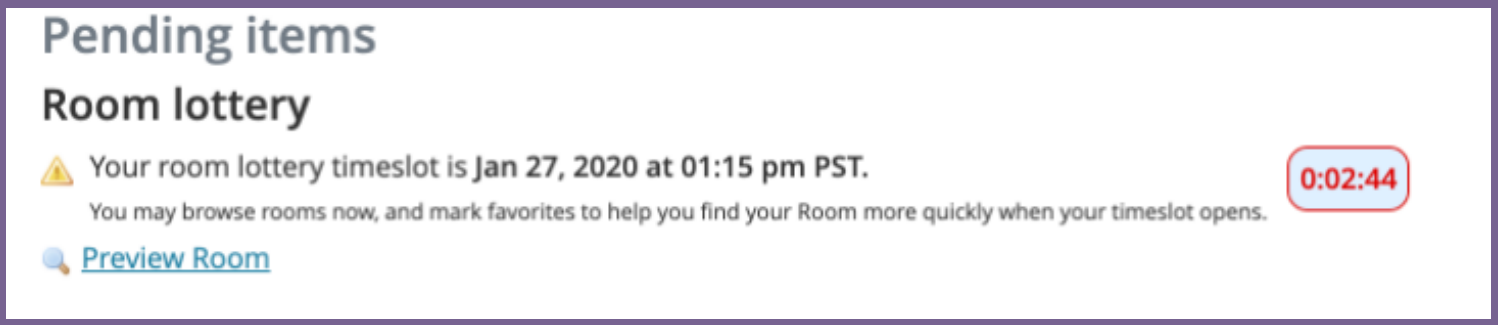
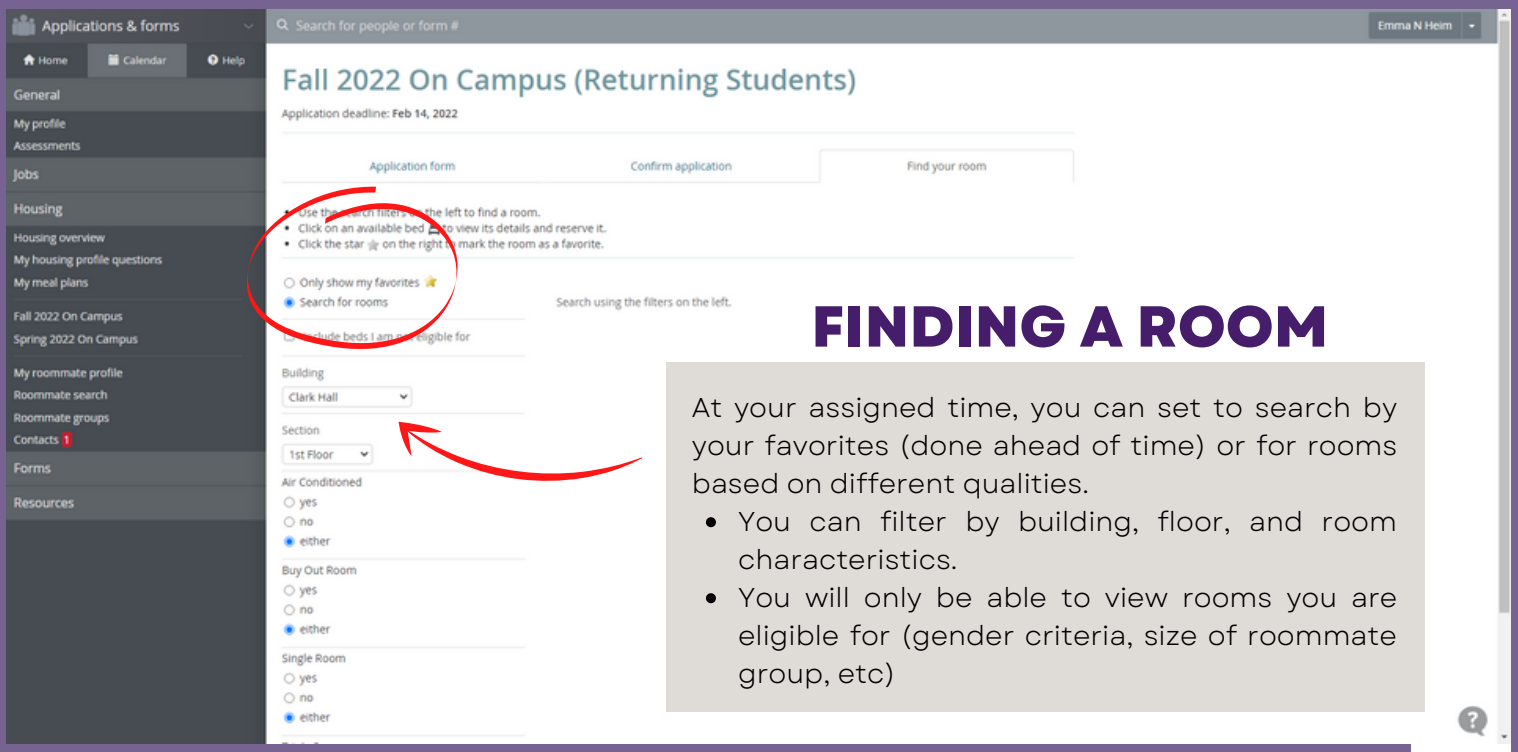
LOTTERY GUIDE

