

IMPORTANT DATES FOR HOUSING SELECTION 2020 FOR RETURNING STUDENTS



MARCH 1:
\$300 Housing
Deposit Due



MARCH 31:
Housing Application Due
(on your Housing portal)



MARCH 31:
Gender Inclusive Group Application Due
(on your Housing portal)
for students who are interested in living in gender inclusive housing



MARCH 30 - APRIL 3 :
Class Registration
*Students must be registered for Full-Time status (12 Credits)
for fall 2020 in order to participate in Room Selection.*



APRIL 6 :
Housing Selection Times released
(on your Housing Portal)



APRIL 14 - 16 :
Housing Selection





STEP 1: COMPLETE YOUR ONLINE APPLICATION

1. Go to salemstate.edu/housingportal.
Log in using your SSU student ID and password

Example:

UN: S0217563

PW: GoVikings123

Click **LOGIN** Button

Salem State Housing Self-Service Sign-In Portal

2. Once you click sign in, you'll see the main page of your Housing portal. Here you can read messages from us, update your personal information, complete an application, select roommates and choose your housing for next year!

The screenshot shows the main page of the Salem State Housing Self-Service Sign-In Portal. At the top, there is a navigation bar with the Salem State logo and several menu items: Home, SSU Housing Applications, Personal Information, SSU Room Selection, and More Tasks. Below the navigation bar, there is a user profile section for Vincent Viking, with a silhouette icon, the name, the ID 9999999, and the email housing@salemstate.edu. To the right of the profile is a Sign Out button. Below the profile, there are three main sections, each with an orange header bar: Messages (with an information icon), Room Selection (with a checkmark icon), and Room Assignments (with a house icon). Each section contains a message: "There are no important messages.", "No room selection processes to list.", and "No active room assignments to list." respectively.

- The first step in choosing housing next year is to complete an application. Click on "Housing Application" then choose the application that is available. NOTE: If you do not see the application, 2020-2021 Returning Student Housing Selection, we have not yet received your housing deposit. Please ensure you have deposited for Fall 2020 on your Navigator account.



- Next, you will need to electronically sign your 2020-2021 license agreement. **Please read the terms carefully**, as this is a binding agreement for **the entire academic year** and sign in the box at the bottom of the page with your cursor or finger. Click Continue.

If you agree, sign your name in the box below.
If you do not agree, [click here](#) to exit the application.

A rectangular box containing a handwritten signature in blue ink that reads "V. VIKING".

[Clear](#)

Continue >>

5. Complete the form on the next page. Click Continue

The screenshot shows the 'Personal Information' section of a web application. At the top, there is a navigation bar with the Salem State University logo and links for Home, SSU Housing Applications, Personal Information, SSU Room Selection, and More Tasks. Below the navigation bar, the page title is 'Personal Information'. A red note states: 'Questions marked with an asterisk (*) are required.' The form contains several fields: a dropdown menu for 'Yes', a dropdown menu for 'No', a text input field for 'Please enter your mobile phone number' with the value '97865420000', a dropdown menu for 'Please select if you'd like us to release your mobile phone number to your roommates' with the value 'Yes', a dropdown menu for 'Please select whether you want to receive occasional text messages regarding your housing assignments and move in information' with the value 'Yes', and a dropdown menu for 'Please select your mobile carrier' with the value 'Verizon'. A 'Continue >>' button is located at the bottom of the form.

6. Complete the addresses/emergency contact page.
Please make sure to click "Save address/contact" after entering each contact.

The screenshot shows the 'Addresses/Emergency Contacts' section of a web application. At the top, there is a navigation bar with the Salem State University logo and links for Home, SSU Housing Applications, Personal Information, SSU Room Selection, and More Tasks. Below the navigation bar, the page title is 'Addresses/Emergency Contacts'. A red note states: 'Please save one address/emergency contact at a time and click the Continue button when you are done.' The form contains several fields: 'Address Type: Primary (REQUIRED)', 'Street Address 1:' with the value '71 Ioring ave', 'Street Address 2:' with the value 'Street2', 'City:' with the value 'Salem', 'Country:' with the value 'United States', 'State:' with the value 'Massachusetts', 'Zip Code:' with the value '01970', 'Phone Number:' with the value '97854220000', and 'Email Address:' with the value 'vking@salemstate.edu'. A 'Save This Address' button is located at the bottom of the form and is circled in red. To the right of the form, there is an 'Information' box with the text: 'Please make sure to click "save contact" after entering each address; otherwise, you will not be able to continue to the next page.'

