

# ROOM SELECTION GUIDE

## Selection Process

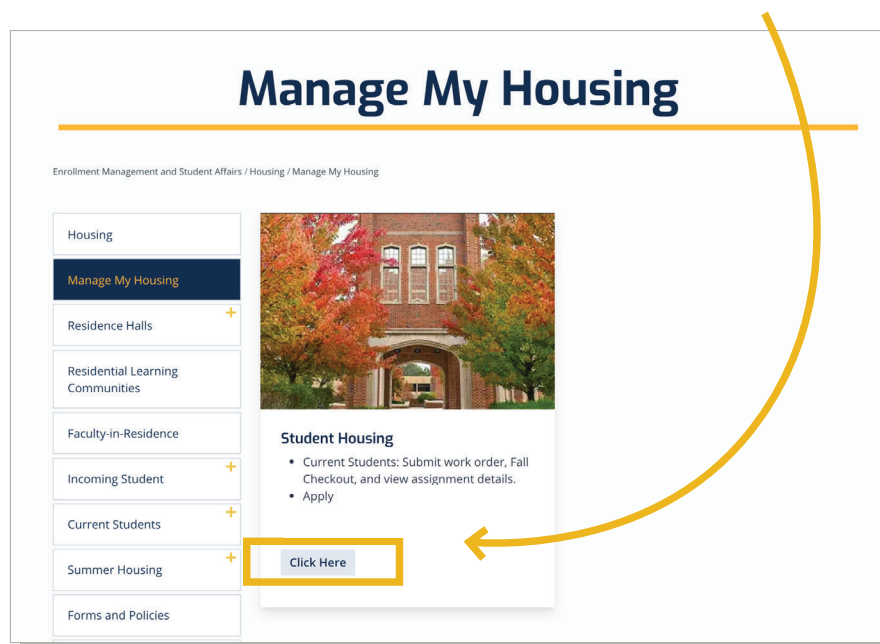
### Follow the steps below to complete Room Selection

*\*This section is for group leaders and individuals.*

*\*If you are a group member check your email for an assignment and then skip to Confirmation Process on page 6.*

Step 1: Go to the [ManageMyHousing](#) page.

Step 2: Click the CLICK HERE button and log in using your UTC ID and password.



## Step 4: Click on ROOM SELECTION/CONFIRMATION.

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Housing and Residence Life

Apply for Housing **Room Selection/Confirmation** Open My Account Checkout Process Log Out

### Hi Scrappy Moc, Welcome To Manage My Housing!

Use the blue navigation bar or click on the 3-line icon (☰) in the top left corner to show the menu.

**APPLY & \$25 APPLICATION FEE:** complete your application and pay the \$25 application fee, which is a one-time fee per student.

**ROOMMATE SEARCH:** to edit/update roommate questions, groups or search for roommates, click Apply for Housing, select the application by clicking continue and then click the roommate questions or group link on the left.

#### Application Summary

Term: Academic Year 2020-2021  
Application Status: Complete

#### Booking Summary

Active Booking (Checked in)

**Building:** Boling  
**Room:**  
**Room Type:** Private without laundry  
**Bed Size:** Twin XL  
**Floor Plan:** 4 bedrooms (private) 1 bath for 4 residents

#### Upcoming Bookings

You do not have any upcoming bookings.

#### Meal Plan Summary

**Fall:** Gold Mocs Bucks  
**Spring:** Gold Mocs Bucks

#### Mailing Information

## Step 5: Click CONTINUE in the Academic Year section.

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### Term Selector

Please select a term below to start or continue with your application.

**Academic Year**

- You started your application
- Your application is complete
- You have **paid the application fee**
- You have **not signed the contract**
- You have **not paid the pre-payment**

**CONTINUE**

Phone: (423) 425-4304  
Email: housing@utc.edu  
Web: utc.edu/housing

\*If you reach this page before Room Selection is available, you will reach the screen below.

