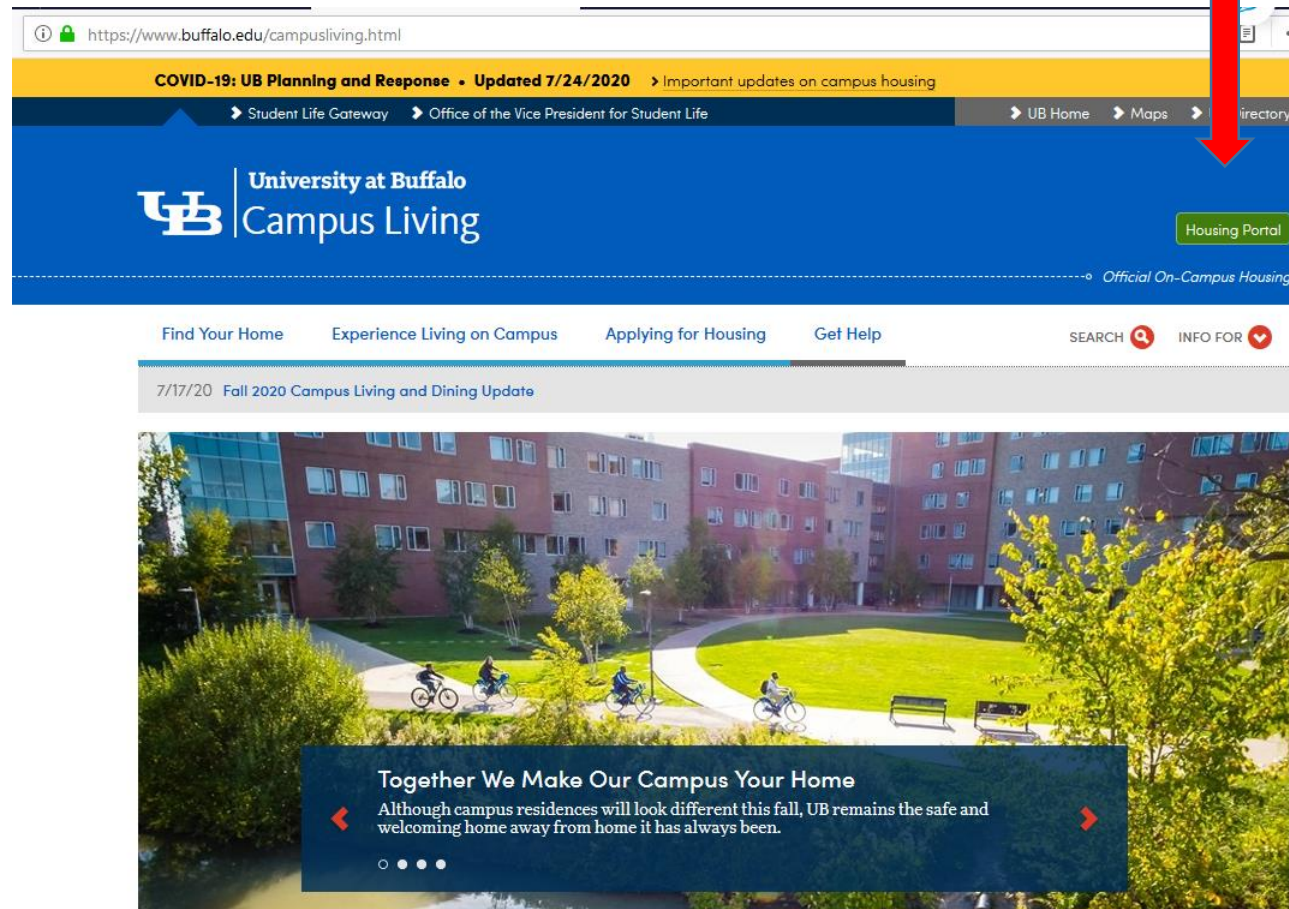


Student Grouping Screenshot Guide

*Screenshot guide
from a computer view

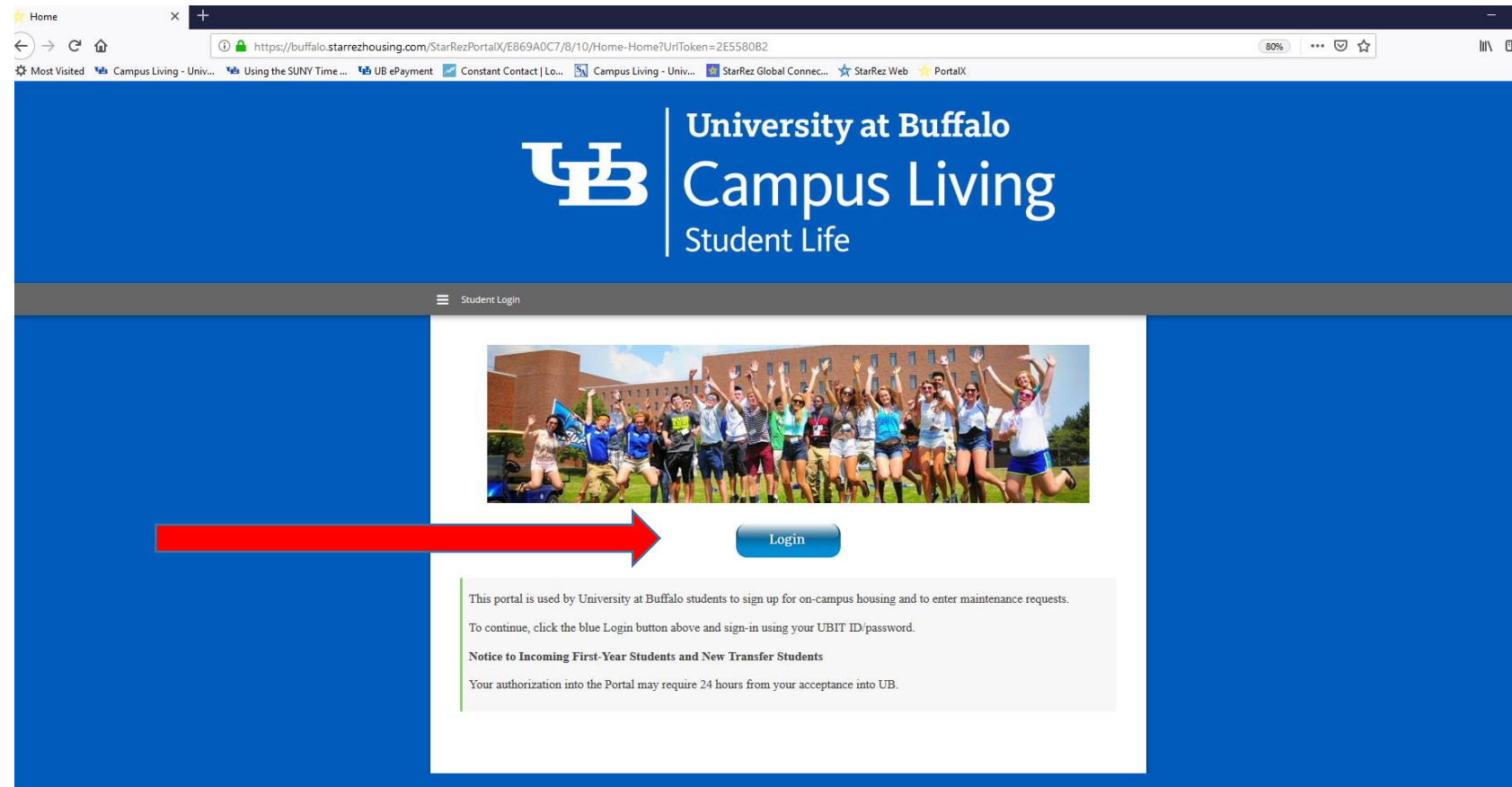
From the Campus Living homepage, students can click on the Apply Now button



Your Home Away from Home

Campus Living provides residential environments that assist students in being academically and personally successful. Official on-campus housing for students includes both residence halls and apartment complexes.

