

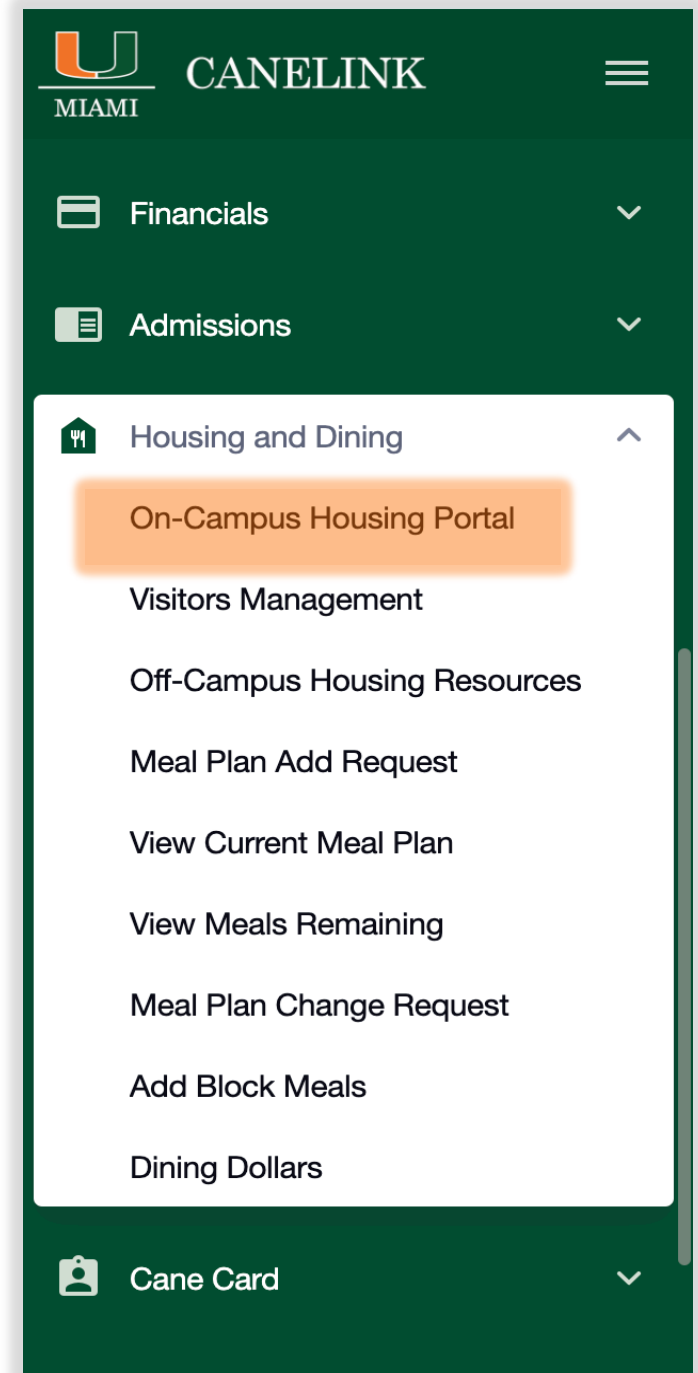
Room Selection Tutorial

Student Tutorial



Getting Started

Once you have logged into [CaneLink](#), on the “**Student Home**” page you will look for the “**Housing and Dining**” section and click on the “**On-Campus Housing Portal**” link.



Portal Homepage

The portal is where you will apply for housing, renew your current assignment (if eligible), preference roommate/suitemates, register for Personal Property Insurance Protection, select your meal plan, and eventually make housing-related requests.