HOW TO SELECT YOUR ROOM & HOUSING OPTIONS



GETTING STARTED

Start by logging into housing.ashland.edu with your AU credentials. Once logged in, navigate to "Housing Overview" on the left hand side of the screen under "Housing" where you can see your selection time.



FINDING A ROOM

At your assigned time, you can set to search by your favorites (done ahead of time) or for rooms based on different qualities.

- You can filter by building, floor, and room characteristics.
- You will only be able to view rooms you are eligible for (gender criteria, size of roommate group, etc)

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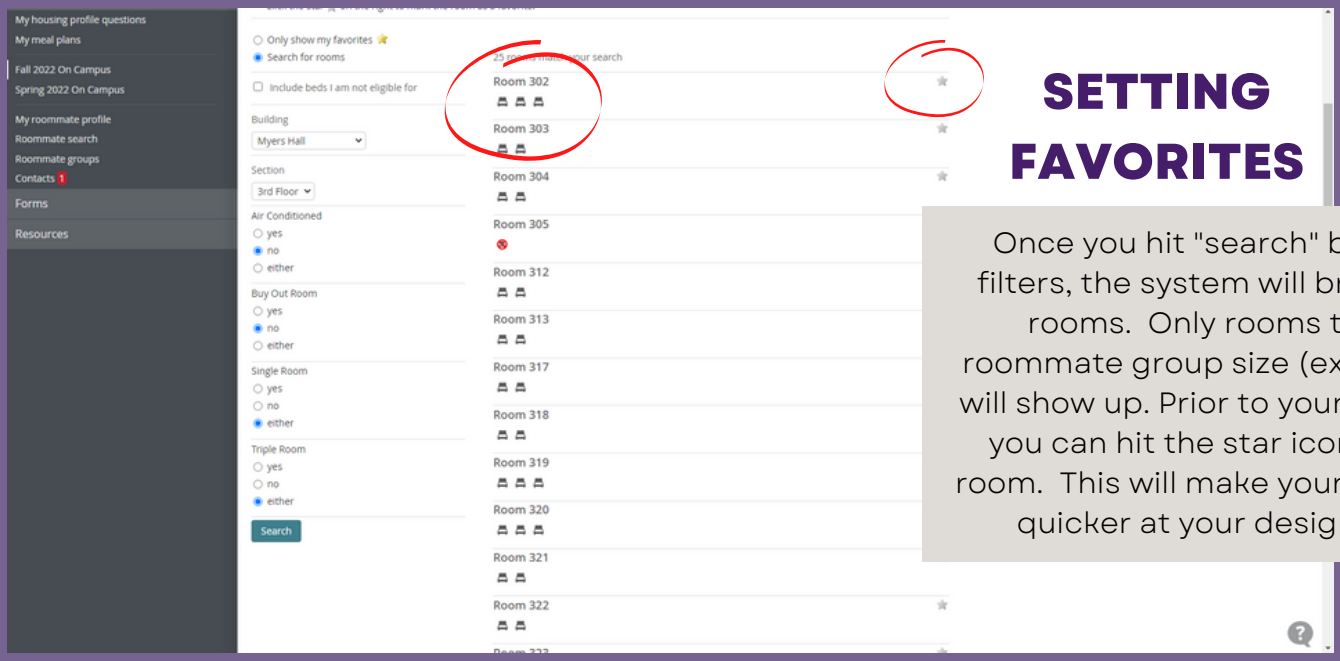
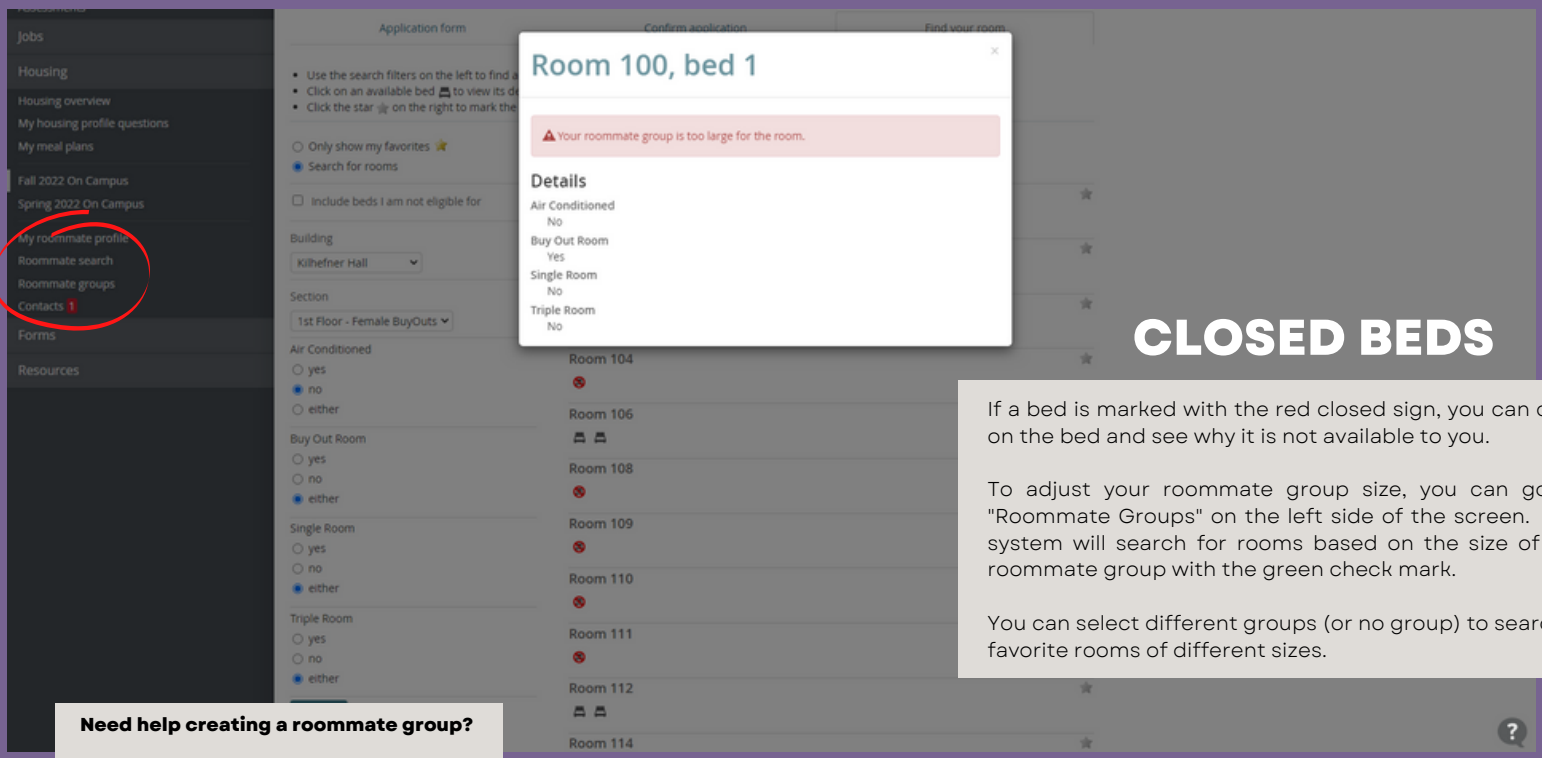


SETTING FAVORITES

Once you hit "search" based on your filters, the system will bring up eligible rooms. Only rooms that fit your roommate group size (exact # or larger) will show up. Prior to your selection time, you can hit the star icon to favorite a room. This will make your room selection quicker at your designated time.



