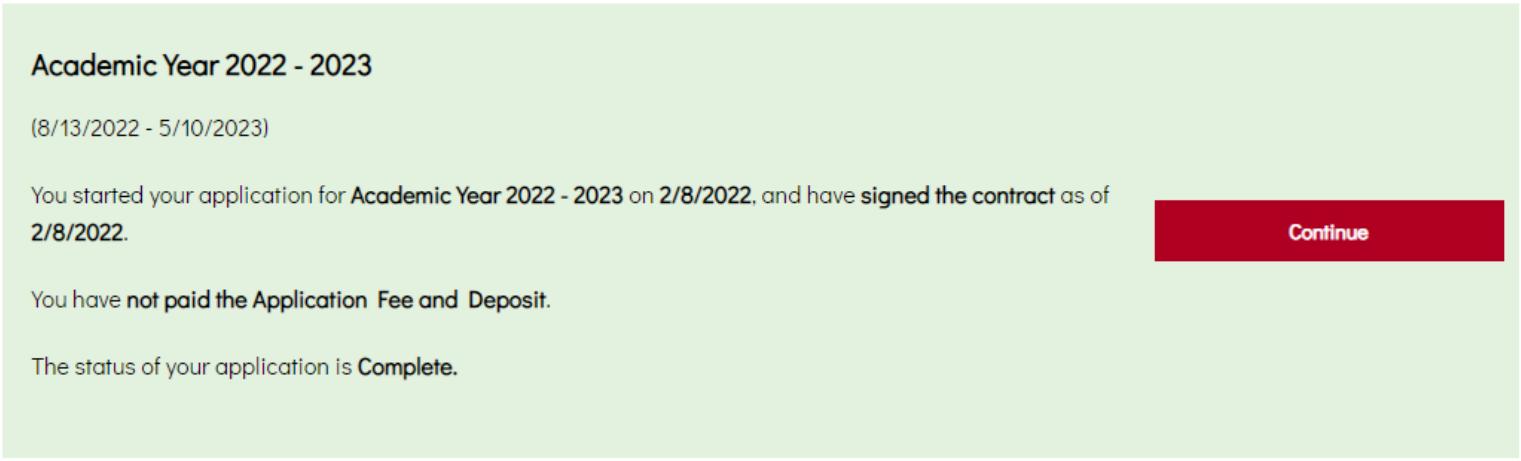
OFFICE OF RESIDENTIAL LIVING

How To: Choosing A Room At Your Assigned Lottery Time

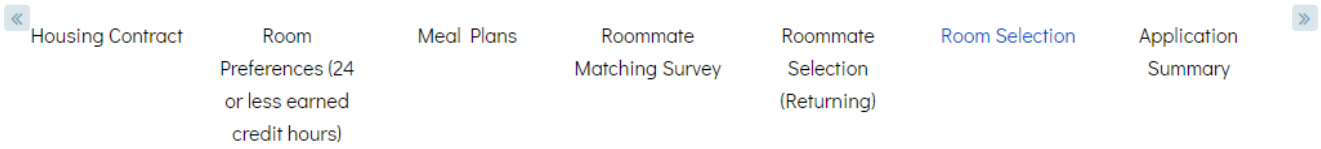
1. Once you're logged back into the housing portal via the MyNichollsID page, select the application tab at the top:

