Online Room Selection
2013-2014
John Carroll University

If you have any questions regarding the contents of this document or are confused by any of the steps required to participate in online room selection, please contact our office at 216-397-4408.

Step by Step 2013-2014 Online Housing Selection Instructions
- Application available online May 2 to Jun 14
- Apply online to submit a housing application
- MyHousing for Online Housing Selection features
- Selecting Roommates & Things to Remember

Apply Online for Housing Selection – Prerequisite for Participation!!

Getting Started: All online housing services are provided using a system called MyHousing. You will use various parts of MyHousing to complete your housing application, accept your housing agreement, submit personal or living preferences, select roommates, etc. To access MyHousing, you must know your Banner ID and PIN number and go to www.jcu.edu/BannerWeb to login.

To start the process: You would complete your login, select Registration & Academic Services, Residence Life, MyHousing, then begin with the apply online login.

Login to ApplyOnline
Select the application you wish to begin.

Once in the apply online section, you must read and electronically accept your housing agreement. This step is **required before you can participate in any part of the online housing application process.** If you are under 18 years of age you will need to print a copy of the agreement, sign it and have a parent or guardian sign it and submit to the Office of Residence Life.
After you accept your housing agreement you must complete your personal preferences. This step is required.
The next screen is the Living Preference screen. If you are requesting to live in a triple, on the Honors floor or in Healthy Living on campus next year please complete this process. If you are not planning to request one of these living preferences please click continue to skip this process.
Next you must select a dining plan. This step is **required**.
AFTER YOU HAVE COMPLETED ALL THE STEPS IN THE APPLY ONLINE PROCESS, THIS SCREEN WILL APPEAR. If it does not appear, you have not completed the process. This step is required before you can participate in any part of the room selection online.
MyHousing Online Housing Selection

All students will select their roommate(s) for Fall 2013 online using a system called MyHousing.

Login to MyHousing

Once you log in, you will use MyHousing to continue processing the steps in the online room selection process. Please remember you must have accepted the “Housing Agreement” in Apply Online before you will be eligible for on-campus housing and before you will be allowed to select your roommate/roommates. All members of your roommate group must also fulfill this requirement.

When you log in to MyHousing, the MyHousing Overview page will appear and you will be shown basic information about yourself. Below is an example of a typical MyHousing Overview screen.
You can navigate to different parts of the system by using the Navigation panel on the left side of the screen. Some options that are marked with a >> have sub menus that will appear when you hover your mouse over them.

**Selecting Roommates & Things to Remember**

*It is absolutely required that you have a roommate requested and it is mutual by Friday June 14, 2013 or you will NOT be assigned your desired roommate.*

Students identify roommates through MyHousing. When you invite a student to be your roommate, they get an automatic e-mail. If you choose to delete a roommate request, an e-mail will also be sent. Keep in mind that all of our housing options require us to fill a room/triple to capacity. For example, if you are interested in a triple, each student will have to select and request two other mutual roommates in order to be eligible and assigned to a triple. Next each would need to confirm the mutual roommate requests from those roommates as well.

**Roommate selection will begin on May 2, 2013 and will continue to be available until June 14, 2013.**

**Selecting a Roommate**

To select a roommate, log in to MyHousing and place your mouse over the Room Selection menu option on the Navigation Panel. A drop down menu should appear. Select the “Roommate Selection” option. Select the Term in which you are searching for a roommate.
If the screen informs you that you are not eligible to submit roommate requests, it could be because you or your intended roommate did not accept your housing agreement online. If you have any questions please feel free to contact our office. Below is the screen you should receive.

You can search for a roommate by filling in some or all of the form displayed on this page. You do not need to fill in all fields. If your search yields more than 10 results, you will need to complete more of the search form to select your roommate.

No Matching Students Found

If you receive the message that “No matching student was found”, it may indicate one of the following situations:
☐ You misspelled your desired roommate’s name.
☐ You used a nickname and not his/her actual name.
☐ They are not eligible for room selection.
☐ They are of the opposite gender.

About Selecting a Roommate and Roommate Status

When you add a roommate, the student you requested will receive an e-mail informing them that you have selected them as a roommate. Until the student accepts you as a roommate, your roommate request will be marked as “Does Not Match.” Thus, you will need to communicate to all of your roommates to request and accept one another. Do not panic if you receive a “Does Not Match,” especially if you are waiting for one of your roommates to log onto the system and confirm you in return. You will receive the “Does Not Match” until all requests confirm one another.
It is required that all of your roommate requests are marked as “Matches” in order for your roommate group to be complete. If your roommate requests are all mutual, but there are other non-matching requests within your group, you will also see those “problems” on this page. If your roommate request’s status is “Not Eligible” or “Student Assigned,” you should not select this student as a roommate, because he/she will not be able to participate.

**It is absolutely required that you have a roommate requested and it is mutual by Friday June 14, 2013 or you will NOT be assigned your desired roommate.**

**Added a Roommate By Accident?**

If you accidentally added a roommate in error, simply click the “Remove” button next to that student. He/she will be informed that they were removed as a roommate.

Here is an example of an unmatched roommate group and a fully matched roommate group.

**Unmatched Roommate Group**

![Unmatched Roommate Group](image)

**It is absolutely required that you have a roommate requested and it is mutual by Friday June 14, 2013 or you will NOT be assigned your desired roommate.**
Matching Roommate Group

Again, if your roommate group is not fully matched, you will NOT be assigned your desired roommate.