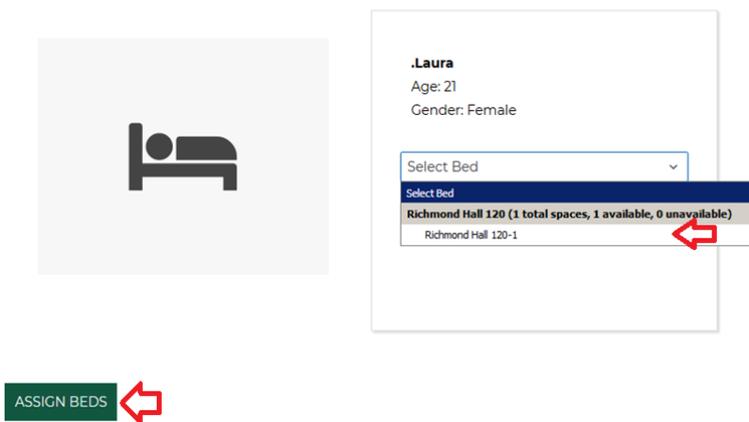
8. Select “Add to Cart” – only the room you are in will show up on the screen
Click “Save & Continue” if it does not auto advance you to the next screen after selecting “Add to Cart”.

Room List



9. Assign yourself to the bed space in that room and then click “Assign Beds”.

My Room



10. You will get a new Confirmation Screen that lists the assignment you just made. Click “Click Here To Confirm”.
Confirmation

Richmond Hall 120, Richmond Hall 120, Richmond Hall

1. Richmond Hall 120-1: .Laura

CLICK HERE TO CONFIRM



11. When the room assignment has been made you will end the process by reviewing the Application Status Screen at the bottom then **STOP**. This is your final, official Housing Assignment. No further action is needed.

a. LOG OUT OF THE HOUSING PORTAL ONCE YOUR ROOM SELECTION PROCESS ENDS FOR THE DAY

Application Status

You started your application for Academic Year 20-21 on 2/20/2020, have a room reservation for **Grad Complex 205C-1**, and have signed the contract as of 2/20/2020.

Booking Summary

Room: Grad Complex 205C-1

Room Type: 4 Bedroom Apt.(Grad)

Location: Graduate Complex

Floor: Grad Complex 205