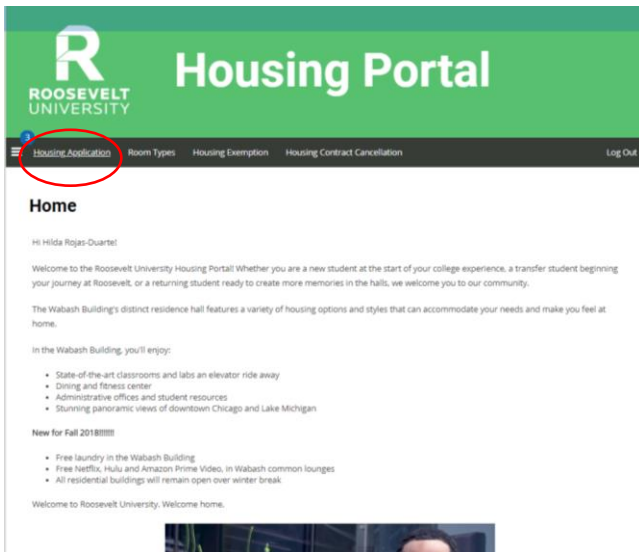
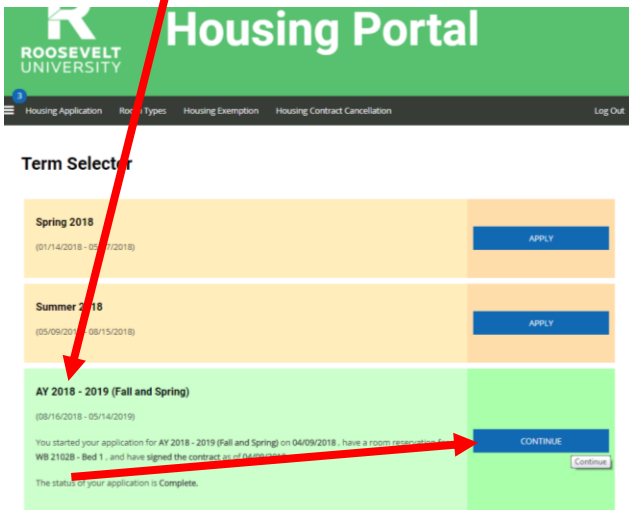


How to select a room using the Roosevelt University Housing Portal

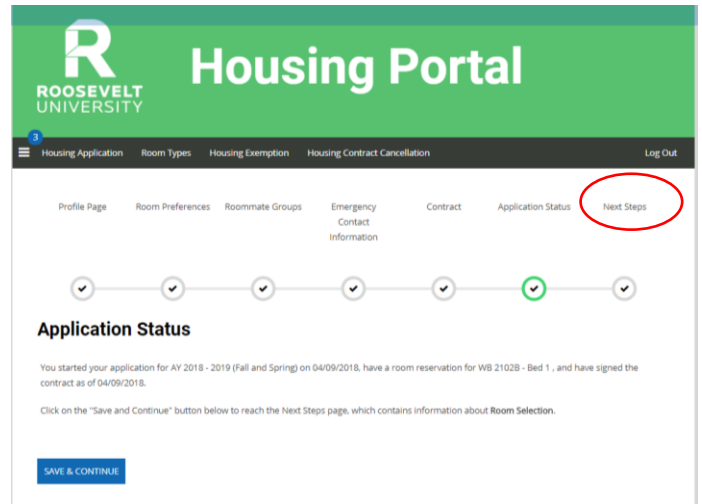
1. Login to housing portal using RU net ID and password.
2. To get started click on "Housing Application" from the black banner.