Students will arrive on the UB StarRez Housing Portal Page, select the blue login button. From a mobile device use the dropdown menu to get to login.



The screenshot shows a web browser window displaying the University at Buffalo Campus Living Student Life portal. The page features a blue header with the UB logo and the text "University at Buffalo Campus Living Student Life". Below the header, there is a navigation menu with a "Student Login" option. The main content area contains a large image of a group of students celebrating, with a red arrow pointing to a blue "Login" button. Below the image, there is a text box with instructions: "This portal is used by University at Buffalo students to sign up for on-campus housing and to enter maintenance requests. To continue, click the blue Login button above and sign-in using your UBIT ID/password. Notice to Incoming First-Year Students and New Transfer Students Your authorization into the Portal may require 24 hours from your acceptance into UB."

Home

https://buffalo.starrezhousing.com/StarRezPortalX/E869A0C7/8/10/Home-Home?UriToken=2E5580B2

Most Visited Campus Living - Univ... Using the SUNY Time... UB ePayment Constant Contact | Lo... Campus Living - Univ... StarRez Global Connec... StarRez Web PortalX

University at Buffalo
Campus Living
Student Life

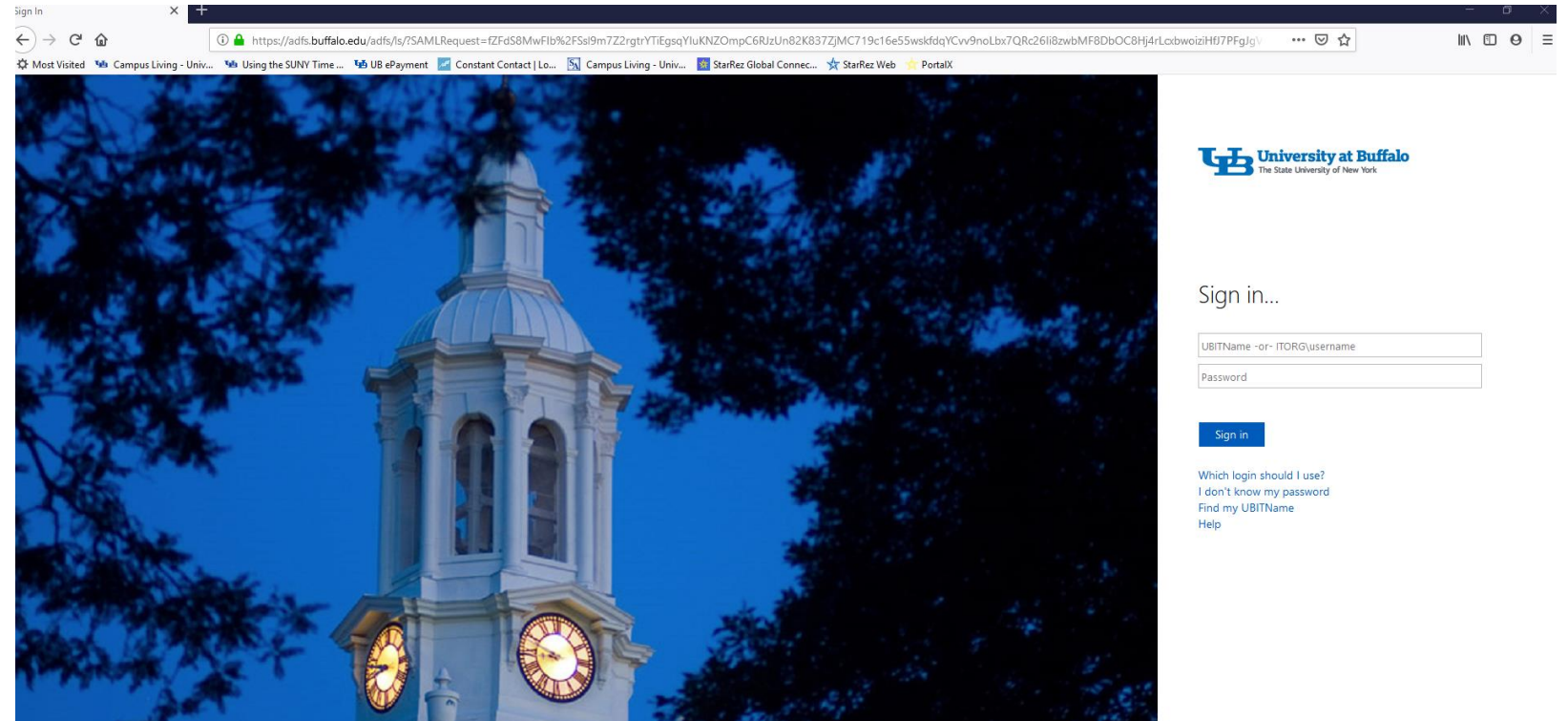
Student Login

Login

This portal is used by University at Buffalo students to sign up for on-campus housing and to enter maintenance requests.
To continue, click the blue Login button above and sign-in using your UBIT ID/password.
Notice to Incoming First-Year Students and New Transfer Students
Your authorization into the Portal may require 24 hours from your acceptance into UB.

Students will log in with their UBIT Name and password.


Do not add the @buffalo.edu



This is the home page within the UB StarRez Housing Portal.

To begin grouping, or self-selection during their selection time, select Grouping and Self-Selection.

Students should not cancel their application(assignment) if they are looking to change spaces. Cancelling the application removes the guarantee for on-campus housing.



The screenshot shows the home page of the University at Buffalo Campus Living Student Life portal. The header is a solid blue bar with the University at Buffalo logo (UB) on the left and the text "University at Buffalo" and "Campus Living Student Life" on the right. Below the header is a dark grey navigation bar with a hamburger menu icon and a "1" in a circle, followed by the links: "Apply For Housing", "Disability and Special Needs Request", "Cancel Your Application", "Grouping and Self-Selection", and "Log Out". The main content area features a large photograph of a diverse group of students jumping joyfully on a green lawn in front of a brick building. Below the photo, the text reads: "Hi Darcy Johnson! The Campus Living team would like to thank you for considering on-campus housing at the University at Buffalo. We look forward to providing you with a home away from home."

To begin the fall 2020 – spring 2021 grouping or self-selection process, select the term Academic Year 2020-2021.

The screenshot shows a web application interface with a blue header bar. On the left side of the header, there is a hamburger menu icon and a small white circle containing the number '4'. To the right of the menu are four navigation links: 'Agreement Addendum', 'Housing Application', 'Grouping and Self-Selection', and 'Cancel Your Application'. On the far right of the header is a 'Log Out' link. The main content area has a white background and is framed by a blue border. At the top of this area is the title 'Grouping and Self-Selection' in a large, bold, black serif font. Below the title is a paragraph of text: 'Please select a term below to start the grouping and self-selection process.' This is followed by two paragraphs of text: 'Roommate Groups: Students are encouraged to form roommate groups prior to the self-selection date/time, but may make changes throughout the grouping or self-selection process.' and 'Self-Selection: Students may enter at their designated selection time and have until the end of the self-selection process to select housing. Students who do not complete the self-selection process will have their housing application cancelled and are no longer guaranteed on-campus housing for 2020/2021.' At the bottom of the content area, there is a light green rectangular box. Inside this box, on the left, is the text 'Academic Year 2020-2021' and 'To select your on-campus housing press the SELECT button.' On the right side of this box is a dark blue rectangular button with the word 'SELECT' in white capital letters.

4

Agreement Addendum Housing Application Grouping and Self-Selection Cancel Your Application Log Out

Grouping and Self-Selection

Please select a term below to start the grouping and self-selection process.

Roommate Groups: Students are encouraged to form roommate groups prior to the self-selection date/time, but may make changes throughout the grouping or self-selection process.

