Continuing Student Room Selection Tutorial

Revised February 27, 2021
Getting Started

Once you have logged into CaneLink, on the “Student Home” page you will look for the “UM Housing” section and click on the “On-Campus Housing Portal” link.
Portal Homepage

The portal is where you will apply for housing & preference roommates, register for Personal Property Insurance Protection, select your meal plan, and eventually make housing-related requests.

To begin, click “Student Login”
Log In

Please enter your UM credentials and click “Sign in” to be authenticated.
Welcome Page

Once you have been authenticated, your screen name and classification will be visible. Click “Apply for Housing” or “Application” to move to the next step in the Room Selection process.

Hi .Test2 .PortalX!

Welcome to the Housing & Residential Life student portal, a web-based resource to apply for housing, sign-up for/change a meal plan with Dining Services, opt into a renter’s insurance program, and complete other housing service related transactions.

Your screen name for roommate search is 69905.Po. You have been classified in the Housing application portal as a Continuing Student.
Selecting the application term you are making a reservation for

On this page you will see one or more application term options that you can select from... You should click the 'Continue' button on the “Academic Year ...” which you have previously completed an application for.

Academic Year 2021-2022
(08/16/2021 - 05/14/2022)

You started your application for Academic Year 2021-2022 on 02/02/2021.

You have signed the housing agreement as of 02/02/2021.

Your prepayment is waived.

Your application is complete as of 02/08/2021.

You have a room reservation for LSV-2056A-A1

CONTINUE
On this page, click ‘Room Selection – Next Steps’ on the status bar to take you to the next step in the Room Selection process.
Room Selection: Next Steps

On this page your appointment timeslot will be displayed (see red arrow below). Be sure to read other important information about the overall sign-up timeline and appointment times. If your timeslot is current/past time, click ‘Save and Continue’ to move to the next step in the room selection process.

Note:
• You will continue to get appointment times regardless of your preference until you select something.
• You cannot move to the next step if your timeslot (date and time) is in the future.
• Late applicants who submitted their applications after 5pm on February 24th will not see a timeslot displayed—those applicants will be assigned on a space available basis after the Room Selection process is completed.
Initial Selection

On this page the available building(s) for room selection will be displayed. Make sure to click on all the available links to help you prior to assigning bedspaces. There is detailed information about the suites & apartments as well as the overall Lakeside Village complex.”

To begin, click “Select” on a desired location

Important Links on this page:

- Room Selection Tutorial
- Housing Selection Matrix
- Residential Communities details
- Lakeside Unit Map
Room Locator

You can filter on specific unit types by ‘Room Type’ or by ‘Floors’. Filtering by ‘Room Type’ will display all unit types/bedrooms available and filtering by ‘Floors’ will display the available suites/apartment by unit number.

Click on ‘Show Room Info’ for details about a specific unit/bedroom or an existing occupant.

To select a bedspace, click ‘Add to Cart’
Room Locator Cont’d

When you add a bedspace(s) to your cart, on the top right of your screen, you will see displayed the amount of time, in minutes, the bedspace(s) is(are) held before being released. If you are unable to complete your reservation before the time is up, your selected room space(s) will be made available to other students.

You are only allowed to select bedspaces within the same unit for yourself and anyone in your roommate group. You must assign yourself and may assign some/all members in your group.

Click ‘remove from cart’ if you no longer want a bedspace.

When you have added all desired bedspaces to your shopping cart, click ‘save and continue’.
Assign Bed(s)

On this page, you will assign individual bedspaces to yourself and desired roommate group member(s). Click the dropdown on ‘select bed’ to assign your own bedspace and desired roommate(s).

Note the Web Screen name/First name/Gender etc. of roommates to know the right person is being assigned to a bedspace.

*Take note of your shopping cart timer as you move through the process of assigning bedspaces.

On the next slide of the tutorial, you will see how your screen should look when all desired Roommate group members have been assigned to bedspaces.
Assign Bed(s) Cont’d

This is an example of a 2-person Roommate Group with assigned bedspaces.

*If you belong to a group of 2, 3, or 4 roommates you can choose to assign less than your full group to a suite/apartment but be careful if that is not your intention.

*Remember to take note of your shopping cart timer as you move along.

When you are done assigning yourself and desired roommate(s), click ‘Assign beds’ to move to the next step.
Room Selection Details

On this page you will have a final opportunity to review details of the bedspace assignment(s) before confirming your selection. Click ‘Book Reservation’ to finalize your room selection.

- Remember to watch your shopping cart timer!
- When you click ‘book reservation’, you can no longer make changes on the portal, please contact the central Housing Office at (305) 284-4505 or via email to housing@miami.edu after Room Selection is completed on March 24th with questions about how to request a change.
Booking Summary

Congratulations, you have completed your room selection! Your booking summary and details of your roommates will be added to your earlier application summary, housing prepayment and meal plan selection. Click ‘Send Message’ to contact your roommate(s).
Email Confirmation

You will receive emails confirming the completion of your room selection for Fall and Spring like the ones shown below.

Dear...

You have been assigned to LSV-2056A-A1 for Fall 2021

If you have questions about your on-campus housing, please contact the Department of Housing and Residential Life at (305) 284-4505 or via e-mail to housing@miami.edu.

You have been assigned to LSV-2056A-A1 for Spring 2022

If you have questions about your on-campus housing, please contact the Department of Housing and Residential Life at (305) 284-4505 or via e-mail to housing@miami.edu.
Returning to the Portal

When you log back into the portal after completing your room selection, your reservation will be displayed on the term selector page (see image below), you will also be unable to access the room selection page because you already have a reservation (see second image below).