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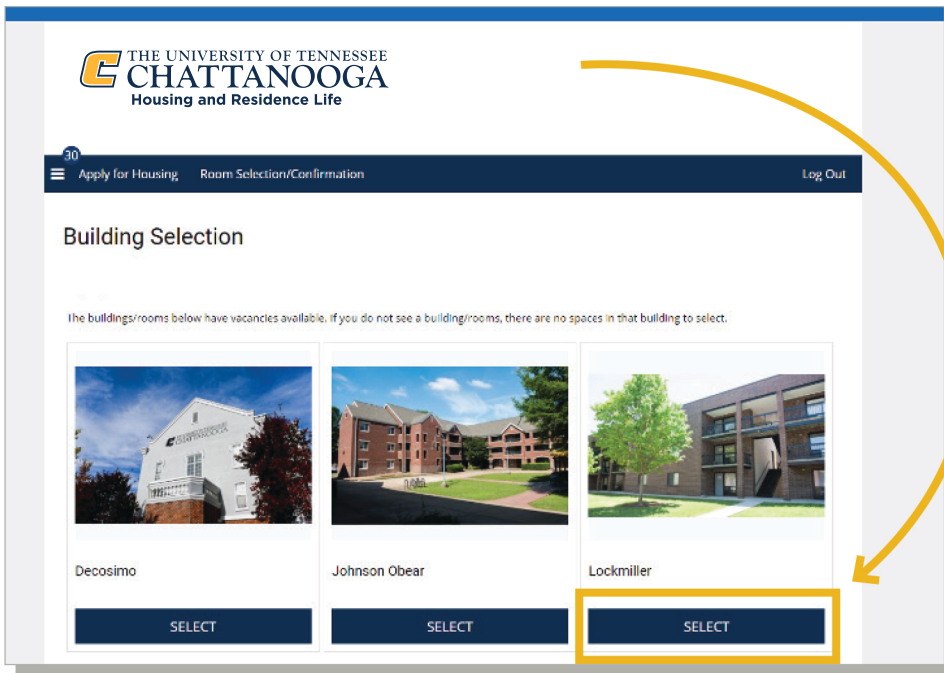
**Room Selection Unavailable**

Room selection is currently unavailable. For more information about room assignments process please visit the [Housing website](#)

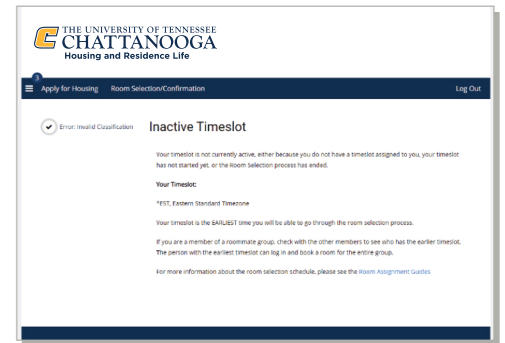
Phone: (423) 425-4304  
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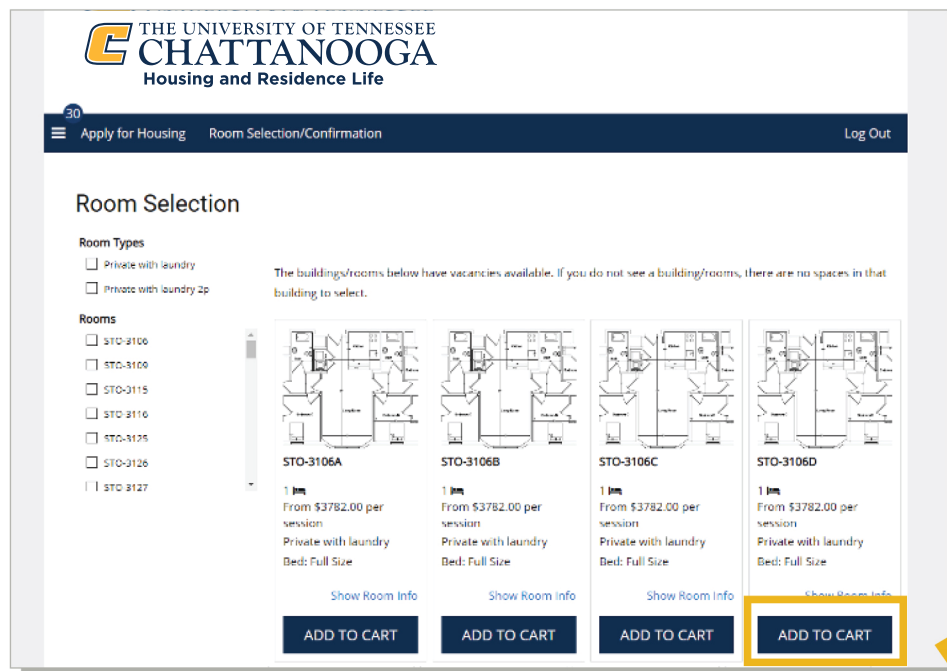
Step 6: On the Building Selection page. You will be able to select from the buildings with available rooms. Click SELECT for your preferred building.