To begin, click “**Student Login**”

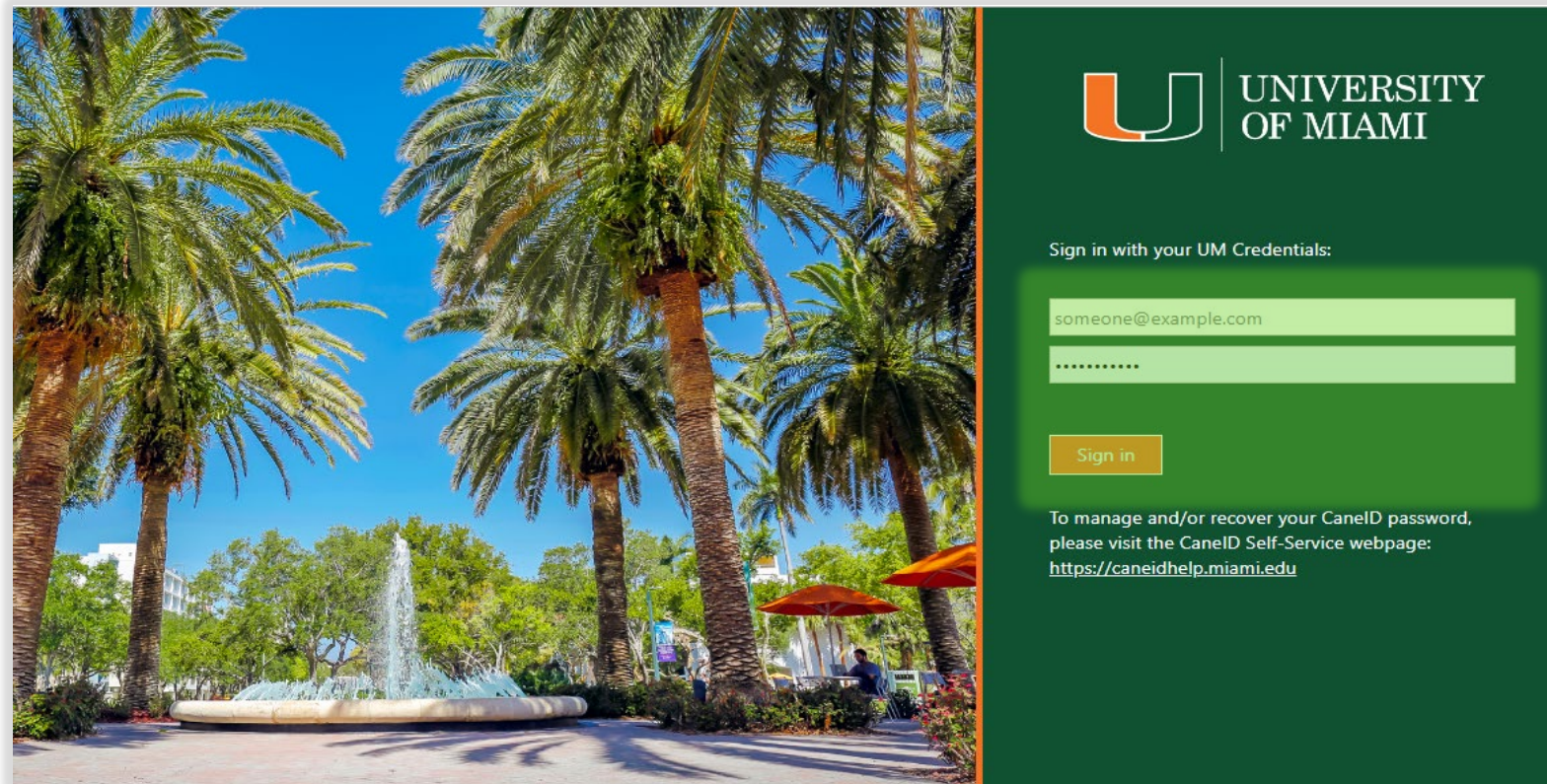


The screenshot shows the top portion of a web portal. At the top, there is a dark green header with the University of Miami logo (a stylized 'U' with 'MIAMI' below it) on the left and the text 'STUDENT AFFAIRS HOUSING & RESIDENTIAL LIFE' in white on the right. Below this is an orange navigation bar with a green highlight under the 'Student Login' link, which is preceded by a hamburger menu icon. The main content area is white and contains a welcome message: '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.'



