

Online Room Selection – Video Tutorial Script

Searching and Selecting as a Group:

Once your appointment has been posted on the Room Selection Home Page of SPIRE, you will be able to search for available assignments. From the “Student Center” page on SPIRE, select “Housing” in the menu on the left-hand side of the screen. Once the menu opens, click “Room Selection Home Page.” Navigate to “Step 3” and click the yellow “Search” button. This will take you to a page where you must complete four steps and may complete one optional step. This video will show you how to generate the largest number of search results; if you would like to narrow your search further, please view “Understanding the Search Criteria.”

First, under Step 1, select the assignment term and process in which you’re trying to select an assignment from the two drop-down boxes.

Second, under Step 2, select the location-related criteria that you wish to use to narrow your search. You may choose from building, cluster, area, or all residence halls. To see the largest number of available options, click the radio button to the left of “All Residence Halls.”

Third, under Step 3, select the room-related criteria that you wish to use to narrow your search. There are four options to choose from—room type, room design, specific floor, and housing/living option. To see available double rooms, click the radio button next to “Room Type” and select “Double” from the drop-down box.

Fourth, under Step 4, you’ll be able to further refine your search. You are NOT required to complete this optional step. There are five options to choose from—number of open spaces in a room, number of open spaces in a suite/apartment, room type, open doubles, and open triples. In this case, click the radio button next to “Open Doubles” to view completely vacant doubles, so that you have sufficient space to assign you and one roommate.

Finally, under Step 5, click the yellow “Search Now” Button. This will bring you to a page where you’ll be able to see all the available spaces meeting the criteria you selected. For each result listed, there are several columns that you should review before selecting an assignment.

The “Hall” column will list the residence hall in which the assignment is located. The “Room” column will indicate the room number of the assignment. The “Suite” column will indicate which suite or apartment the assignment belongs to; note that this column will be blank for all assignments not in Sylvan or North Apartments. The “Living Options” column will list the primary living option for the assignment, if one exists; an example of this is “Single Sex” for Johnson. If the living option is followed by

an ellipsis, the assignment has additional living options, which can be viewed in the “Room Details” column. The “Room Details” column displays a magnifying glass, which can be clicked on to view additional room details. By clicking this icon, you can see all the living options and the per-semester cost for the assignment. For coed groups, be sure that the apartment is listed as “Coed” under “Living Options” or on the “Room Details” page. The “Room Design” column will indicate whether the assignment is a Standard, Z, or Corner room. The “Room Type” column will list the capacity of each room. The “Room Sex” column will list the sex designation of the room; you will not be able to select a room if this designation does not match your own sex. The “Room Vacancies” column will list the number of available spaces that remain in the assignment. If you’re trying to select a North Apartment, there must be sufficient rooms in the apartment to house all students in the group. If you’re trying to select a room for the group to live in, there must be sufficient vacancies in the room. The next column will have a roommate icon, which can be clicked to view the first name, sex, birth year, and academic level of other all occupants in the room, suite, or apartment; in addition, you’ll be able to click the “Housing Profile” button to view that occupant’s responses to the five housing profile questions. Finally, the last column will have a “Select Room” button, which you will use to select an assignment. This button will be grayed out until the beginning of the best appointment time of the group; once this appointment begins, the button will turn yellow and will be selectable for only the group leader.

Once you’ve reviewed the list of available assignments and made a decision about where the group will live, click the yellow “Select Room” button to the right of this assignment. This will take you to a page where the group leader will assign all students in the group.

There are five steps you must complete on this page. First, click the radio button to the left of the first person in the group, in the “Students to Assign” box. Second, click the radio button to the left of the assignment this person would like to live in, under the “Available Assignment(s)” box. Third, click the “Choose” button to the right of this box. The page will refresh and the name will move to the bottom box. Fourth, repeat these steps for each additional student in the group. You have NOT assigned the group until you complete one additional step. Finally, click the “Save” button to the right of this box to complete the assignment. The page will once again refresh and a confirmation code will be generated at the top of the page; in addition, the yellow button at the bottom of the page will change to “You’re Done! Return.” You should print this page and retain it for your records. An email will be sent to the UMass email addresses of all students in the group, confirming the space to which they have been assigned. In addition, all students in the group will be able to see their assignments in the “Housing” section of the “Student Center” page of SPIRE.

Once you’ve assigned the group to an assignment, the group is automatically dissolved. If you’re trying to assign the group to a different room or apartment, you’ll need to first reform the group. For instructions on how to form a roommate group, please view "Forming a Roommate Group."