\*If you reach this page before your time slot to select a room you will reach the screen below.



Step 7: Once you select a building it will take you to the Room Selection page where you can select an apartment for you and your roommate group.

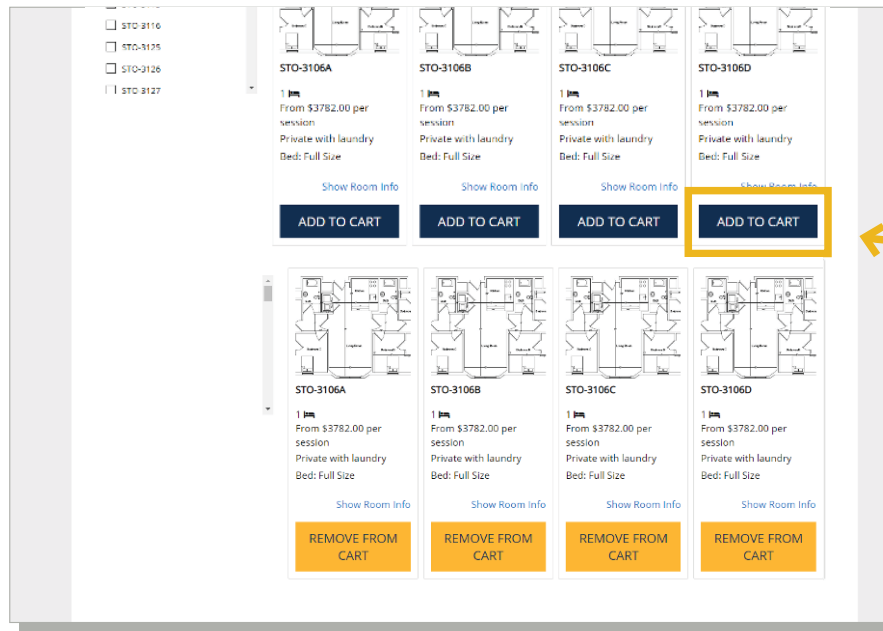


## Step 8: Select a room in the apartment by clicking ADD TO CART.

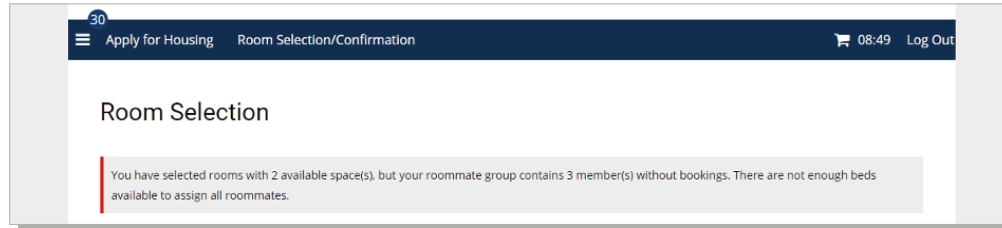
If you are in a roommate group this will select all other vacant rooms in the apartment.