7. Click Continue. That's it! You will receive a copy of your completed application via email. **Save this email for your records.**



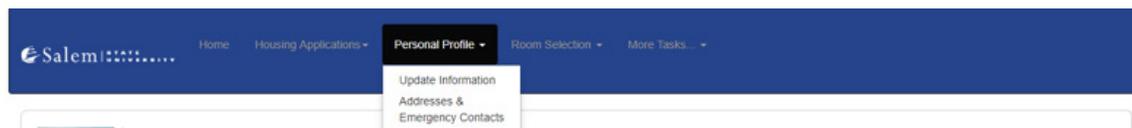
STEP 2: CHOOSE YOUR ROOMMATES!

NOTE: You will only be able to select a person as a roommate if **BOTH** of you have:

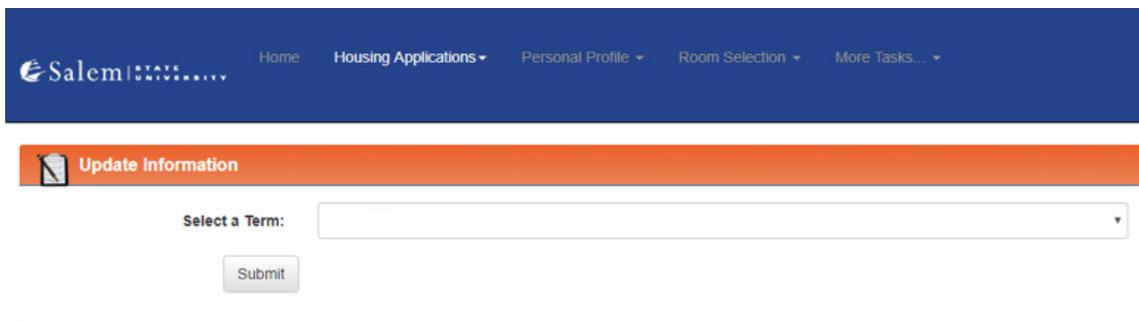
- Deposited \$300 by the deadline of March 1st.
- Completed your housing application.
- Updated all your personal and emergency contact information.

Before selecting roommates, you'll want to update your Personal profile to ensure that you're matching with roommates who have similar living habits!

1. From the Housing Portal home page, click on Personal Profile.



2. Click on **Update Information**.



3. It will prompt you to select a term, please click **Fall 2020** and then click **Submit**.

Questions marked with an asterisk (*) are required.

Mobile Carrier: Sprint

Mobile Phone: 9785426416

Are you comfortable sharing food and other items with your roommates?
 Let's keep things separate
 it depends - please ask!
 What's mine is yours!

Do you like being by yourself a lot or do you like being around others?
It depends on the day!

Do you plan to spend most of your time in the room or elsewhere?
It varies, depending on the time of year

