How to Select a Room as an Individual
Supported browsers: Google Chrome, Safari, Firefox, Internet Explorer

Enter this URL: https://housing.oberlin.edu/hmsstu/Login.asp?TargetPage=Default.asp

You will be directed to a login page that looks like the image below.

After entering your ObieID and password – click “Submit”

Your Login ID is your ObieID – i.e. jsmith2
DO NOT add “@oberlin.edu”

Your password is the password you use for your Oberlin email
To proceed through the Housing Selection process:

From the “Residential Education – Student Home” page (the page displayed on the preceding slide) scroll to the section labeled “2019-2020 Academic Year”
Your screen should look like the below image:

2019-20 Academic Year

- Proxy Form

  - Select your Housing Assignment
    (You may change your room until 5/7/2019 5:00 PM)

Click on “Select your Housing Assignment”
You will be directed to a screen that looks like the below image:
After click “Search”, you will be directed to a screen that lists all of the floors of the building you selected.

Select any floor that you are interested in living on to see the floor plan and the available rooms.

If you want to go back a screen, DO NOT click the Back button, click this link instead.
The floor plan below will show which rooms are available to be selected (orange) and which rooms are not available (grey). After you click on a room, it will turn purple to indicate that you have selected that space.

If you want to go back a screen, click “Cancel”. DO NOT hit the Back button.

These rooms are orange, meaning they are available to be selected. As an individual, you are eligible to select a single or a double room. For groups of two or more people, only the rooms that match the size of your group will appear available on the floor plan. For example, a group of 2 will not be allowed to select a quad.
This section shows the attributes of the space that you selected – if the space is substance free, if it is all female, the size of the beds in the room.

The “Assignment Limit” shows how many people are allowed to live in the space you selected. The “Spaces” section will show how many available spaces the room currently has.

Click on one of the “Select Spaces” buttons. If this space were a single, there would be only one button.
If someone has already selected a bed in the room that you are viewing, their name will appear in the “Spaces” section:

This section shows that there is already one person assigned to the space and there is one space available.
Click on the name of the person already assigned to the space and learn information about that person. That information will appear in the “Occupant Information” section.

An example of what information might be displayed about the occupant appears below.

Select room for:
- Self - First, Last Name

Expected start date: 8/28/2017
Expected end date: 12/18/2017

Facility information:
- Name: 134
- Oven: 
- Substance Free: No
- HS: PH or Theme Living 1: 
- Building Category: 
- All Female: No
- Bed Size: Extra Long Twin
- Assignment Limit: 2

Spaces:
1
2 - Select Space

Occupant information:
- Name: First, Last Name
- Gender: 
- Bedtime: After midnight
- Class Standing: FR or SO or JR or SR
- Identity Prof Pronoun: They, Them, Theirs
- Smoking: 
- Wake Up Environment: Talk
- Sub Free Roommate: 
- Wakeup Time: After 10 AM
After you click on one of the “Select Space” buttons, your name will appear next to the word “Self”.

YOU MUST CLICK “SUBMIT” TO CONFIRM YOUR SELECTION

NOTE: The “Clear Selection” button will de-select the space you just chose. If you wish to go back a screen to select a different building, click “Cancel”. DO NOT HIT THE BACK BUTTON!!
After clicking “Submit”, you will be directed to a screen that looks like this image. If you have successfully selected a room, the building and room number you selected will appear in this region of the screen.

You have now completed the housing selection process as an individual!!!