If you are not in a roommate group this will select that individual bedroom in the apartment.

Click SAVE & CONTINUE.



\* If you select a room with fewer vacancies than the size of your group you will receive the following error at the top of the screen.



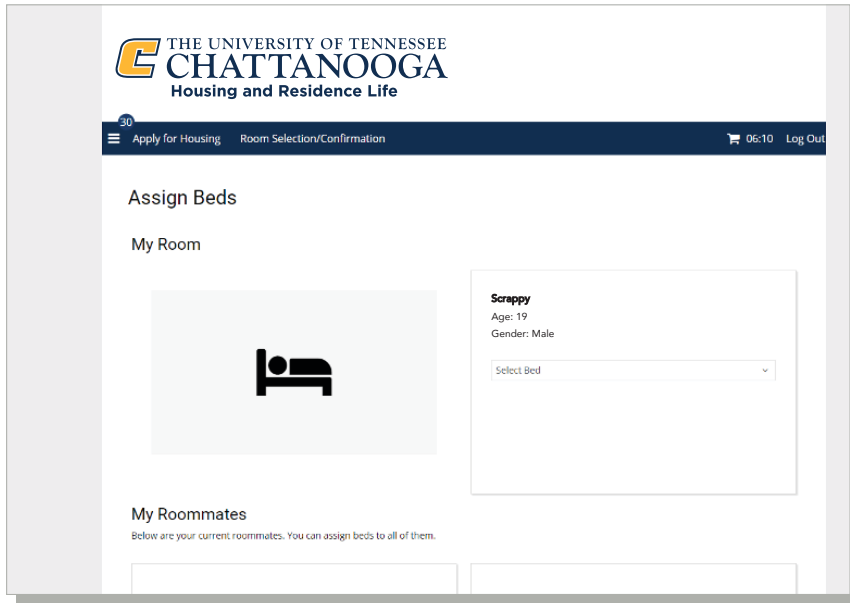
\* If you have an apartment selected and try to select another apartment you will receive the following error at the top of the screen. Remove an apartment from your cart by clicking REMOVE FROM CART.



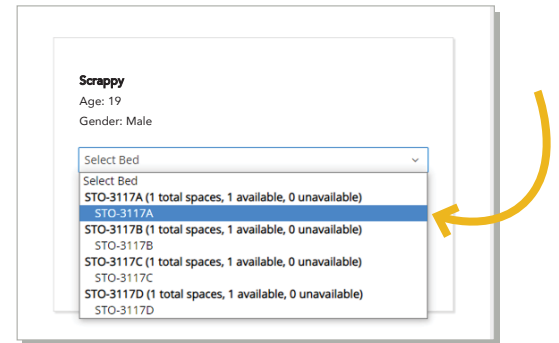
\* If you pick a room and another student has selected the room before you then you will receive the below message.



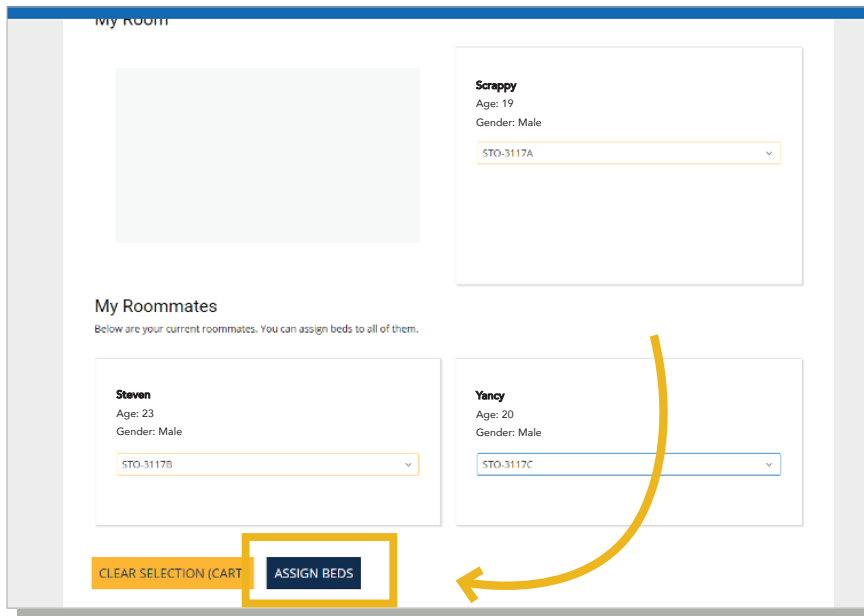
Step 9: On the Assign Beds page. You will assign yourself and any group members to a bedroom.