2. Next, click continue on the correct term application that you filled out:

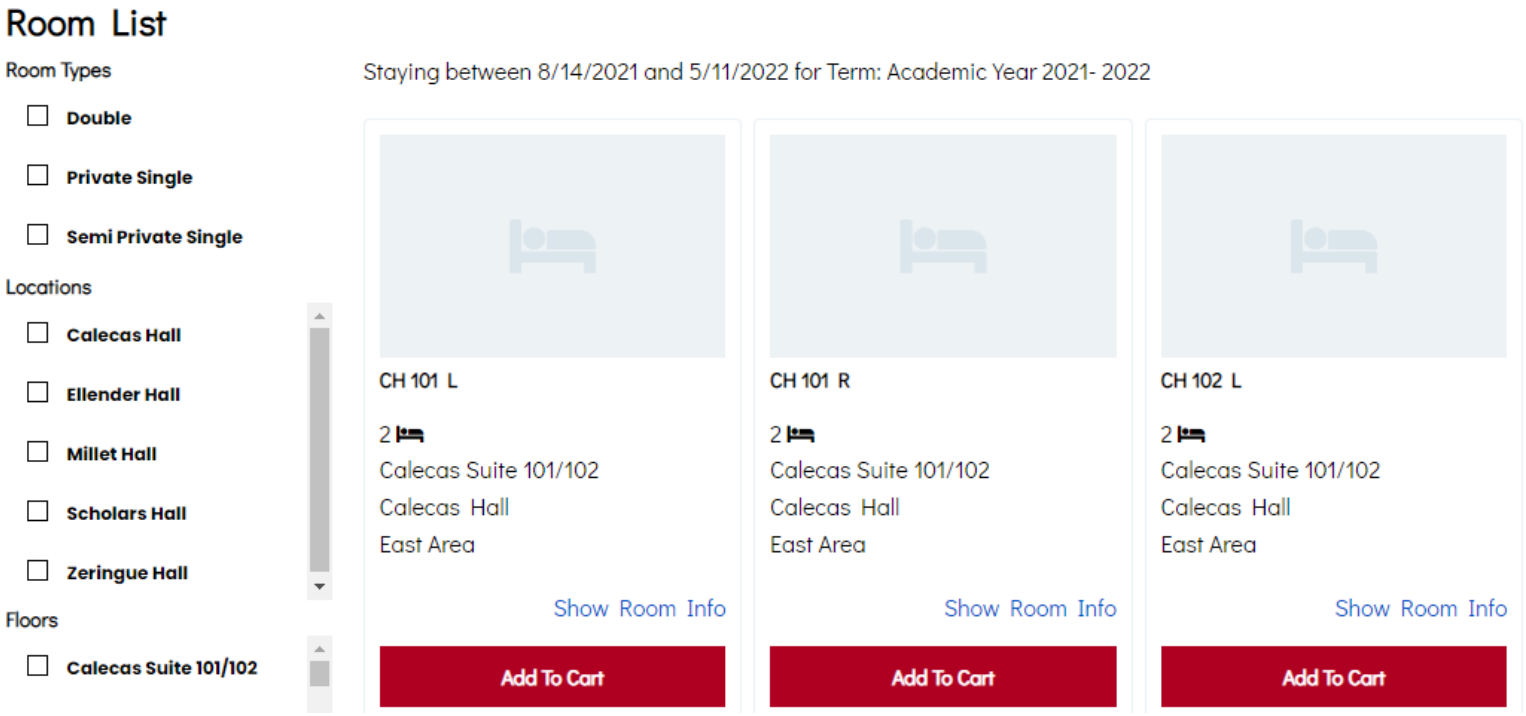


3. Once inside your current application, navigate to the "Application Status" page to the far right. If it has not passed yet, your lottery time (once assigned) will be shown directly under the Application Status heading.

4. After the timeslot passes, you will navigate to the "Room Selection" page, which is just before the "Application Summary" page, seen below. You will be responsible for going and choosing a room for yourself, and your roommate group members if you have them.



5. The room selection page will look like what is pictured below:

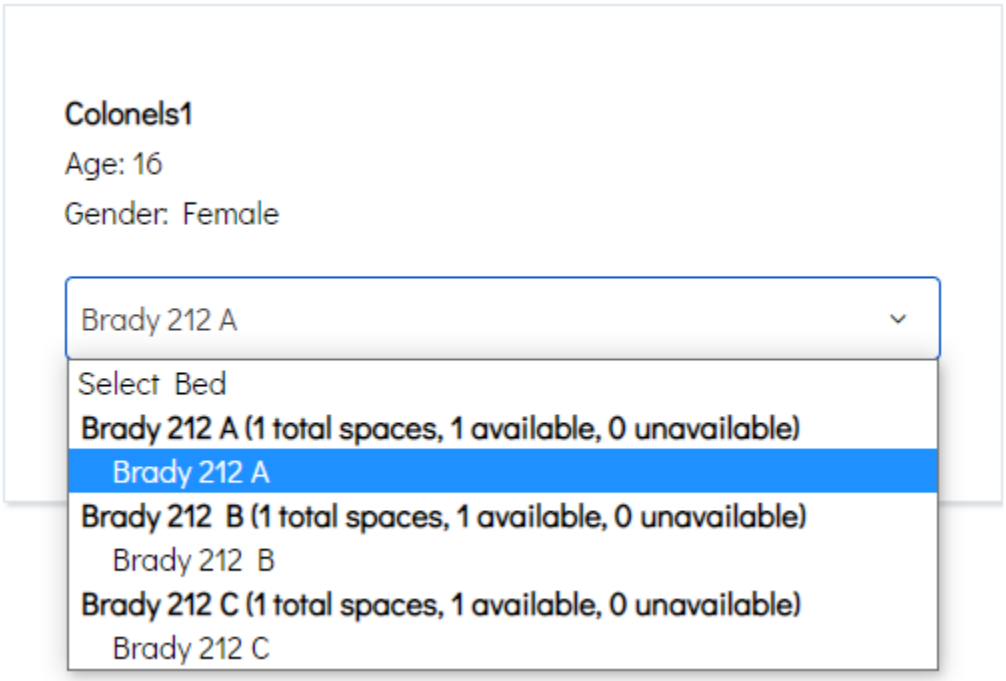


6. Use the "Room List" column on the left to filter by building, floor, and room type so you can find the perfect room that you are looking for. If a room is unavailable or already chosen by another student who had an earlier time slot, the room will not show up in this room list.