Log In

Please enter your UM credentials and click “**Sign in**” to be authenticated



Application term you are making a reservation for

Once you have been authenticated, you will be directed to the term page. You should click the **CONTINUE** button on the “**Academic Year ...**” which you have previously completed an application for.

2024

Academic Year 2024-2025

You started your application for **2024** on **01/30/2024**.

You have **signed the housing agreement** as of **01/30/2024**.

Your prepayment is waived.

Your application is complete as of **01/30/2024**.

CONTINUE



Room Selection-Next Steps

Read all notes and access the Room Selection Tutorial if you need help navigating the steps.

On this page your appointment timeslot will be displayed (see highlighted section). If your timeslot is current/past time, click **SAVE AND CONTINUE** to move to the next step in the room selection process.

You cannot move to the next step if your timeslot (date and time) is blank or in the future.

Room Selection - Next Steps

Note: Information regarding your specific appointment time will be sent to you via email according to your area of eligibility.

University Village- Monday, February 10th 2025

Lakeside Village/Eaton- Monday, February 10th 2025

For additional questions/assistance please [contact Housing](#).

Remember that the room/apt preferences you have entered on your application do not impact your ability to select any of the available room spaces during your individual appointment time(s).

Your timeslot is 02/12/2025 02:50 PM EST. 

You will be able to move past this page and in to Room Selection at that time.

Please refer to your email or the [housing website](#) for additional information.

SAVE & CONTINUE



Initial Selection

On this page the available building(s) for room selection will be displayed, Make sure to click on all links to help you prior to assigning bedspaces. There is detailed information about the suites & apartments as well as the overall residential areas.” You can also log out of the portal to access the [Room Preview](#) page.

To begin, click **SELECT** on a desired location

Initial Selection

Room Selection



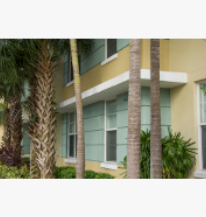
Room Selection - Next Steps

[Room Selection Tutorial](#)

To preview the Room Selection process including how to assign verified roommates to beds within your room/suite, please click on the link above:

Review specifics on the [different room types](#) or please visit [Residential-Communities](#) for more detailed information.

To learn more about specific unit number location, you can view the Eaton Residential College map [here](#) and Lakeside Village map [here](#).

		
Eaton Residential College	Lakeside Village	University Village 1
SELECT	SELECT	SELECT



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**.



The screenshot shows the 'Room Locator' interface. On the left is a vertical navigation menu with 18 items, each with a circular icon: Housing Application Overview, Continuing Student, Personal Details, Emergency Contact & Missing Persons, Room Preferences, Additional Housing Considerations, Roommate Profile, Search for Roommates, Housing Agreement, GradGuard College Renter's Insurance, GradGuard Decision, Update Meal Plan, Application Summary, Room Selection - Next Steps, and Room Selection. The 'Room Selection' item is currently selected.

The main content area is titled 'Room Locator' and contains the following sections:

- Room Type:** Two checkboxes: UV Lake 4br/4bt and UV Villager 4br/4bt.
- Floors:** A scrollable list of checkboxes for various University Village units: 1-103, 1-105, 1-109, 1-111, 1-203, 1-205, and 1-209.
- Text:** 'To preview the Room Selection process including how to assign verified roommates to beds within your room/suite, please click on the link below: Resident Student Room Selection Tutorial'. Below this, it says: 'Review specifics on the different room types or please visit Residential-Communities for more detailed information.' A note follows: 'Please note all 1, 2, 3, and 4 person spaces in Lakeside Village have been selected. University Village 4-person appointment times will be distributed by March 10th for those eligible applicants. For those remaining applicants who do not qualify for UV, your next appointment time will be distributed on March 18th.'
- Room Cards:** Three cards are displayed, each with a photo of a building and the following details:
 - UV1-103A:** 1 University Village 1-103, UV Villager 4br/4bt. A red box highlights the 'Show Room Info' link, and an 'ADD TO CART' button is below it.
 - UV1-103B:** 1 University Village 1-103, UV Villager 4br/4bt. A 'Show Room Info' link and 'ADD TO CART' button are below it.
 - UV1-103C:** 1 University Village 1-103, UV Villager 4br/4bt. A 'Show Room Info' link and 'ADD TO CART' button are below it.

