Welcome to the Room Self-selection Process Tutorial
Before we get started there are a few important points to remember about the going through the room self-selection process:

1. Your room selection will not be saved until you have completed the Terms and Conditions License Agreement. If you leave the process before agreeing to the license agreement you will lose your room selection.

2. On some pages you may have to scroll down to the bottom of the page in order to see the “Next step” button.
• Let’s start by logging into myHousing:

http://www.umaine.edu/housing

Click on “Log into myHousing” on the right side of the webpage
• Let’s start by logging into myHousing:

On the next page click on the link:
• Let’s start by logging into myHousing:

Now log in using your Mainestreet username and password
• Click on Room selection
Room Self-Selection Tutorial

• Are you selecting a room or are you being pulled in by another person?

If you are selecting the room then click

If you are being pulled into a room then click
• If you are being pulled into a room by another person then you will follow the next several steps.

• If you are the person selecting the you will want to go to page 27.
• Emergency Contact Information

You must supply the first name, last name and the home phone (primary number).

If you have an alternate contact you may also add it here too.

Click Next step to continue.
• Eligibility Questions

Please read the questions. If you answer Yes to either question the click on the appropriate “If Yes click here” button. You will be take to another form which you will need to fill out. Once you have filled out the form come back to this page and click Next step.

If you answered No to the questions then continue by clicking Next step.
• Setting your roommate pin code

Select a pin code that your roommate will use to select you during their process.

Don’t use the same number that you use for your room lock.
• Setting your roommate pin code

After setting your roommate pin code click on the Next step button.
Room Self-Selection Tutorial

Selecting your meal plan

You will be shown a set of instructions on how to select your meal plan followed by a list of meal plans that you are allowed to select.*

* Please note: This is a sample page and your actual page may not show all of the meal plans shown here. The meal plans that you will see on your meal plan page are based on your class status.
• Selecting your meal plan

To select your meal plan click on the “Plus” button.

This will open a selection box.

Click ‘Select’ to add the selected meal plan.
• Selecting your meal plan

Select “Meal” from the Plan Type drop down list.
Selecting your meal plan

Select your meal plan preference from the Plan drop down list.

Then click on the “Select” button.

If you don’t click on the “Select” button then the meal plan you selected will not be recorded.

Please note: You are allowed only one meal plan so trying to add another meal plan will result in an error message. The meal plan that you select will be for both the fall and spring semester.
• Selecting your meal plan

After selecting your meal plan click on the “Next step” button.

Remember that this process will not be complete until you reach the confirmation page.
• **Summary**

This page displays the information that should be sent to your roommate (the person pulling you in).

At this point it is highly recommended that you email this information to your roommate. To email this information click on the Email button.

Note: change the default email address from your address to your roommate’s email address.
• **Summary**

Once you have entered your roommate’s email address click on the Email button.

When you do you will see a “Working. Please wait...” dialog displayed.

Finally, once the email has been sent you will see the “Summary Email has been sent.” dialog box. Click OK to continue.
• Summary continued.

After sending your information to your roommate you need to continue by clicking on the “Continue to License Agreement” at the bottom of the page. Remember that you will need to scroll down to the bottom of the page to see the button.
• Summary continued.

Before getting to the license agreement page you will see the message shown below.  It may take a minute or two to derive your license agreement. Please be patient.

If you leave the process without accepting the license agreement you will have to start over from the beginning.

Until you complete the license agreement your roommate will not be able to select you in their process.
Terms and Conditions License Agreement

The room and Board License Terms and Conditions are displayed in a pdf viewer on the page.

You can scroll up and down to review the license and you can either email the license to yourself or you can download the pdf document.
To accept the license agreement you will need to type in your MaineStreet username and password. Then click on the “I Agree” button.
• Terms and Conditions License Agreement

After clicking on the “I Agree” button a dialog box will be displayed. Click OK to accept.

After clicking OK you will see one or two dialog boxes appear letting you know that it will take a few moments to save. Again, please be patient.
• Summary

The summary page shows you what you have selected for your meal plan. To finish this process and save all of your work you must click on the “Finish” button.
• Confirmation

Congratulations, you have completed your portion of the room selection. At the appropriate date and time your roommate will be selecting you and the room that you two will be sharing next year. You can now close your browser. Thank you for your time.
• Emergency Contact Information

You must supply the first name, last name and the home phone (primary number).

If you have an alternate contact you may also add it here too.

Click Next step to continue.
• Eligibility Questions

Please read the questions. If you answer Yes to either question the click on the appropriate “If Yes click here” button. You will be take to another form which you will need to fill out. Once you have filled out the form come back to this page and click Next step.

If you answered No to the questions then continue by clicking Next step.
• Academic Terms for Room Selection

This page is for information purposes only. It shows the terms that will be used to book your room assignment.

