How to begin: log in to the Housing Sign-Up system: https://studentweb.housing.umich.edu

You must have completed the registration process (January 17-25) to gain access to the room selection elements of the system.

Logging in will bring you to the front page of the Housing Sign-Up system. You will come to this page at different points during the Housing Sign-Up process for different tasks. This page and the following pages may appear slightly different during different phases of Housing Sign-Up, so please read each screen carefully when using the system.

On or after your selection time, the “Select Room” link will become active and you can enter the room search and selection phase of your sign up time.

PLEASE NOTE YOU WILL HAVE TO REFRESH YOUR BROWSER IF YOU ENTER THE SYSTEM PRIOR TO YOUR APPOINTMENT TIME
This is the base selection screen, where you can tell the system with whom you wish to live. Make sure you also answer “YES” to the question “I am ready to proceed with room selection for this program”

If you wish to live with one or more roommates, you must select them now. Your search results will be based on the number of people you select. By checking the box next to your requested roommates, you are telling the system you would like to pull them into the room you choose.

A couple of helpful hints that may save you time and confusion within the system:

- Every time you return to this screen, make sure your roommates are selected.
- Do not use your web browser controls to switch between pages (do not use the back button to go to the previous page). Utilize the links as shown in the line here:

Additional options may be available that allow you to further restrict your search to number of available spaces in a room and corridor/environment preferences (additional search options are not available during the Theme Housing, Honors, and Residential College selection periods). The more you narrow your search, the fewer rooms will be shown. You can return to this page and conduct additional searches prior to actually selecting a room.
Each room that matches your search criteria will appear on one or more pages. Please note the THEME column on the far right. If you select a room that has a theme listed, you are acknowledging your understanding of the programmatic focus of the building (see the Housing website for more information about themes). Rooms are shown in alphabetic order (e.g., Alice Lloyd will appear before South Quad, Northwood will appear after Couzens).

Not seeing what you expected?

You will only see the rooms in which you and your requested roommates are eligible to reside. The following conditions would produce list that contains no rooms:

- there are no rooms available that match your search criteria
- searching for a triple room or quad without having the requisite number of roommates
- not all roommates match the eligibility criteria, such as:
  1. your gender and that of your selected roommate do not match
  2. you are eligible for Honors Housing and SYE but your roommate is only eligible for Honors.

Clicking on one of the links will bring you to the selection screen for that particular room.
ROOM DETAILS AND SELECT ROOM FINALIZATION

It is at this stage that you are poised to select a room. **PLEASE MAKE SURE THIS IS THE ROOM YOU WANT BEFORE CLICKING “SELECT THIS ROOM.”** Clicking “SELECT THIS ROOM” finalizes your room selection- you will not be able to go back and select another room nor add roommates.

**ROOM SELECTION CONFIRMATION**

If you are able to successfully choose the room, you will receive a confirmation screen such as is shown here. Please note you have not completed the Housing Sign-Up process until you review and submit the contract linked below. This contract is for fall and winter semesters. Two routes are possible from this page:

**Link A:** Screen that shows room details and the name of roommate(s) in the room. If you select this link, you cannot return to this page to view your contract; you will need to go to the main screen (see next section below).

**Link B:** Screen that begins the contract submission process.

**IMPORTANT:** You have not finalized your assignment until you submit your housing contract!
THE MAIN SCREEN

If you are not comfortable submitting the contract immediately or if you selected Link A above, you can come back to the system and submit the contract later- but it must occur within 24 hours so you do not lose your assignment.

A separate tutorial is available for the contract submission process.