How to Select Housing as a Group
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”

Make sure to test your password before selection. Contact CIT if you have issues.
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 “Fall 2022”

Your screen should look like the below image:

- 2022-23 On-Campus Housing Application: You completed your registration form on 3/30/2022 2:36 PM.
- **Select your Housing Assignment**

Click on “Select your Housing Assignment”
1) Select each member of your group to include them in the housing selection process.

2) Select a building from the drop down menu

3) Click “Search”
The numbers 1, 2, and 3 indicate the floor numbers of the building. Click on one of the floors to be directed to the floor plan.

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.

These rooms are orange, meaning they are available to be selected. The spaces that appear orange are the only rooms whose occupancy number matches the number of people in your group. Rooms colored grey are those that are available or whose size does not match that of your group.

If you want to go back a screen, click “Cancel”. DO NOT hit the Back button.
When you click on an available room, it turns from orange to purple.

After you click on a room, the room's attributes will appear in the “Facility Information” section.

To select for your group, click on one “Select Space” button. The system will then assign all group members to that room.

The “Spaces” sections shows how many spaces in the room are available for selection.
When you select one space, all group members will be assigned to the room. This is what it looks like when all groups members have been assigned to a room.

YOU MUST CLICK “SUBMIT” TO CONFIRM YOUR GROUP’S HOUSING SELECTION.

NOTE: The “Clear Selection” button will deselect 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”, if you have done everything correctly, your screen should look like the above image.

After clicking “Submit”, if you have successfully selected a room, the building and room number you selected will appear in this region of the screen.
If you are part of a group, during the housing selection process, your group can split up and select different housing based on what is available at the time.

From the main “Student Home” page scroll to the bottom of the page to “2019-2020 Academic Year”

2017-2018 Academic Year

Proxy Form

2016-17 On-Campus Housing Application: You completed your registration form on 3/30/2022 2:36 PM

Room Selection Fall 2022

Click on this link

<table>
<thead>
<tr>
<th>Group Information</th>
<th>Group ID</th>
<th>Group Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>634</td>
<td>Size</td>
<td>Completed</td>
</tr>
</tbody>
</table>
**Select Room**

**First, Last Name (T01111111)**

You are not currently assigned to a room in this term.

**Requested Roommates**

1. From the list of group members, select the person(s) with whom you will proceed through the housing selection process.

2. From the drop-down list, select a building.

3. Click “Search”
First, Last Name (T01111111) > Select Room

Room Search in progress...

<< Previous Page | Next Page >>

Return to Search Criteria

If you want to go back a screen, DO NOT click the Back button, click this link instead.

Select a floor to be directed to the floor plan.

Name

- Main Campus Burton 1
- Main Campus Burton 2
- Main Campus Burton 3
- Main Campus Burton 4
Keep the “All” button selected, which will assign your roommate and yourself to a room at the same time.

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

Any residence hall space that is available to be chosen for your new selected group size will appear orange. A grey colored room is not available. If you are a group of two, you will only be able to select from the available double occupancy rooms.
If you click on an available room, it will become purple.

"Facility Information" gives details about the attributes of the room you clicked.

Clicking on one of the "Select Space" buttons will assign you and your chosen roommates to the entire room.
Select room for:
- All - Self and Roommates
- Self - First, Last Name
- Roommate 1 First, Last Name

Expected start date: 08/29/2022
Expected end date: 12/23/2022

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

Occupant information:
- Name:
- Gender:
- Bedtime:
- Class Standing:
- Identity Pref Pronoun:
- Smoking:
- Sub Free Roommate:
- Wake Up Environment:
- Wakeup Time:

TO CONFIRM YOUR SELECTION, YOU MUST CLICK “SUBMIT”

Spaces
1 - Self - First, Last Name
2 - Roommate 1 First, Last Name

After clicking on the “Select Space” button, this section will show that you and your roommate have been assigned to the room.

NOTE: The “Clear Selection” button will deselect 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.

Must include the O for the date. It must be 08 of it will give you an error message.
You are currently assigned to: Main Campus Burton 134

This section shows that your initial group has split up. The individuals who you did not complete the selection with will need to select their own residence hall housing. One of them can log into the system and complete the housing selection as a group of two, or each person can log in separately and select a single room. **What you cannot do is select housing for these individuals unless you are designated as a Proxy (see “Selecting a Proxy” instruction slides).** If you are not their Proxy, they have to complete the process themselves.