To continue click on the “Next step” button.
• Selecting a roommate

If you trying to select a single room or if you are selecting a double occupancy room without a roommate then you can skip this step by clicking on the “Next step” button.

The next few steps discuss how to select or “pull in” a roommate.
• Selecting a roommate

To select a roommate start by clicking on the green “+” button. The Roommate Search Criteria box will be displayed.
• Selecting a roommate

To start we recommend using your roommate’s UMaine email address.

Next click on the “Search” button.
• Selecting a roommate

If you typed in an erroneous email address or if you used the first and last names as a criteria and there were more than one person found in the search process then you will see the message displayed in the Roommate Search Criteria box.
• Selecting a roommate

In this example instead of using an email address a First Name was used and after a successful search one person was found.
• Selecting a roommate

Next you will need to enter the pin number that your roommate gave you. Once you have entered the pin click on the “Select” button.
• Selecting a roommate

If the correct pin was entered you will see your roommate’s name listed in the Roommate list.

If this is not the roommate that you wanted you can click on the red “x” button and start your search again.

Continue by clicking on the “Next step” button.
• Selecting your room

Room lock: you haven’t locked in on a room yet no lock has been created.

Start by selecting the residence hall you would like to live in. Click on the name of the residence hall.

Once you click on the name of the residence hall an exterior view will be shown.

Please note: If you don’t see the name of a residence hall, a particular floor of a residence hall or a room then it is not available for you to select.
• Selecting your room

After the residence hall is shown you should see at least one floor displayed with a green outline.

Click inside that outline to select that floor.

If the floor is outlined in red then there are no more available spaces to select.

Please note: If you don’t see the name of a residence hall, a particular floor of a residence hall or a room then it is not available for you to select.
• **Selecting your room**

After clicking on a particular floor a floor plan with available and not available rooms and beds will be shown.

If you see a room that is not available it could be for one of three reasons:

1. Wrong gender
2. It is a single room and you need a double room (you pulled in a roommate).
3. It has already been taken by someone else.

If a room has one red bed and one green bed then one space has already been spoken for (red) and the other space is available (green).
Room Self-Selection Tutorial

- Selecting your room

Select a room for you and your roommate by clicking inside an available room. If you don’t have a roommate but want to be in a double room then still click on a bed in the room of your choice.

Moving your mouse over a room allows it to be highlighted. Click on that room to select it.

Bananas selects this room

Helpful Hint: To select a floor or room click inside the green boxes. If a floor or room is outlined in red then it means that that floor or room has no available spaces.
• Selecting your room

Once you have selected your room a message box will appear. Your request is now being set up.
• Selecting your room

At this point the Lock Status time has started. You will now have 20 minutes to complete the rest of the process.

You will now assign yourself and your roommate (if you have one) to each bed.

From the drop down list select your name and then your roommates name.
• Selecting your room

After assigning you and your roommate (if you have one) click on the “Next step” button to continue. Please note that you are still not finished with the room selection process.

If you don’t have a roommate then you may only see one drop down list. You will still need to assign yourself to that bed.
• Selecting your meal plan

You will be shown a set of instructions on how to select your meal plan followed by a list of meal plans that you are allowed to select*.

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To select your meal plan click on the “Plus” button.

This will open a selection box.
• Selecting your meal plan

Select “Meal” from the Plan Type drop down list.
• Selecting your meal plan

Select your meal plan preference from the Plan drop down list.

Then click on the “Select” button.

If you don’t click on the “Select” button then the meal plan you selected will not be recorded.

Please note: You are allowed only one meal plan so trying to add another meal plan will result in an error message. The meal plan that you select will be for both the fall and spring semester.
• Selecting your meal plan

After selecting your meal plan click on the “Next step” button.

Remember that this process will not be complete until you reach the confirmation page.
• Room Selection Summary

This page shows a summary of your selections up to this point. You may if you wish to either email or download this pdf document. At this point you still have the room/bed locked so that no one else can take it from you. To continue click on the “Continue to license Agreement” button.

Remember: Until you complete your license agreement you don’t have a guarantee booking for this room. If you leave the process now then your room/bed becomes available for someone else to select.
• Summary continued.

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License Agreement

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After clicking on the “I Agree” button a dialog box will be displayed. Click OK to accept.

After clicking OK you will see one or two dialog boxes appear letting you know that it will take a few moments to save. Again, please be patient.
• **Confirmation**

Congratulations, you have completed your portion of the room selection. At the appropriate date and time your roommate will be selecting you and the room that you two will be sharing next year. You can now close your browser. Thank you for your time.

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Thank You

Congratulations! You have successfully completed the Room Selection Process. If you have any questions about your meal plan or need to change your selection, please contact us [umhousing@maine.edu](mailto:umhousing@maine.edu).