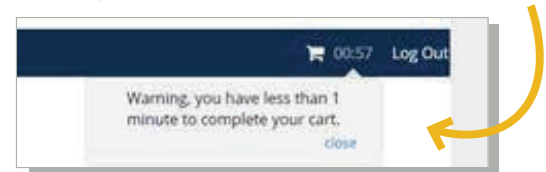
Under each person, you will designate the exact bed you would like them to be assigned to.



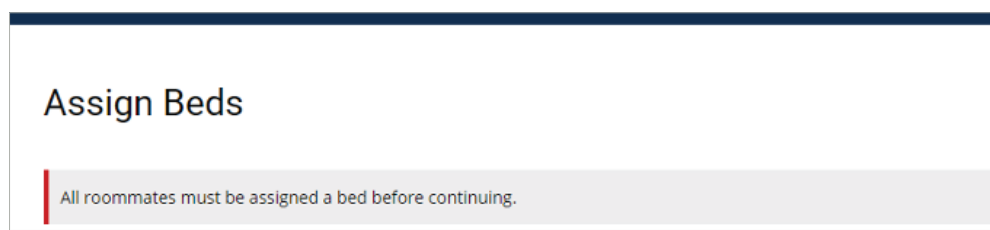
Step 10: Once you and any group members are assigned, Click ASSIGN BEDS.  
\*This finalizes the assignment and you will **NOT** be able to make changes once you click ASSIGN BEDS.



\*If you do not finalize the assignment within 10 minutes the cart will expire. You will receive the below message when you have 1 minute left.



\* If you miss assigning one of the group members you will receive the following error at the top of the screen.



# Confirmation Process

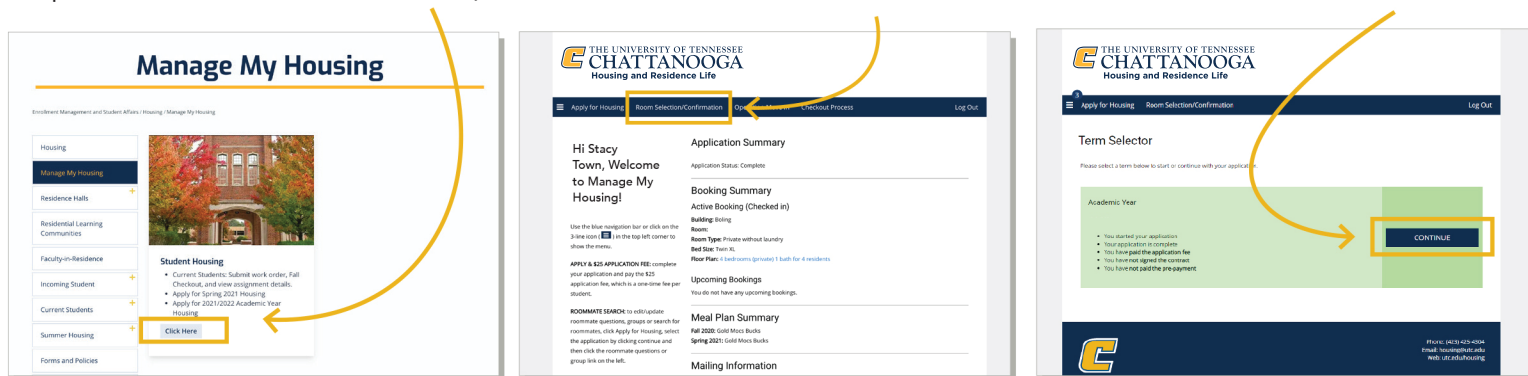
## Follow the steps below to Confirm Your Room