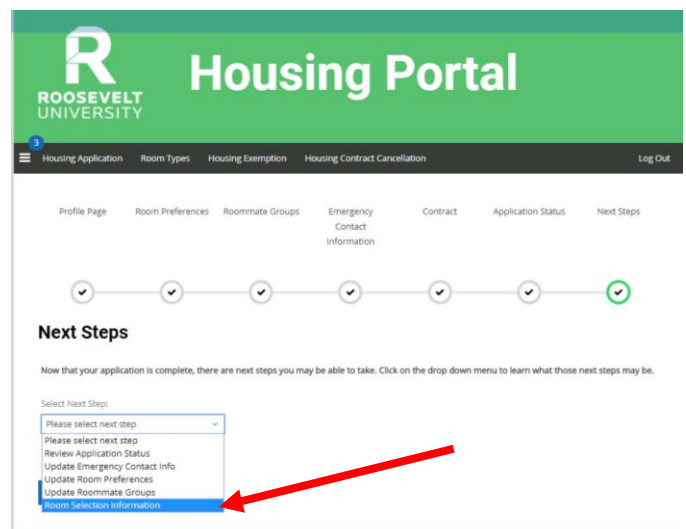
3. Select the term for which you are trying to book a room for.



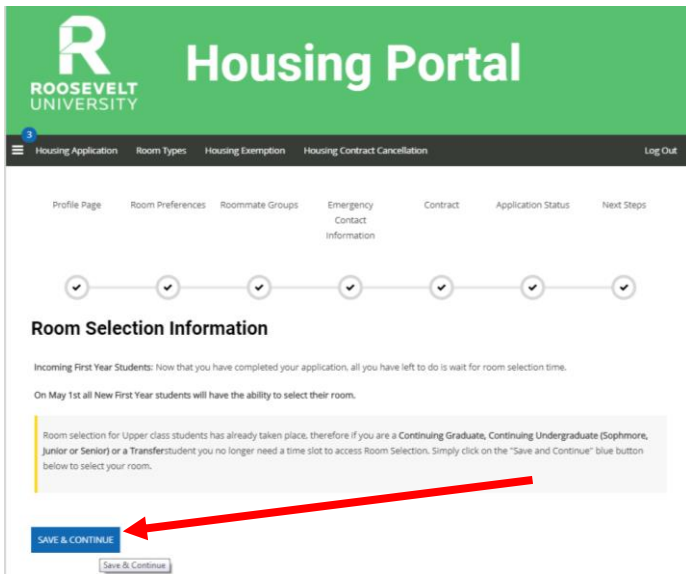
4. Click on the "Next Steps" page



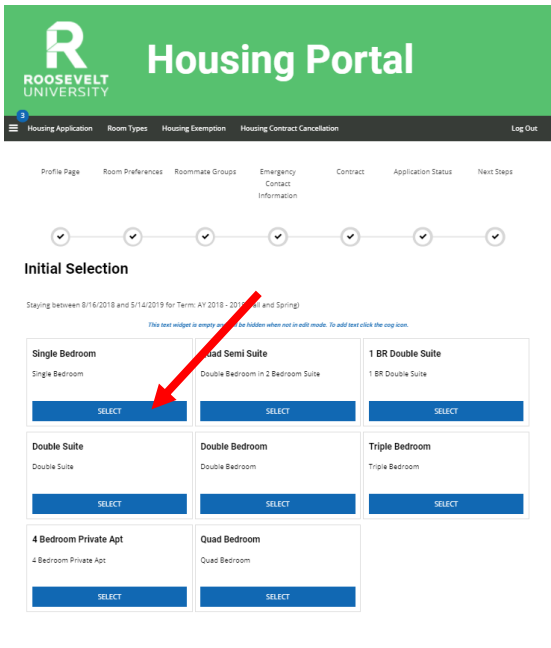
5. From the drop down menu, select "Room Selection Information"