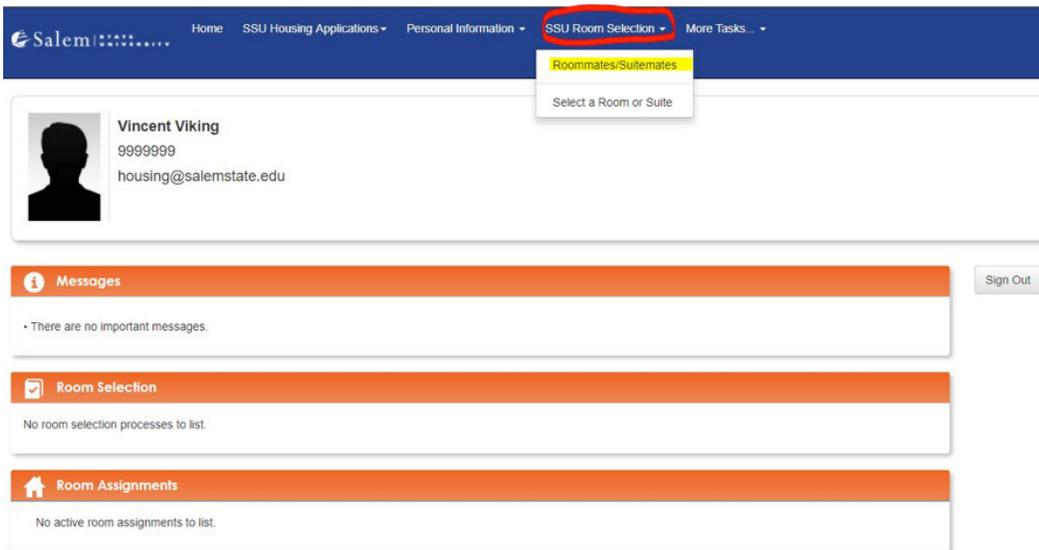
Do you prefer to talk things out right away, or wait a little while to cool down?
(N/A)

Do you smoke?
Yes

Do you want your room to be quiet/roommates to wear headphones when listening to music or TV?
(N/A)

Do you want your room to be the place where everyone...
I want our room to be the social spot - we'll host the hangouts!

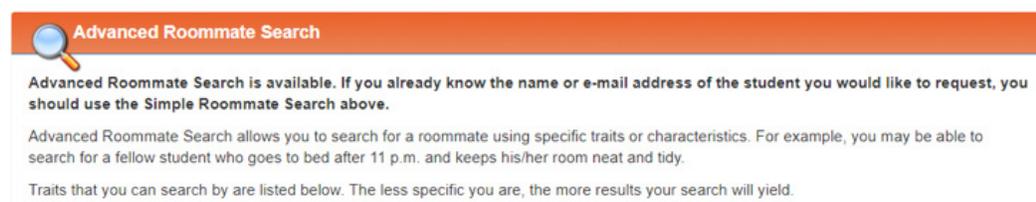
4. Please enter your preferred contact phone number and answer some questions about your living habits to help you select roommates. Upon completion, click Submit.
5. Once you've completed your application, click on "Room Selection" and then "Roommates/Suitemates"



6. Select "Fall 2020" as the term and click submit.
7. You can search for roommates in one of two ways.
 - 1) By completing the simple roommate search.



- 2) By completing the Advanced Roommate Search

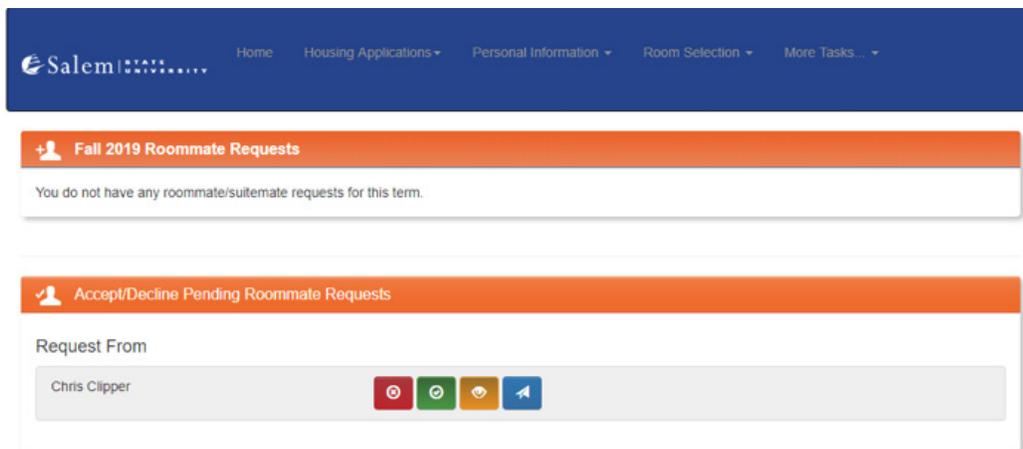


8. Enter their information and click “begin search.” If an eligible student is found, they will be added to your request list.’