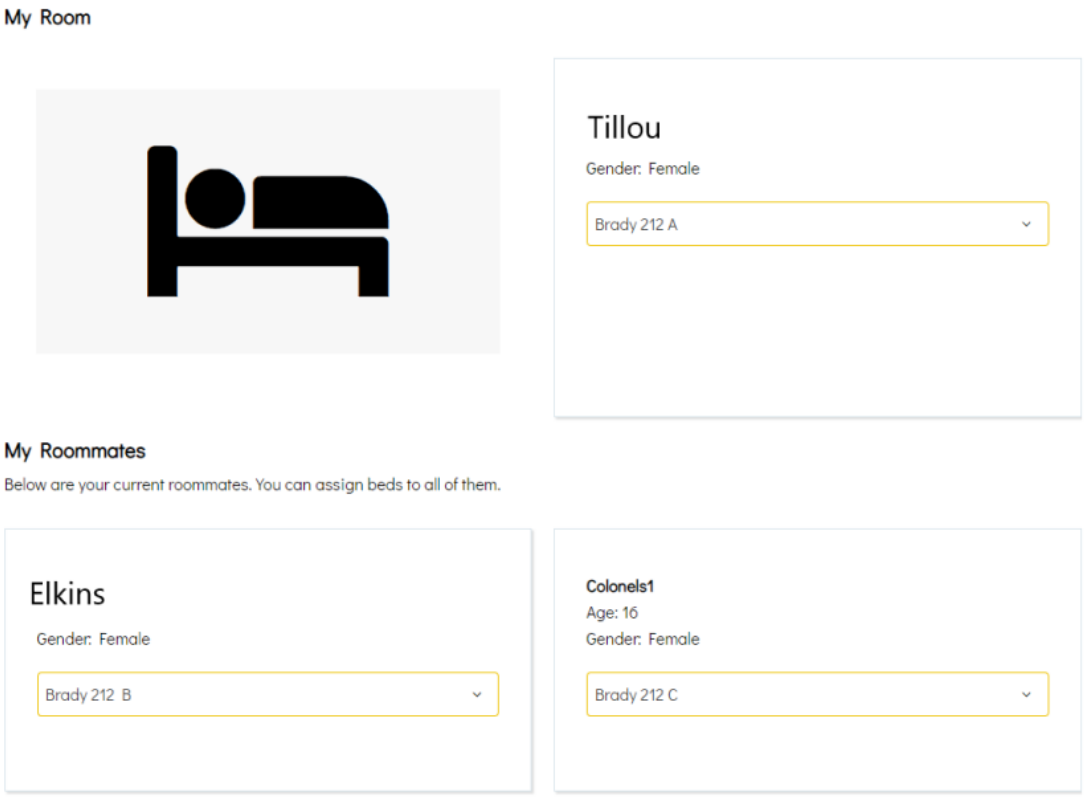
7. If you do not have a roommate group and are choosing a single room, you will only select "Add To Cart" for the room that you are interested in living in for the next academic year. If you have a roommate group, you will need to select as many rooms as you have people that you want to assign. Once you add a room to your assignment cart, you will have 5 minutes to finish the assignment process. **Once these 5 minutes expire, the rooms you chose will go back to the pool for others to choose from (you can see the time left in your cart at the top right next to the "Log Out" button.** It is best to act quickly.

8. Once you select the rooms you want and need to place your roommates from your group, you will scroll down and select "Save & Continue".

9. You will be taken to the "Assign Bed" page. From here, select the rooms individually for the roommates that you want to live with you. It is important to assign ALL roommates a room. If you continue without selecting a room for one of them, they will not be assigned a room and another student could choose that space. An example of the drop down section is shown below for each roommate:



10. Once all rooms have been chosen for each roommate, select the "Assign beds" button in the bottom left.



11. The next page will ask you to review the selections you made for your roommates. Ensure that they are correct and select "Save & Continue". Next will be the application summary page. Your process is complete! **Congratulations!**