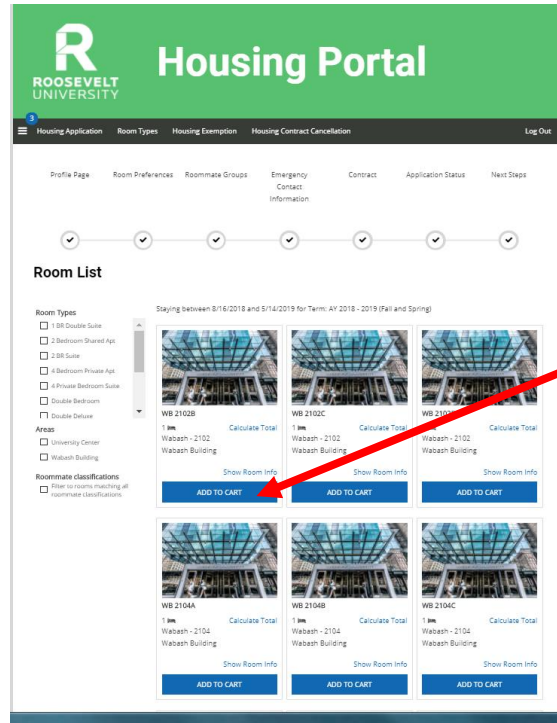
6. Click on the "Save and Continue" blue button.



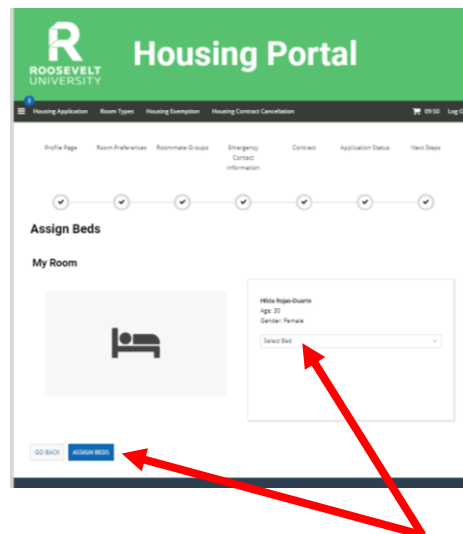
7. Once on the "Initial Selection" page, select the room type, you are interested in. (For example: Single bedroom, etc.)



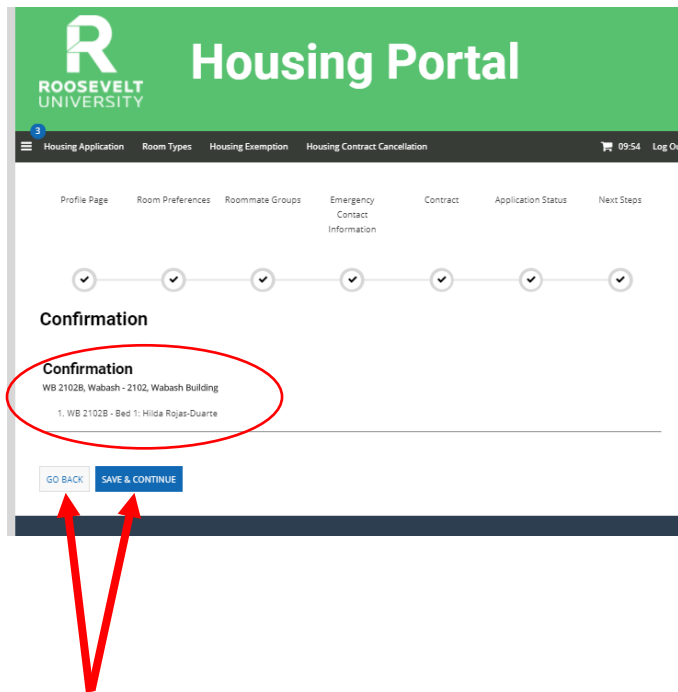
8. From the "Room List" page, click on "Add to Cart" when you have found the room you want.



