

# Housing Selection—Spring 2020 Applicants

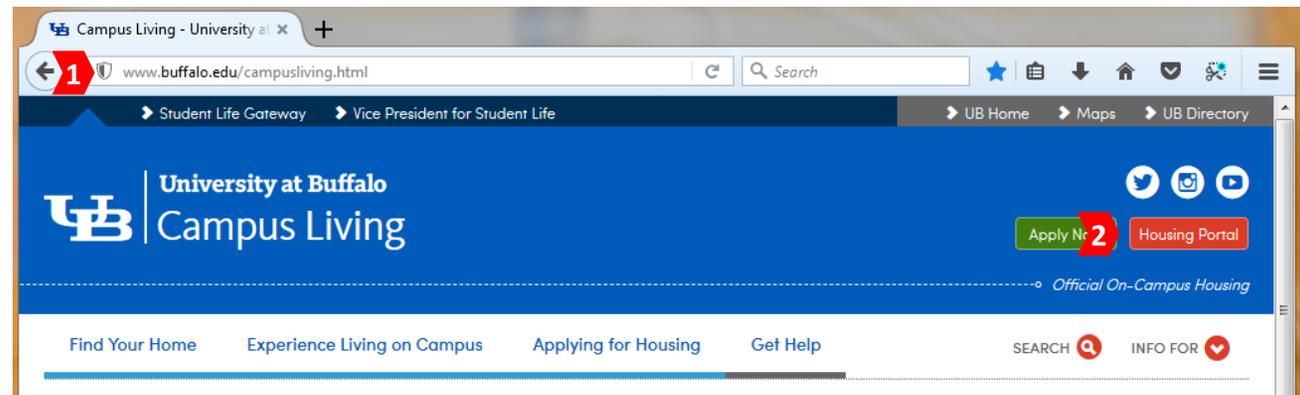
Updated: 1/7/2020 mm

Please see instructions below to assist you in selecting your spring 2020 on-campus assignment. All students are eligible for our upper class residence halls (Goodyear, Fargo, Porter, and Red Jacket). You must have graduated high school (or equivalent) in 2017 or earlier to select our graduate areas (Creekside Village West, Flickinger Court, or Flint Village 308 or 309) or our apartments in Flint, Hadley, or South Lake Village. You must have graduated high school (or equivalent) in 2018 to select Greiner or Creekside Village East. You must have graduated high school (or equivalent) in 2019 to select first-year only residence hall space (Clement, Clinton, Dewey, Lehman Roosevelt, Richmond, Spaulding and Wilkeson). If you are unable to select an option of your choice, select from the remaining options. Students who do not self-select will be manually assigned to available spaces by the Housing Services Office.

## Step One (Housing Portal):

1. At your selection appointment time, go to Campus Living Website (<http://www.buffalo.edu/campusliving.html>)
2. Click the red 'Housing Portal' tab
3. Enter your UBITName and Password and click log In button

**Note:** Students will only be able to log in at the start of the appropriate selection time. The selection window will remain open until the process closes.



**Login Required**

UBITName

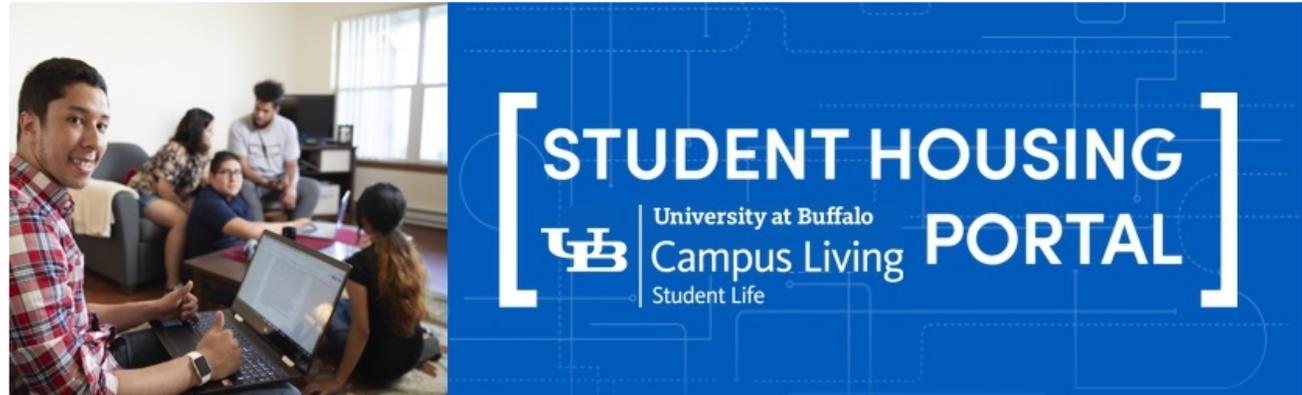
Password

Log In

- [I don't know my password](#)
- [Find my UBITName](#)
- [Help](#)

## Step Two (Welcome Screen):

1. Click on the 'Select Your Housing' link



## Welcome Turanga Leela-Test!

Your housing selection appointment window begins on:

Spring Housing Selection

### **1** [Select Your Housing](#)

If selecting housing with roommates, you will need the housing ID number for all your roommate(s). This number was sent to every student in the 'Housing Selection' email. It can also be found in the next column under [Your Housing Profile](#).