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.

All bedspaces within the same unit will be added to cart when you click 'Add to Cart'. You must assign yourself and all members in your group.

Click 'remove from cart' if you no longer want a bedspace (if you have multiple spaces in the same unit, all the spaces will be removed from cart as well).

When you have added desired bedspace(s) to your shopping cart, click **SAVE AND CONTINUE**

Employment Application Forms Application

01:56 Log Out

Room Locator

To preview the Room Selection process including how to assign verified roommates to beds within your room/suite, please click on the link below:

[Resident Student Room Selection Tutorial - Coming Soon](#)

Review specifics on the [different room types](#), or please visit [Residential-Communities](#) for more detailed information.

Room ID	Room Type	Room Description	Buttons
LSV-3297A	LSV Banyan	(3br:1ba)	Show Room Info, REMOVE FROM CART
LSV-3297B	LSV Banyan	(3br:1ba)	Show Room Info, REMOVE FROM CART
LSV-3297C	LSV Banyan	(3br:1ba)	Show Room Info, ADD TO CART

Previous 1 Next

SAVE & CONTINUE



Assign Bed(s)

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

Use the Web Screen name/First name/Gender etc. of roommate(s) to know the right person to assign 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 Beds

My Room

.Test2
69905.Po
Age: Unknown
Gender: Unknown

Select Bed
LSV-3297A (1 total spaces, 1 available, 0 unavailable)
Lakeside Village-3297A-A1
LSV-3297B (1 total spaces, 1 available, 0 unavailable)
Lakeside Village-3297B-A1

My Roommates
Below are your current roommates.You can assign beds to all of them.

.Test1
69904.Po
Age: Unknown
Gender: Unknown

Select Bed

ASSIGN BEDS

Assign Bed(s) Cont'd

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


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

*Verify that all roommate genders are the same.

When you are done assigning yourself and desired roommate(s), click **ASSIGN BEDS** to move to the next step.

Assign Beds

My Room



.Test2
69905.Po
Age: Unknown
Gender: Unknown

Lakeside Village-3297A-A1

My Roommates

Below are your current roommates. You can assign beds to all of them.

.Test1
69904.Po
Age: Unknown
Gender: Unknown

Lakeside Village-3297B-A1

ASSIGN BEDS



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 with questions about how to request a change.
- If you book reservation for a roommate with a **different gender** from yours, they will not be assigned.



The screenshot shows a web portal interface for room selection. At the top, there is a navigation bar with links for 'Room Requests', 'Request Forms', 'Employment Application', and 'Form'. On the right side of the navigation bar, there is a shopping cart icon, a timer showing '01:56', and a 'Log Out' link. The main heading is 'Room Selection Details'. Below this, there are two sections for room assignments:

- LSV-2056A, LSV-2056, Lakeside Village**
 1. Lakeside Village-2056A-A1: 27700Are
- LSV-2056B, LSV-2056, Lakeside Village**
 1. Lakeside Village-2056B-A1: 69905.Po

Below the room assignments, there is a prominent 'Attention!' warning box. It features a red octagonal icon with a white hand symbol. The text inside the box reads: 'Your room selection is not finalized until you click **'Book Reservation'**. Before clicking, please make sure you have assigned applicable roommates and you all have the same gender. Once you click **'Book Reservation'** you will be unable to go back.'

At the bottom of the page, there is a large orange button with the text 'BOOK RESERVATION' in white, which is highlighted with a red border.



Booking Summary

Congratulations, you have completed your room selection! Your booking summary and details of your roommate(s)/suite(s) if applicable will be added to your application, housing prepayment and meal plan selection summary. Kindly **Log Out** to exit the portal in order to allow other applicants complete their room selection.

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Home Room Requests Request Forms Visitor Programming Application Log Out

Cannot Access Room Selection

Application Summary

Application Summary

Thanks for applying! Your application summary information is below.