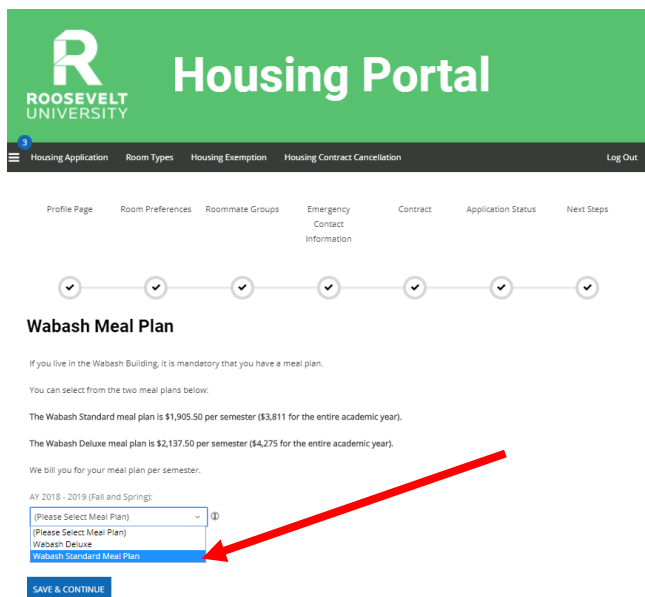
9. On the "Assign Beds" page, select "Assign beds"



10. When you get to the “Confirmation” page you will see the room number and bed that you have selected. If this is correct, click “Save and Continue” if this is incorrect, click on the “Go Back” button.



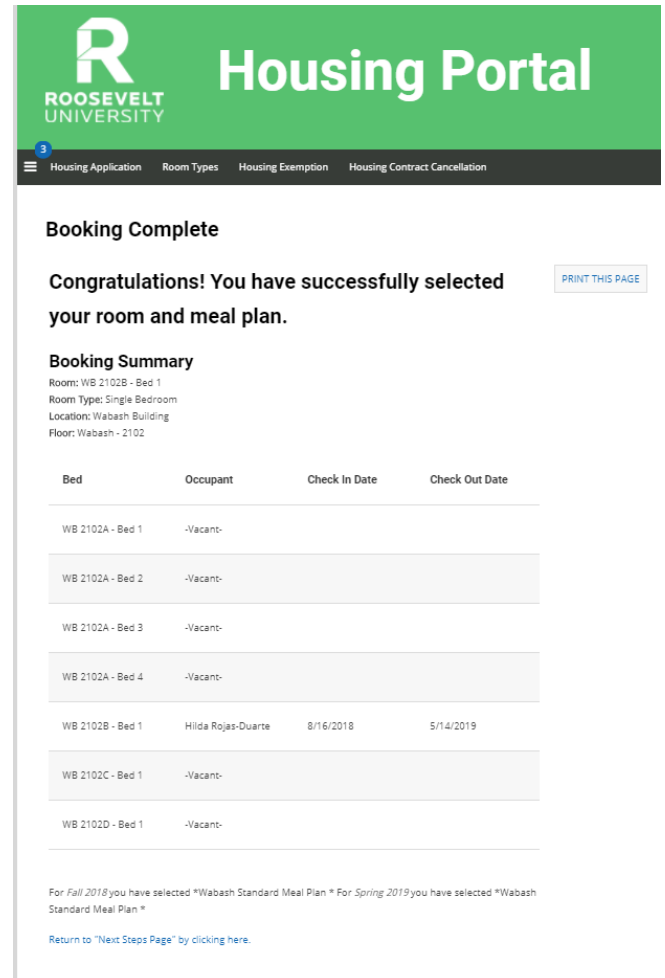
11. On the Meal Plan page, select a meal plan by clicking on the drop down menu and selecting a meal plan then clicking “Save and Continue”.



12. Once you reach the “Booking Complete” page you are done.

On this page you will see:

- Booking Summary.
- You have the ability to print this page for your records.
- As well as see if you have any Roommates.



Have questions? Contact us!

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