*\*If you are already on the Start Confirmation Process Page then skip to Step 5.*

Step 1: Go to the [ManageMyHousing](#) page.

Step 2: Click the “Click Here” button and log in using your UTC ID and password.

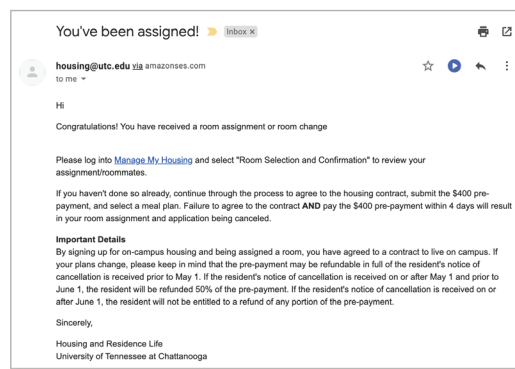
Step 3: Click on ROOM SELECTION/CONFIRMATION



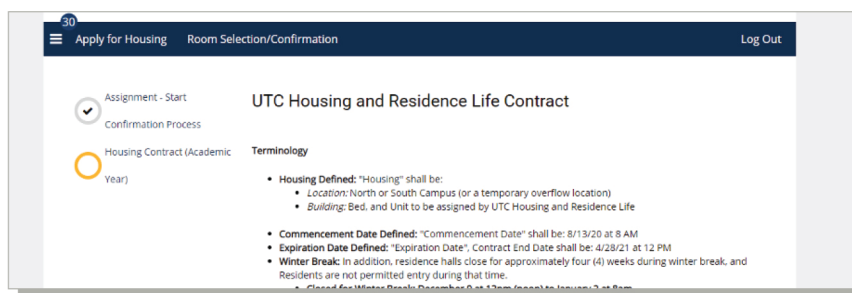
Step 5: Once you have completed the assignment process, you will start the Confirmation Process, which gives you an assignment overview about the room assignment and roommates.



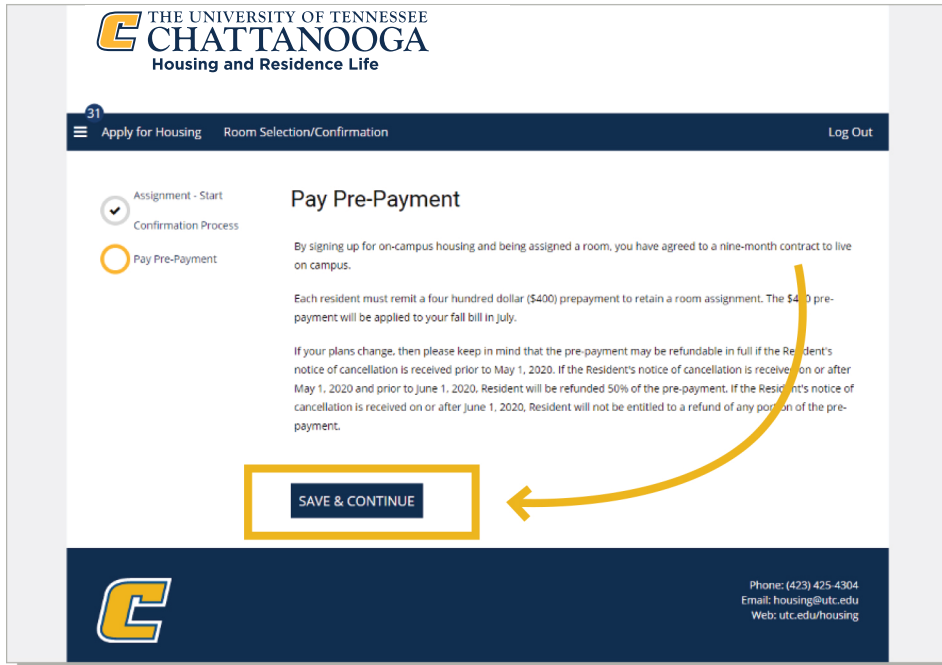
Everyone will receive an email stating they have received an assignment, they have 4 days from that email to log in to sign the contract, pay the prepayment and select a meal plan.