If you have any questions during this process, please contact the Housing Operations office at 716-645-2171.

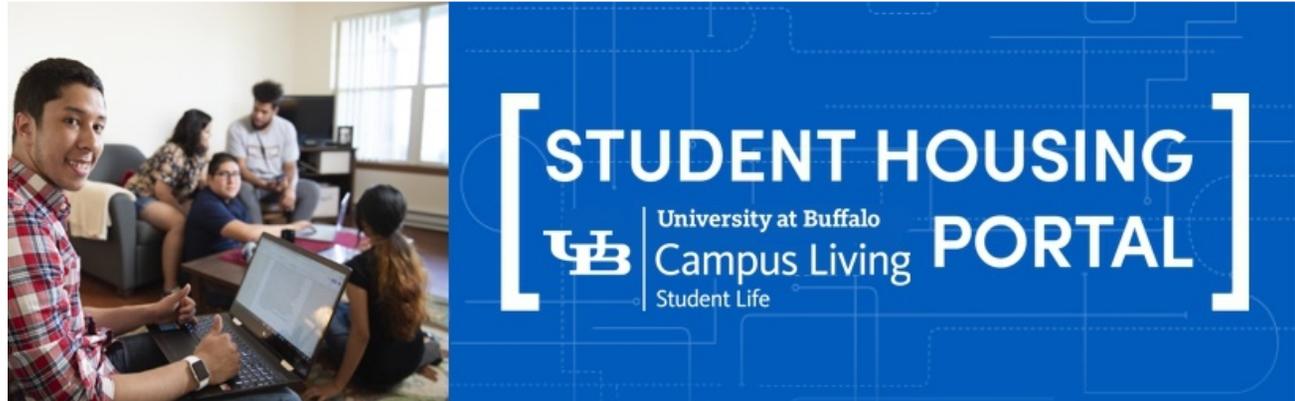
Your Housing Profile

**Housing ID:** 243788  
**HS Graduation:**

[Finish](#)

## Step Three (Appointment Screen):

1. Select 'Click Here to Pick Your Space'



## Welcome Turanga Leela-Test!

Your housing selection appointment window is: **Thu., Jan 9 @ 9AM - Fri., Jan 10 @ 9AM**

### Spring Housing Selection

#### **1** [Select Your Housing](#)

If selecting housing with roommates, you will need the housing ID number for all your roommate(s). This number was sent to every student in the 'Housing Selection' email. It can also be found in the next column under [Your Housing Profile](#).

If you have any questions during this process, please contact the [Housing Services](#) office at 716-645-2171.

### Your Housing Profile

**Housing ID:** 243788  
**HS Graduation:**  
06/01/2016



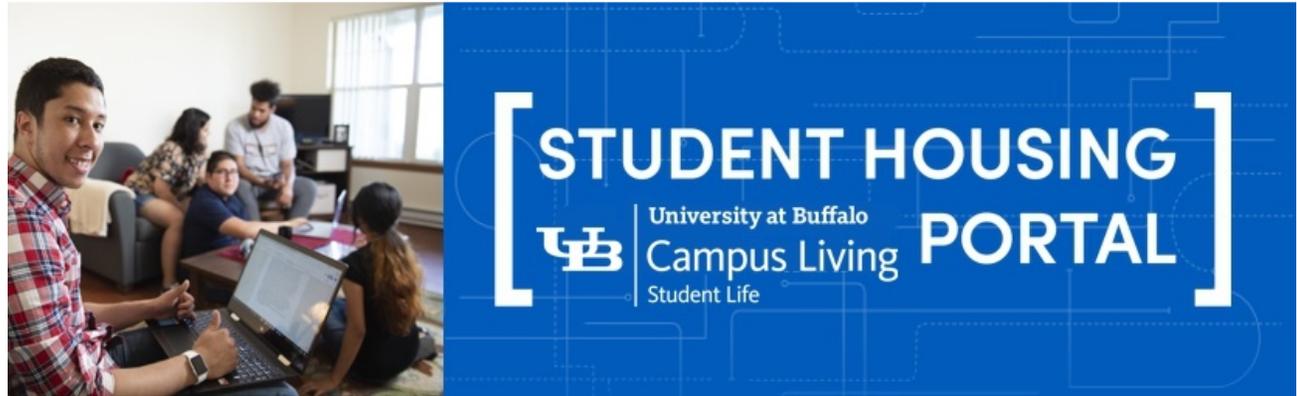
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## Step Four (Selection Eligibility Page):