Self-Selection: Students may enter at their designated selection time and have until the end of the self-selection process to select housing. Students who do not complete the self-selection process will have their housing application cancelled and are no longer guaranteed on-campus housing for 2020/2021.

Academic Year 2020-2021

To select your on-campus housing press the SELECT button.

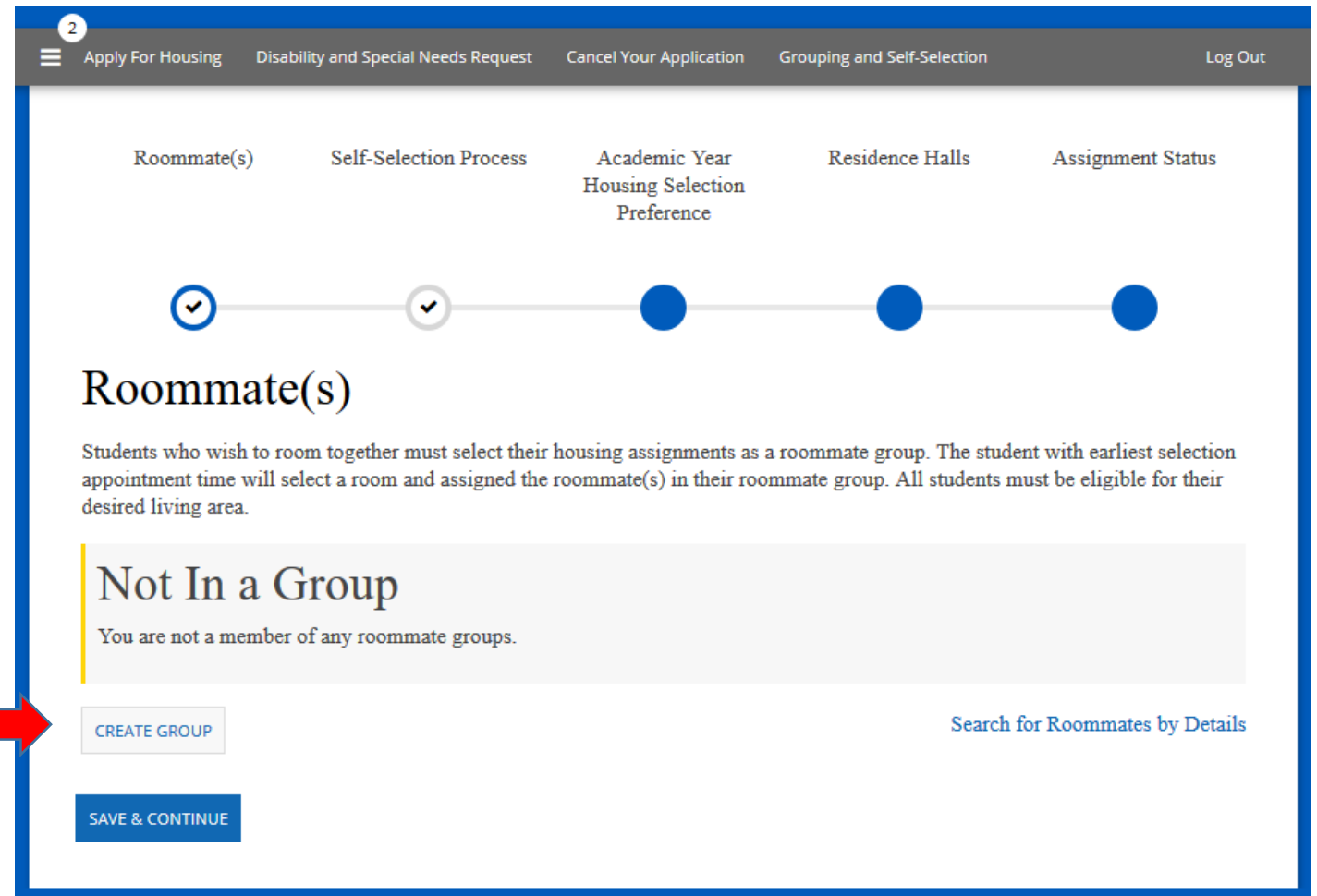
SELECT

The first page for Grouping and Self-selection is the roommate page.