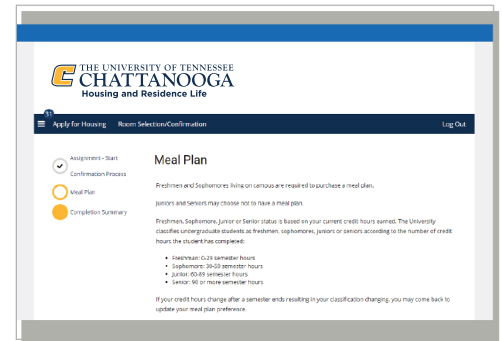
Step 6: Click CONTINUE to confirm the assignment. This will take you to the Contract page. You will sign the Housing Contract by inputting your UTC ID.



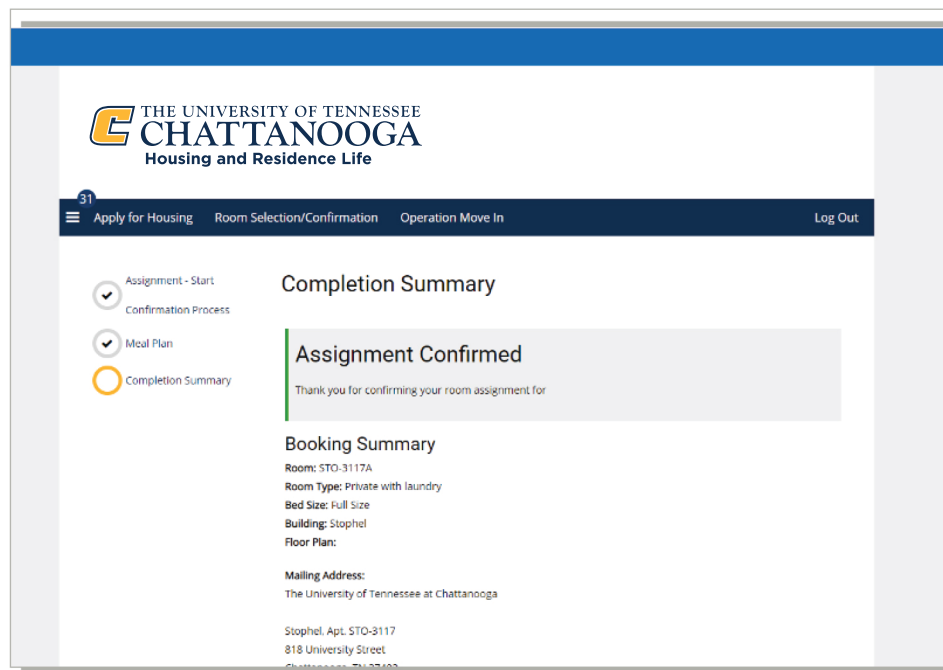
Step 7: You will be taken to the Pay Pre-Payment page, which will prompt you to pay the \$400 pre-payment.



Once you have paid the pre-payment then you will be prompted to select a meal plan.



Step 8: Once you have completed the confirmation process, you will end at the Completion Summary page, which gives you an assignment overview about the room assignment and roommates.



## Congratulations!

You have completed all the steps for selecting and confirming your room!