Room Selection Tutorial
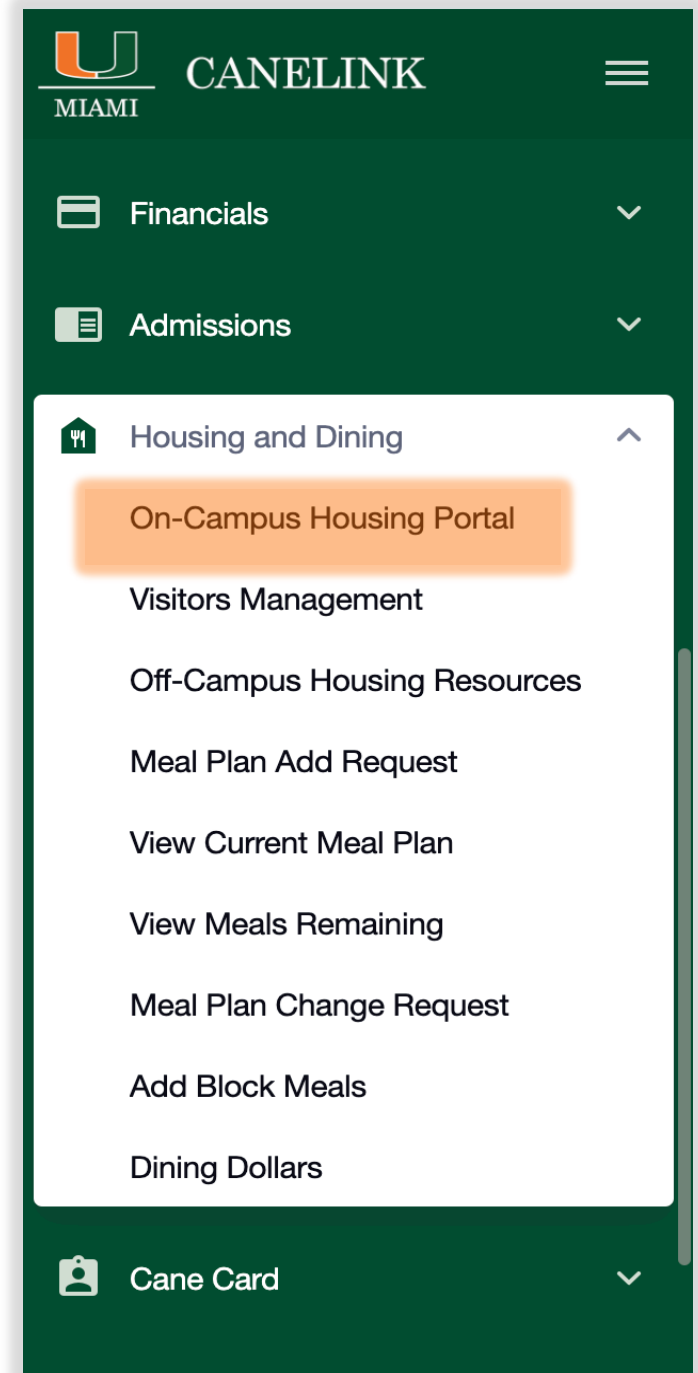
Student Tutorial

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.

CANELINK

- Financials
- Admissions
- **Housing and Dining**
  - On-Campus Housing Portal
  - Visitors Management
  - Off-Campus Housing Resources
  - Meal Plan Add Request
  - View Current Meal Plan
  - View Meals Remaining
  - Meal Plan Change Request
  - Add Block Meals
  - Dining Dollars
- Cane Card

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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.