Students who are looking to select housing on their own (not as a part of a group) do not need to create a group.

Returning students looking to go through self-selection with roommates will need to create or join a roommate group.

To create a group, click the CREATE GROUP button- before searching for roommates.



The screenshot displays a web application interface for housing selection. At the top, a navigation bar includes a menu icon, a '2' notification badge, and links for 'Apply For Housing', 'Disability and Special Needs Request', 'Cancel Your Application', 'Grouping and Self-Selection', and 'Log Out'. Below the navigation bar is a progress bar with five steps: 'Roommate(s)', 'Self-Selection Process', 'Academic Year Housing Selection Preference', 'Residence Halls', and 'Assignment Status'. The 'Roommate(s)' step is the first and is marked with a checkmark in a blue circle. The 'Self-Selection Process' step is also marked with a checkmark in a grey circle. The remaining three steps are marked with solid blue circles. Below the progress bar, the 'Roommate(s)' section is titled 'Roommate(s)' and contains the text: 'Students who wish to room together must select their housing assignments as a roommate group. The student with earliest selection appointment time will select a room and assigned the roommate(s) in their roommate group. All students must be eligible for their desired living area.' Below this text is a grey box with the heading 'Not In a Group' and the message 'You are not a member of any roommate groups.' At the bottom of the page, there are two buttons: 'CREATE GROUP' and 'SAVE & CONTINUE'. A red arrow points to the 'CREATE GROUP' button. To the right of the 'CREATE GROUP' button is a link that says 'Search for Roommates by Details'.

The person will need to create a name for their group, then click SAVE GROUP.

The screenshot shows a web application interface with a blue header and a grey navigation bar. The navigation bar contains a menu icon, a '2' in a circle, and several menu items: 'Apply For Housing', 'Disability and Special Needs Request', 'Cancel Your Application', 'Grouping and Self-Selection', and 'Log Out'. Below the navigation bar is a progress bar with five steps: 'Roommate(s)', 'Self-Selection Process', 'Academic Year Housing Selection Preference', 'Residence Halls', and 'Assignment Status'. The first two steps are marked with a checkmark in a blue circle, while the other three are marked with a solid blue circle. Below the progress bar is the title 'Roommate Group Details' and a form with a 'Group Name:' label and an empty text input field containing '<empty>'. At the bottom of the form are two buttons: 'GO BACK' and 'SAVE GROUP'.

2

Apply For Housing Disability and Special Needs Request Cancel Your Application Grouping and Self-Selection Log Out

Roommate(s) Self-Selection Process Academic Year Housing Selection Preference Residence Halls Assignment Status

Roommate Group Details

Group Name:
<empty>

GO BACK SAVE GROUP

Once a group is created the person can search for their roommates by clicking on the Search for Roommates by Details link.

3

Apply For Housing Disability and Special Needs Request Cancel Your Application Grouping and Self-Selection Log Out

Roommate(s) Self-Selection Process Academic Year Housing Selection Preference Residence Halls Assignment Status

Roommate(s)

Students who wish to room together must select their housing assignments as a roommate group. The student with earliest selection appointment time will select a room and assigned the roommate(s) in their roommate group. All students must be eligible for their desired living area.

Group: Darcy's Moose friends

DELETE GROUP EDIT GROUP

[Search for Roommates by Details](#)

.Darcy .Johnson (Group Leader)
Name: .Darcy .Johnson

SAVE & CONTINUE

Students can search by Name or Buffalo email address.

Only returning students, who have a completed housing application, that has not been cancelled, and do not already have a housing assignment can be added to a group.

Students on the waitlist are not eligible to join a group or get housing through self-selection.

Students also will only see other students of the same gender.