9. Once you have found your desired roommate(s), you may repeat the above steps to match with additional suitemate(s).

****IMPORTANT:** Once you request a roommate they must log in and click “ACCEPT” (the green button). If they do not do this you will **NOT** be able to go through selection with them



Make sure your group is complete and fully matched well in advance of housing selection!

Only one person can log into select housing for the whole group. Groups will receive the best lottery number of their roommate group (i.e. if your time is on Wednesday at 3pm but someone in your roommate group has Wednesday at 10am, your group selection time will be 10am)



STEP 3: CHOOSE YOUR ROOM!

Once selection times have been released in April, you'll be able to see your (and/or your group's) selection time on your housing portal under "Room Selection"



Chris Clipper
11111111
kbowes@salemstate.edu

Messages

• There are no important messages.

Room Selection

2020-2021 **Returning Student Roommate Selection**

Select your room!

Your Start Time: **Apr 9 at 10:00:00 AM**

Selection Times:

Apr 09 9:00 AM to Apr 11 5:00 PM

[Sign Out](#)

Once your selection time becomes active, click on "Select a Room or Suite" under "Room Selection" Click **Find Available Rooms**

Salem | [Home](#) | [Housing Applications](#) | [Personal Information](#) | [Room Selection](#) | [More Tasks...](#)

Online Room Selection

You are now eligible to select a room in the '2019-2020 Returning Student Roommate Selection' process.
You have until 1/23/2019 at 10:00 PM.

Roommate Group (2)

You

Vince Viking

[Find Available Rooms](#)

Marsh - Floor 3 - View Floor Roster

Room: 301

Spots: 2

Double (Marsh)

Select Room

Room: 302

Spots: 2

Double (Marsh)

Select Room

Room: 304

Spots: 2

Click Select Room/Suite to open up the room/suite menu. If you selecting a suite, you will need to place each of your suitemates in their desired bedroom, so make sure you have a conversation about who will live with who/in which room in advance of your selection time! If selecting by yourself, please make sure your name is in the dropdown menu. Don't worry about "bed A or bed B" – that is just a way to distinguish each bed in the room and doesn't matter. What DOES matter is who lives in which bedroom so make sure you have that info!

Make sure to click – "I agree – submit my room selection" to complete the process!

Room Booking

You have selected the room: Marsh 301

Marsh

301 bed A	Are you sure that this is correct (you will not be able to change this yourself)?
Chris Clipper	If so, you may submit room booking now...
301 bed B	<input type="button" value="I Agree - Submit My Room Selection"/>
Vince Viking	

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You'll know you have completed the process successfully when you reach the page that says "Congratulations – your room selection process is complete!" We'll also send you a confirmation email and you'll be able to see the assignment under "Fall 2020" in your housing portal!

Room Assignments

Marsh 301
Double (Marsh)
8/31/2019 - 12/20/2019

Fall 2019

Roommates/Suitemates: 1
Vince Viking - Room: 301

You're done!!!

IMPORTANT REMINDERS:

Lottery numbers are randomly assigned and there are only a certain number of room types available. PLEASE make sure to have a backup plan in case your desired room type is no longer available. If there are no more 4 person suites available at the time of your selection, what will you do? Break into two groups of two and live in Marsh? Break up your group completely and roll the dice trying to find individual spaces in Viking? Make sure to have a plan B and a plan C!

You and your desired roommates must be registered for at least 12 credits in order to go through housing selection!

Make sure to fully match your roommate group well in advance!

If you or your desired roommates have deposited after March 1st, they will be given a later selection time and may not be able to be matched with your roommate group until after selection has started.

Know your selection time - The person in your group with the earliest selection time is picking for the group!

If you have an issue - Reach out to housing@salemstate.edu - all inquiries will be answered there.

Remember our Fall 2020 move in policy:

In order to move into your residence hall in the fall you must complete 1+2 = key and do the following:

1. Settle your bill. Pay your bill in full, be on an approved payment plan and/or have sufficient financial resources to cover your balance (includes completing all aid related items on your to-do list in your Navigator account). You can confirm your total aid and account balance in Navigator once your fall bill is generated this summer.
2. Complete your health and immunization requirements with Counseling and Health Services. Make sure the documentation has been received by checking the student health portal.