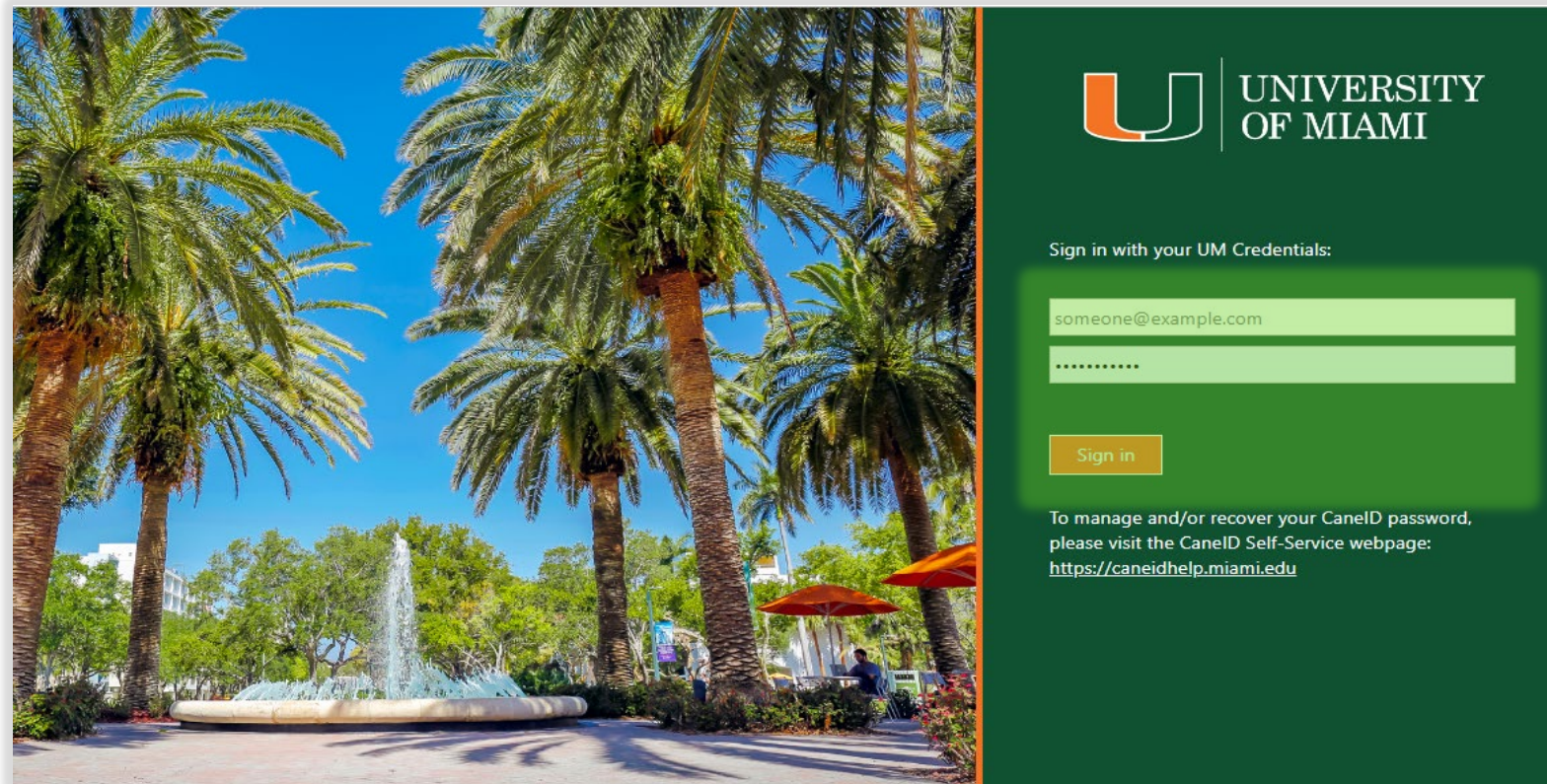To begin, click **"Student Login"**

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

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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.

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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.

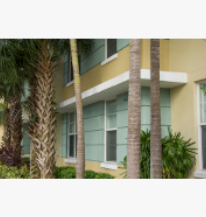To begin, click **SELECT** on a desired location

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.

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

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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 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.

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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.

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Booking Summary

Congratulations, you have completed your room selection! Your booking summary and details of your roommate(s)/suitemate(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.

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.

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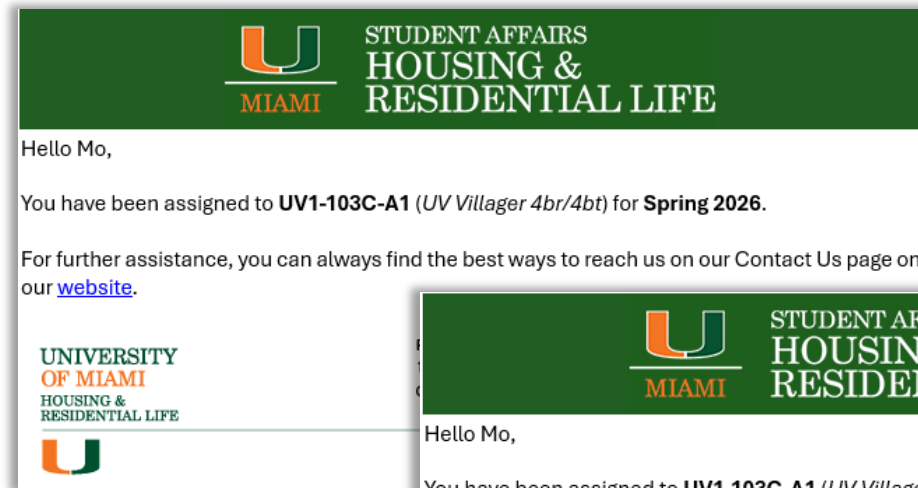
Returning to the Portal

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 howe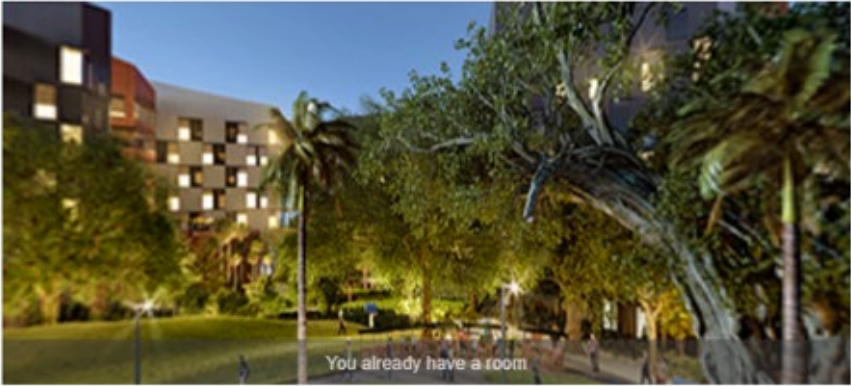ver, will be able to view your room details.