1. Click on link for desired room type

**Hint:** If no desired room options are available in a specific link, you may close the window to return to this screen to select another link



SELECTION ELIGIBILITY: Sophomore Housing, Residence Halls

I want to select housing for:

**1** [Soph](#)

Options a

- Gr
- Cr

\* Spring 2

**1** [Resi](#)

Options a  
include:

- Nor
- South Campus, Goodyear (single, double and triple rooms)

**Note:** You are automatically directed to appropriate 'Selection Eligibility' page based on high school graduation date. Each page has links to housing options that you are eligible to select. You will only see the options for which you are eligible. If space is not available in an option, return this page and select another option.

variety of room sizes and configurations. Locations

(double, triple and quad rooms)

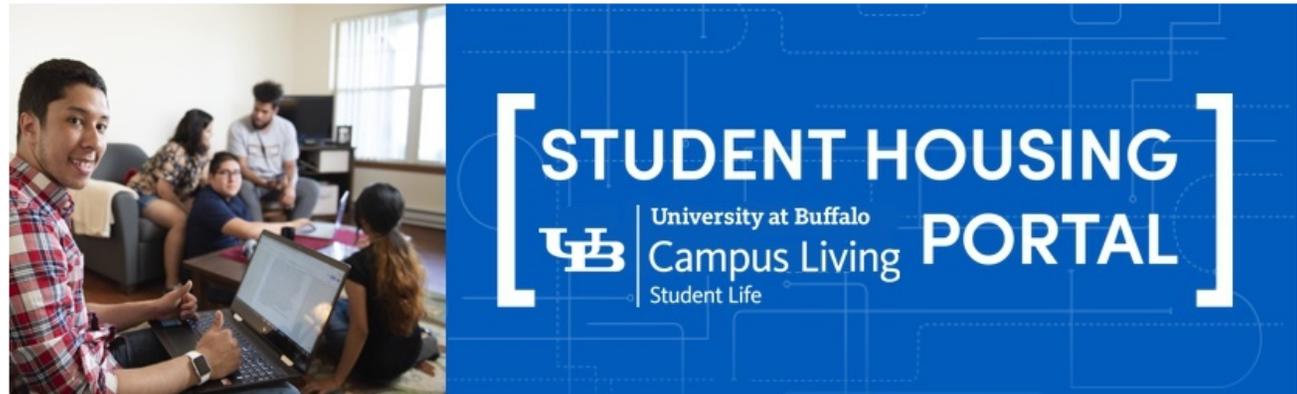
\* Spring 2020 academic-year agreements go from January 26, 2020 to May 17, 2020

## Optional

Spring applicants looking to live together may do so using the roommate selection component. The student with the best selection appointment time may pull-in his or her desired roommate. **If you are selecting housing without a roommate, skip this step and click 'Pick Room' to select your housing.**

### Step Five (Roommate Selection):

1. Click on the green plus symbol  to pull in roommates. Click on the red x symbol  to remove roommates
2. Enter your roommate's Housing ID # and click on the 'Search' button
3. Re-enter your roommate's Housing ID # to confirm it is the correct request
4. Click 'Select'. Repeat for all roommates
5. Click on 'Pick Room' once done



### Roommate Selection

**Roommate**

**1** 

**2** Housing ID:  \*

Found: Turanga Leela-Test

Please re-verify ID number:

**3**  \*

 Cancel **2**  Search **4**  Select

 Add Roommate

 Remove Roommate

 Need Help With Room Selection?

- [Web](#)

**Note:** You will need the 6 digit Housing ID # for all roommates you wish to pull-in. This number must be obtained from your roommate, and was emailed to every student in the housing selection email in early January.

You may select up to 3 roommates depending on space availability.

You will need the 6 digit housing number for all your roommate(s). This number was emailed to every student in the 'Housing Selection' email in early January. Your roommate(s) can verify this number themselves by logging into the housing portal and viewing the right hand **Housing Profile** column.

If you are selecting housing **without** roommates, click **'Pick Room'** at the bottom of this page.

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## Step Six (Room Selection):

1. Use the 'Room Type' option under 'Step 1' to search for desired room types (Optional)
2. Click on desired village or complex under 'Step 2' to populate the "Available Rooms" list.
3. Click on the 'Select This Space' under step three to select your desired assignment from the options available



## Room Selection

Once you've selected a bed space click **'Book Room and Finish!'** at the **bottom of this page.**

Be sure to click a building or quadrangle under **'Step 2. Select Building or Quadrangle'**.  
Use the optional **'Room Type'** option to refine your search.

