

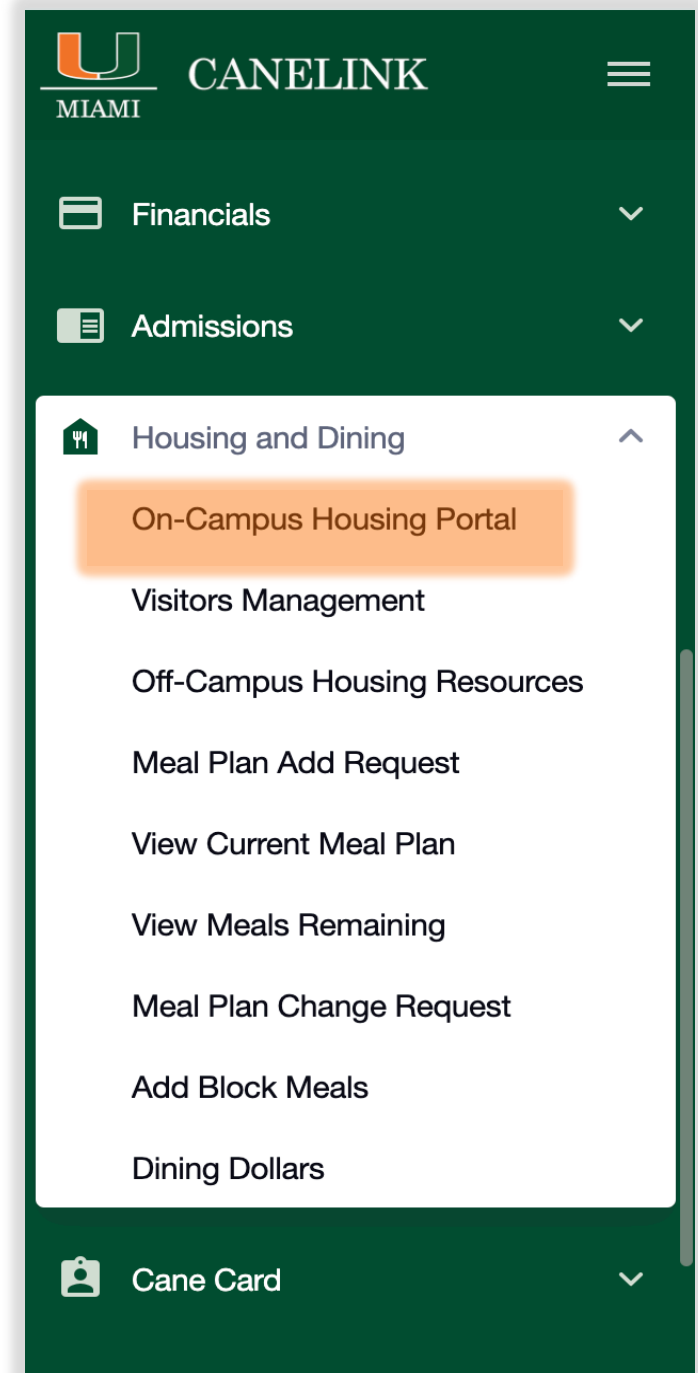
Room Selection Tutorial

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

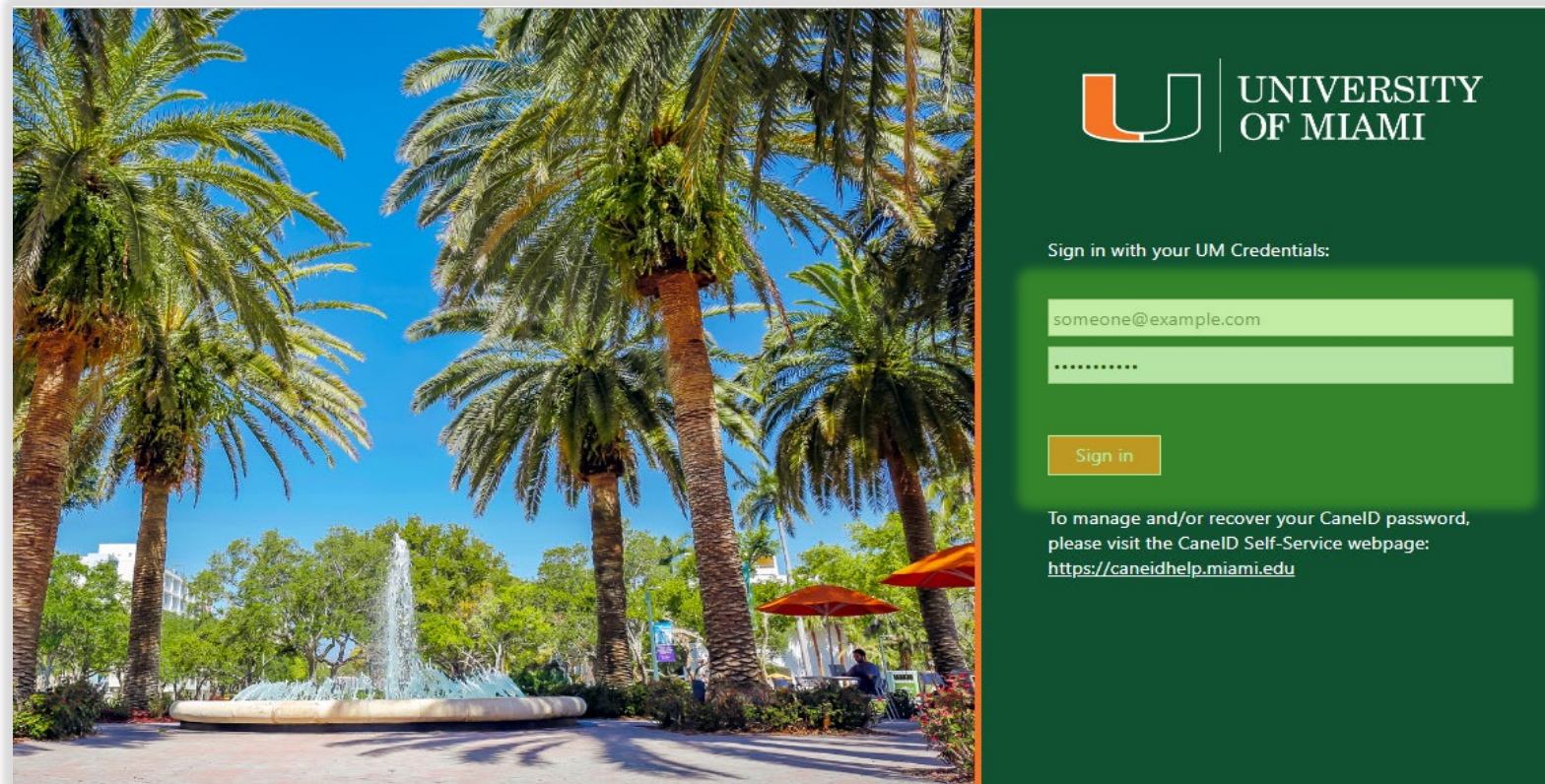
The portal is where you will apply for housing, renew your current assignment (if eligible), preference roommate/suitemates, register for Personal Property Insurance Protection, select your meal plan, and eventually make housing-related requests.


To begin, click “**Student Login**”



Log In

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

The image shows a login interface for the University of Miami. On the left is a photograph of a campus scene with palm trees and a fountain. On the right is a dark green login panel. The panel features the University of Miami logo at the top, followed by the text 'Sign in with your UM Credentials:'. Below this are two light green input fields: the first contains the placeholder 'someone@example.com' and the second contains a series of dots for a password. A yellow 'Sign in' button is positioned below the fields. At the bottom of the panel, there is a link to the CaneID Self-Service webpage: 'https://caneidhelp.miami.edu'.

 UNIVERSITY OF MIAMI

Sign in with your UM Credentials:

[Sign in](#)

To manage and/or recover your CaneID password,
please visit the CaneID Self-Service webpage:
<https://caneidhelp.miami.edu>

Welcome Page

Once you have been authenticated, your screen name will be visible. Click “**Apply for Housing**” or “**Application**” to move to the next step.



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 2023-2024

You started your application for **Academic Year 2023-2024** on **02/03/2023**.

You have **not signed the housing agreement** .

Your prepayment is waived.

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

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 in the future.

Home Request Forms Programming Application Log Out

Room Selection - Next Steps

Room Selection - Next Steps

Room Selection

Application Summary

Begin Search for Roommate/Suitemate

Room Selection - Next Steps

Note

Please expect communication via email on February 10, 2023 for information on the room selection process.

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

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 02/13/2023 12:02 AM Eastern Daylight Savings Time.

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

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

✓

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

✓

Room Selection


Initial Selection

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](#)


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

To learn more about specific apartment/suite locations, you can view the [Lakeside Village Layout here](#).




Lakeside Village

SELECT



Mahoney Residential College

SELECT



University Village 5

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**.



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

Room Selection

Room Locator

☐ UV Lake 4br/4bt

☐ UV Villager 4br/4bt

Floors

☐ University Village 1-103

☐ University Village 1-105

☐ University Village 1-109

☐ University Village 1-111

☐ University Village 1-203

☐ University Village 1-205

☐ University Village 1-209

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](#)

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

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.

