HOW TO SELECT YOUR ROOM

WHAT YOU WILL NEED

1) Please preview the residence halls before you begin the Room Selection process.

2) Have your roommate’s RMS ID if you plan to assign them to your room.

3) Read all of the steps in this tutorial before you begin the Room Selection process online. This becomes particularly important at steps 8, 9 and 10 when it involves searching for your room, locking-in your room selection and pulling in your roommate.
HOW TO SELECT YOUR ROOM

1) Visit our Online Application portal here: [https://jbaldwin.ncat.edu/](https://jbaldwin.ncat.edu/)

2) Please make sure your pop up blocker is disabled before you proceed. The login page will popup in a new window.

Click the login link to the right to login.
3) When you arrive to the login screen, enter your username and password. Your username is your University student email (ex. student@ncat.edu) and your password is your 9 digit Banner ID (ex. 950xxxxxxx).
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4) Once you login successfully, you should see your name and a welcome greeting.
5) To begin the Room Selection process, click “Self Assignment” under the menu to the left of the screen. Under “Self Assignment”, click “Select Your Room”.

![Room Selection Interface](image_url)
HOW TO SELECT YOUR ROOM

6) After clicking “Select Your Room”, you should see our General Room Selection Process. Click “Continue” at the bottom of the page to begin the Room Selection process. Click “Cancel” to go back to the welcome page. The “Log Out” link is always in the upper right hand corner. The links that navigate you from page-to-page will be at the bottom of each page.
HOW TO SELECT YOUR ROOM

SEARCH FOR YOUR ROOM

7.) On the Search for Rooms page, you can assign yourself to the residence hall and room you would like to reside in. Under “Assignment Terms”, you should see the application period in which you are applying. Under “Search for your Room”, choose the Residence Hall, Floor, Room Type and Gender. After you have made your choices in the from the drop down boxes, click “Continue”. If you have no preference for a particular category, leave “No pref” selected.
HOW TO SELECT YOUR ROOM

LOCKING YOUR ROOM

8.) On the search results page, click the room number to view room type and pricing. You can “Lock” the room at the bottom of the page by clicking the “Lock This Room” link. Clicking “Back to Search Results” will take you to your results page. Clicking “Quit” will take you back to the welcome screen. On the search results page, you also can click the “GO” link to lock your room.

If you don’t lock your room, any room(s) you are viewing are available to be self-assigned by another student. Locking your room prevents another student from assigning themselves to the room for 10 minutes.

After locking a room, if you want to assign yourself the room, click the check box under “I Want” and then click the link, “Only Assign Room For Me” (If you click this, see Confirming your Room below). If you select a room that is reserved for the opposite gender, the status will read “INVALID” and you will not be able to assign yourself the room. Clicking “Back to Search More Rooms” will take you back to the search screen.

Depending on your search, you might have multiple pages of results. Use the Previous, Next, First and Last links below your search results view the other pages. Clicking “Back to Search More Rooms” will take you back to the search screen.
HOW TO SELECT YOUR ROOM

CONFIRMING YOUR ROOM

After clicking, “Only Assign Room For Me”, it will give you an opportunity to confirm your assignment, “By clicking CONTINUE below, you are agreeing that you to be assigned to this room”. Please review your assignment summary carefully. If you click “Continue”, it will assign you the room you have chosen.
HOW TO SELECT YOUR ROOM

PULLING-IN YOUR ROOMMATE

9.) You will need your Roommate’s aggie email prefix (screen name) and RMS ID (password) to use the “Pull-In” feature. If there are two spaces or more available in the room you select, you will have the option of pulling-in a roommate(s). If you select a room with only one bed space available, you will not have the option of pulling in a roommate.

Please note that you are not allowed to pull-in suitemates during the self assignment period!

After entering your roommates information, and selected a bed space for yourself with the “I Want” box, click “Pull In Roommate”.

The next screen is where you confirm the room for you and your roommate(s). To confirm your selected room(s) for you and your roommate(s) click, “Yes, We want this room” (If you click this, see Confirming your Room below). To change or add roommates click, “I want another roommate”. If you change your mind and you do not want a roommate, go back to the previous screen and click, “Assign Only For Me”. If you get an error message when you enter your roommate’s user and password, if it is not a gender conflict, then is more than likely because your roommate has already been assigned to another room.
HOW TO SELECT YOUR ROOM

CONFIRMING YOUR ROOM

After clicking, “Yes we want this room”, it will give you an opportunity to confirm your assignment, “By clicking CONTINUE below, you are agreeing that you to be assigned to this room”. Please review your assignment summary carefully. If you click “Continue”, it will assign BOTH you and your roommate your chosen room.

PULLING-IN YOUR ROOMMATE

11) FINISHED!!! Print your confirmation page and keep it for your records.