**Step 1 (Optional). Search by Room Type**

Room Type:

[Search](#) [Cancel](#)

**Step 2. Select Building or Quadrangle**

- Building: **Clement Hall (4)**
- Building: Goodyear Hall (4)
- Building: Porter Quadrangle (2)
- Building: Wilkeson Quadrangle (2)

**Step 3. Select Space (Click on room link to view details such as room size).**

[The State University of New York at Buffalo > Main Street Res. Halls > Clement Hall](#)

**Available Rooms**

<b>Building:</b>	<b>Clement Hall</b>
<b>Room:</b>	<a href="#">CLE-431 (2 available)</a> <a href="#">Select This Space!</a>
<b>Room:</b>	<a href="#">CLE-629 (2 available)</a> <a href="#">Select This Space!</a>

Room Number: CLE-629  
Main St. Dbl/Dbl Adjoin Bath

**Lock Status**



Need Help With Room Selection?

- [Web](#)

**Hint:** Click the bedspace hyperlink to view details about the room.

**Hint:** the number of available spaces in the room is in parentheses.

## Step Six (Room Selection continued):

4. Assign yourself to an available bedspace. If you are pulling in roommates, assign all roommates to a bedspace.
5. Click on the 'Book Room and Finish' symbol to finalize assignment

**Note:** the 'Cancel Selecting this Space' will return you to the room search screen.

**Hint:** You have 10 minutes to complete the assignment process. The room will be unavailable to other students during this time.

## Room Selection

Once you've selected a bed space click '**Book Room and Finish!**' at the **bottom of this page**.

Be sure to click a building or quadrangle under '**Step 2. Select Building or Quadrangle**'. Use the optional '**Room Type**' option to refine your search.

Room "CLE-629" is locked for your group. Select which beds will be occupied by your group members. If you want to change your selection, click "Cancel Selecting this Space".

Room: [CLE-629](#)

- 4** Bed Space: [CLE-629A](#) Amy Wong-Test ▾  
Bed Space: [CLE-629B](#) Turanga Leela-T ▾

[Cancel Selecting This Space](#)

## Lock Status

**09:36**

Room CLE-629 will be unavailable to others while you assign your roommates to bedspaces.



Need Help With Room Selection?

- [Web](#)



[Cancel](#)



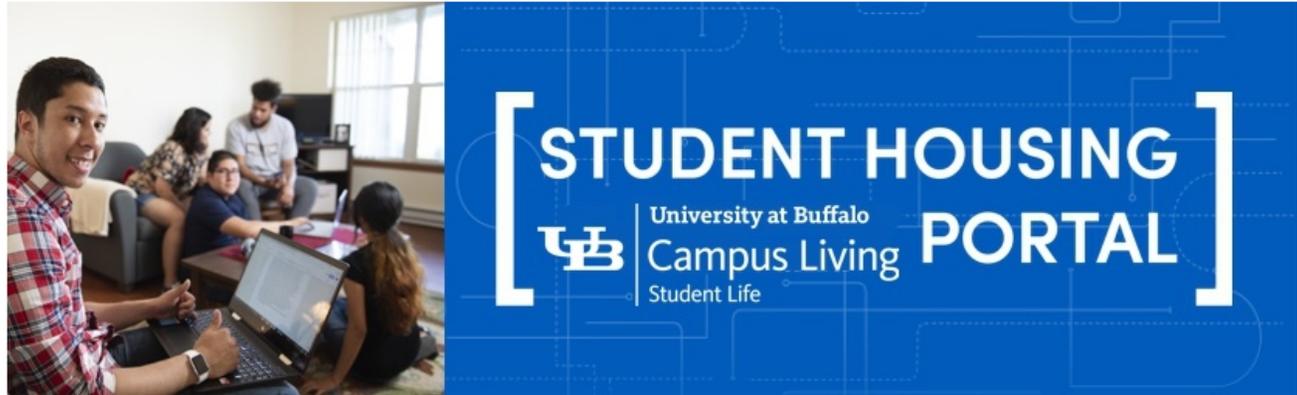
[Revise Roommates](#)



[Book Room and Finish!](#)

## Step Eight (Confirmation Screen and Email):

1. You will see a confirmation screen and receive a confirmation email



Dear Amy Wong-Test,

Congratulations on your Spring 2020 Residence Hall assignment! Your booking has been processed and added to our system. Below is a summary of your selected space.

For further assistance or questions, please call our [Housing Services](#) office at 716-645-2171.

**Room Information:** Clement Hall - CLE-620B, Main St. Dbl/DbI Adjoin Bath

If you are not happy with your assignment you may submit an [assignment change request](#).

You may print a copy of this page for your own records by pressing [Ctrl]+P (for Mac users, [command]+P). You will also receive a confirmation email.

You may close this Window when finished.

**DONE!**