UV1-103A

1

University Village 1-103

UV Villager 4br/4bt

Show Room Info

ADD TO CART

UV1-103B

1

University Village 1-103

UV Villager 4br/4bt

Show Room Info

ADD TO CART

UV1-103C

1

University Village 1-103

UV Villager 4br/4bt

Show Room Info

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 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**

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.

LSV-3297A
1 LSV-3297
LSV Banyan
(3br:1ba)
[Show Room Info](#)
[REMOVE FROM CART](#)

LSV-3297B
1 LSV-3297
LSV Banyan
(3br:1ba)
[Show Room Info](#)
[REMOVE FROM CART](#)

LSV-3297C
1 LSV-3297
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.**

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 with questions about how to request a change.

[Room Requests](#) [Request Forms](#) [Employment Application](#) [Forms](#)  01:56 [Log Out](#)

Room Selection Details

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

Attention!

Your room selection is not finalized until you click '**Book Reservation**'

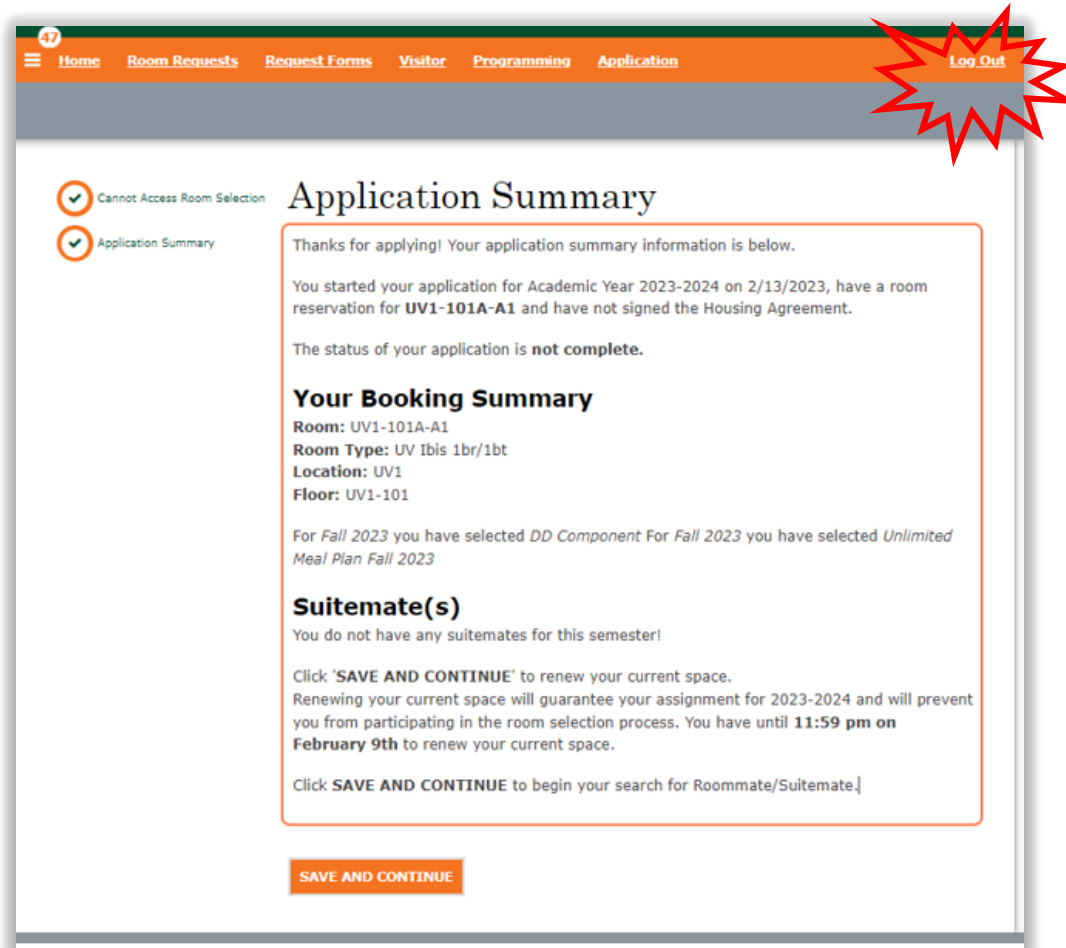
Before clicking, please make sure you have assigned applicable roommates. Once you click '**Book Reservation**' you will be unable to go back.

BOOK RESERVATION



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. Contact your roommate(s) using displayed email. 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 like the one 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.