You started your application for Academic Year 2023-2024 on 2/13/2023, have a room reservation for **UV1-101A-A1** and have not signed the Housing Agreement.

The status of your application is **not complete**.

Your Booking Summary

Room: UV1-101A-A1
Room Type: UV Ibis 1br/1bt
Location: UV1
Floor: UV1-101

For Fall 2023 you have selected DD Component For Fall 2023 you have selected Unlimited Meal Plan Fall 2023

Suitemate(s)

You do not have any suitemates for this semester!

Click 'SAVE AND CONTINUE' to renew your current space.
Renewing your current space will guarantee your assignment for 2023-2024 and will prevent you from participating in the room selection process. You have until **11:59 pm on February 9th** to renew your current space.

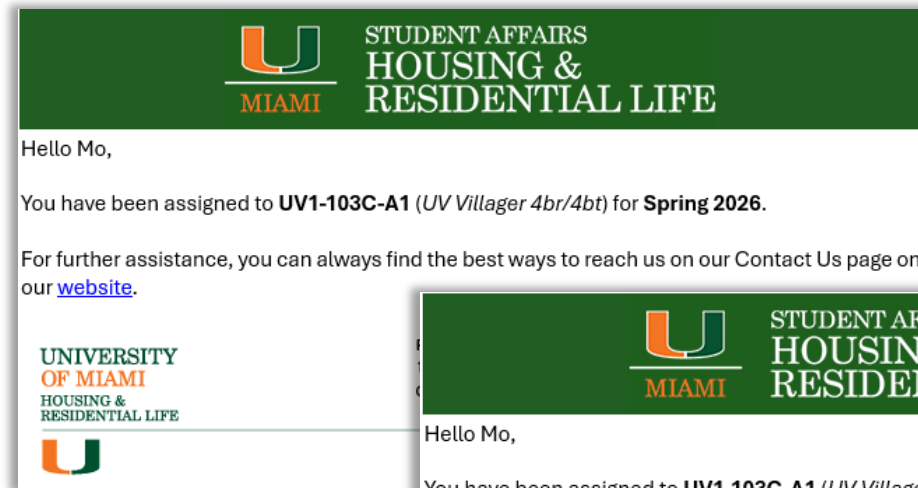
Click **SAVE AND CONTINUE** to begin your search for Roommate/Suitemate.]

SAVE AND CONTINUE



Room Assignment Email Confirmations

You will receive two emails confirming your room assignments for the new term sessions (Fall and Spring) like the ones shown below.



Returning to the Portal

When you log back into the portal after completing your room selection, you will be unable to access the room selection page because you already have a reservation. You however, will be able to view your room details.

✓ Cannot Access Room Selection

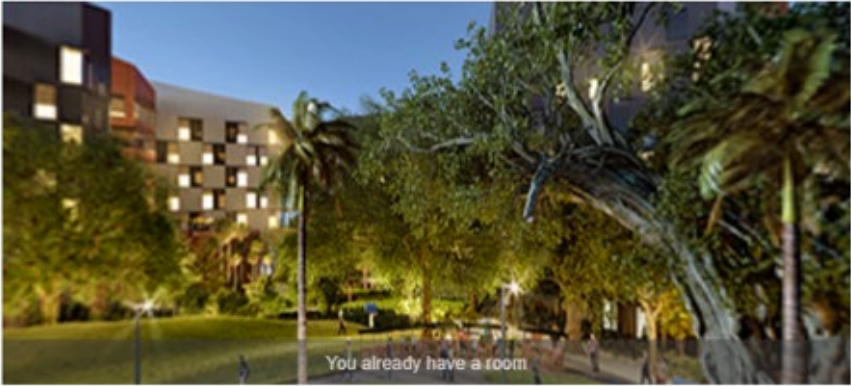
✓ Application Summary

Cannot Access Room Selection

You already have a room

Our records indicate that you already have a room assignment for the upcoming term, so you are unable to go back in to room selection.

If you require additional assistance, please contact [housing](#).



[SAVE & CONTINUE](#)