Room Selection Online Tutorial

The purpose of this tutorial is to assist you in the selection of your room for the upcoming term. Please read the following information carefully and do not hesitate to contact the Office of Housing and Residence Life with any questions.

Residents invited to participate in the room self-selection process (hereafter “Room Selection”) will be receive an email to their Cal State LA account with their self-selection appointment date and time. Students will be able to log on to the Housing Portal to select their room any time between their appointment start and end time.

If you are living on campus summer 2017, and fall 2017 through spring 2018, you will go through this process twice: once to select your space for summer 2017 and again to select a space for fall 2017 through spring 2018. Students approved to live on campus for both summer and academic year must choose the same space for both terms.

During your appointment time, you will be able to:
- Search from available rooms based on gender and age groups (under 21 years of age vs 21 years of age and over).
- View the basic profiles for the students that may have already selected the apartment.
- Select and reserve your room.
- Bring in and assign friends into your selected apartment if they are: current Housing residents who also received a Room Selection Appointment, have requested you as a roommate or housemate, and match your age group. The resident with the earliest Room Selection Appointment will be able to select the room within the same apartment of confirmed roommates and housemates who are eligible based on criteria mentioned beforehand.
- If you are not requesting a roommate or housemate, please select an apartment that has one to two students already assigned to the apartment. This will allow for students with a large number of requested housemates to be able to live together in the same apartment.
- Please be sure to select a room according to your age group to avoid being reassigned.
- Changes: If you later change your mind and wish to select a different room, you will need to come to the Office of Housing and Residence Life to request for your selected room be removed from the system. Once it is removed, you will be able to log back in to the Housing Portal and select a different space.

How to Select Your Space:
1. Log on to the Housing Portal https://housing.calstatela.edu/StarRezPortal/ during your appointment time.
2. Click on “Application” from the menu.
3. Click on the License Agreement Term and then click on Save & Continue button. It will take you to the Application Status webpage or the Room Search webpage.
   - Remember, if you are selecting a space for summer and for fall–spring, you’ll need to complete this twice.
4. Click on “Room Search” from the menu located on top of the webpage.
5. Clicking on the “Room Search” page will take you a list of buildings.
6. Click on the link of the building in which you’d like to live. This will redirect you to view floors.

7. At the bottom of the page, you will see a list of rooms available based on your gender. The table will show the room types (i.e. triple, double, etc.)
8. Click on the room to highlight the selection and click “Continue.”
9. Once you click on the apartment, you will see which bed spaces are available.

![Select from the Available Rooms](image)

10. You may click on the magnifying glass to see the details of the room and the profile for anyone who may be assigned to that room.

![Room Details](image)

11. You may continue to search for a room by clicking on the top menu (Building > Floor > Beds). Or, click on “Building” to start the search over.

![Screen Details](image)
12. To select a space, you must be on the “Available Rooms” page. Once you have decided on an apartment and bedspace, select the room following instructions below. If you are reserving additional spaces for roommates and/or housemates, please follow the instructions below.

![Select your room of choice](image)

13. Select your room from the dropdown menu next to “My Bed.” If you are reserving for roommates and/or housemates, use the dropdown menu next to the name(s) of your requested roommates/housemates to assign them to the corresponding rooms.

- If your time runs out, you may click on “Floor” from the top menu to restart the selection of apartment/rooms again.
- If you make a mistake on assigning the roommate/housemate to the wrong bedroom, email the Housing Office and we will swap the students into the correct rooms as long as they are in the same apartment.
- Once students are assigned to a bed, you will not be able to change the assignment online. All changes will need to be made through the Housing Office. You can email requesting the assignment be removed, so you may make another selection online.
- You may only choose to live with current residents. If you try to assign a student who doesn’t currently live on campus, you will receive an error message.

![Select the bedroom for your confirmed requested roommates/housemates](image)

![Click on your bed of choice](image)
14. Click on “Continue” to proceed with the selection. This step will place the space(s) on hold for you and any roommates or housemates you have chosen. You will be redirected to the “Application Status” page.

15. The “Application Status” page will show your selected room.

16. You may return to the main Housing Portal page by clicking on “Application” from the top menu, or by logging out through the dropdown menu under your name in the top right corner.

If you have changed your mind and would like to select a different room, please immediately email the Office of Housing and Residential Life at askhousing@calstatela.edu. Once we receive your email, we’ll assign you another Room Selection appointment.

We will review your request and send you a confirmation email with the details of your selection and instructions on how to make your first payment by April 10, 2017 for summer 2017 and/or fall 2017.

Don’t forget to add the following dates to your calendar:
- The payment deadline is April 10, 2017.
- The spring semester date to move out is Saturday, May 20, 2017. All residents must check out before 2 p.m. on May 20th.
- The fall 2017 date to move in is Friday, August 18, 2017.