The screenshot shows a web application interface for housing selection. At the top, a dark navigation bar contains the following links: 'Apply For Housing', 'Disability and Special Needs Request', 'Cancel Your Application', 'Grouping and Self-Selection', and 'Log Out'. Below this, a progress indicator consists of five circular markers connected by a horizontal line. The first two markers are white with a checkmark, while the remaining three are solid blue. The labels above the markers are: 'Roommate(s)', 'Self-Selection Process', 'Academic Year Housing Selection Preference', 'Residence Halls', and 'Assignment Status'. The main heading is 'Roommate Search By Details'. Below the heading is a note: 'Note: You may search by Name or Email'. There are three input fields: 'Name First:' with a placeholder '<empty>', 'Name Last:' with a placeholder '<empty>', and 'Buffalo.edu Email:' with a placeholder '<empty>'. Below the fields is a checked checkbox with the text 'Exclude results that cannot be added or joined'. At the bottom, there are two buttons: 'MANAGE GROUP' and 'SEARCH'.

If a person does have an active application they will be found and can be selected by clicking the ADD TO GROUP button.

4

Apply For Housing Disability and Special Needs Request Cancel Your Application Grouping and Self-Selection Log Out

✓ ✓ ● ● ●

Roommate Search By Details

Note: You may search by Name or Email

Name First:

Name Last:

Buffalo.edu Email:

Exclude results that cannot be added or joined

.Justine .Wheeler
Name: .Justine .Wheeler

0%
Match



Your request to add .Justine .Wheeler to group Darcy's Moose friends has been sent.

Roommate(s)

Students who wish to room together must select their housing assignments as a roommate group. The student with earliest selection appointment time will select a room and assigned the roommate(s) in their roommate group. All students must be eligible for their desired living area.

Group: Darcy's Moose friends

DELETE GROUP

EDIT GROUP

[Search for Roommates by Details](#)

.Darcy .Johnson (Group Leader)
Name: .Darcy .Johnson

Outgoing Requests

.Justine .Wheeler
Name: .Justine .Wheeler
Expiry Date: 3/4/2020 11:29

CANCEL

SAVE & CONTINUE

You will see a list of outgoing requests before the student has accepted to join the group.

From this page you can cancel a request, edit a group, or delete a group.

The group member being requested will receive the email notifying them that someone has requested them to join their group.

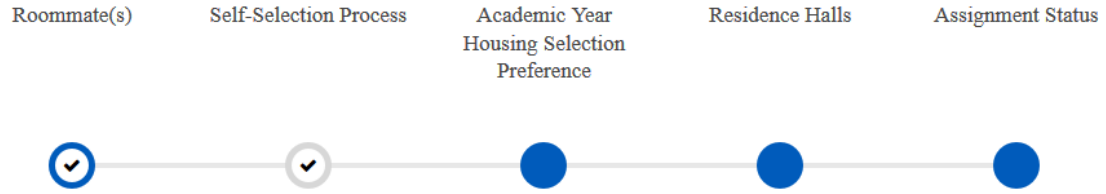
They need to go into the StarRez application, select Grouping and Self-Selection.

They should not reply to the email.

From: Campus Living <campusliving@buffalo.edu>
Sent: Friday, February 21, 2020 8:08 AM
To: Wheeler, Justine <jswheele@buffalo.edu>
Subject: .Darcy .Johnson requested you to join their Roommate Group

.Darcy .Johnson has requested you to join Darcy's friends Group.

To accept, log back into your housing application, go to roommate groups to join the group.



Roommate(s)

Students who wish to room together must select their housing assignments as a roommate group. The student with earliest selection appointment time will select a room and assigned the roommate(s) in their roommate group. All students must be eligible for their desired living area.

Group: Darcy's Moose friends

DELETE GROUP

EDIT GROUP

[Search for Roommates by Details](#)

.Darcy .Johnson (Group Leader)

Name: .Darcy .Johnson



.Justine .Wheeler

Name: .Justine .Wheeler

REMOVE ROOMMATE

MAKE LEADER

SEND MESSAGE



SAVE & CONTINUE

Once a group member has joined, they will be listed as a member of a group.