CLOSED BEDS

If a bed is marked with the red closed sign, you can click on the bed and see why it is not available to you.

To adjust your roommate group size, you can go to "Roommate Groups" on the left side of the screen. The system will search for rooms based on the size of the roommate group with the green check mark.

You can select different groups (or no group) to search & favorite rooms of different sizes.

Need help creating a roommate group?

Contact our office (reslife@ashland.edu) or use the "How to Select a Roommate" guide on the Housing section of AU's website.

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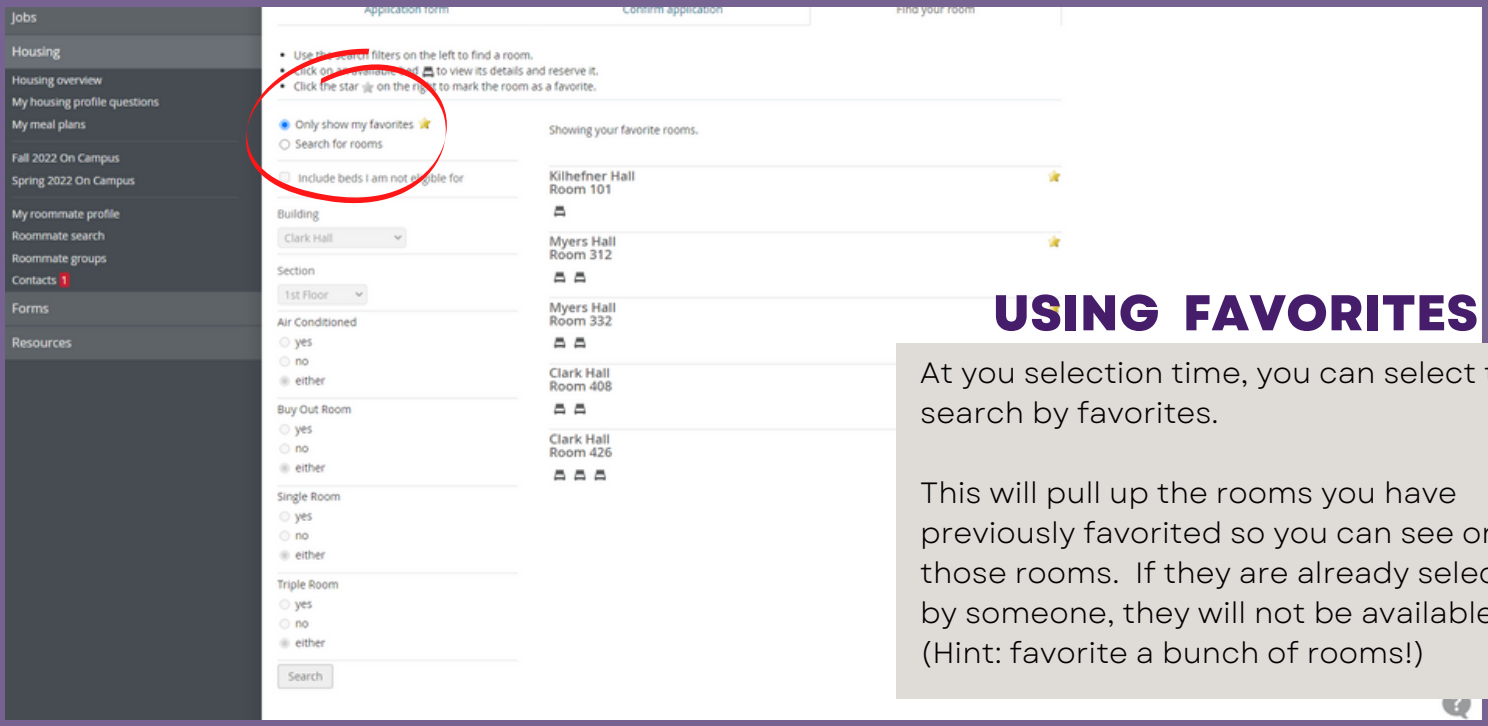
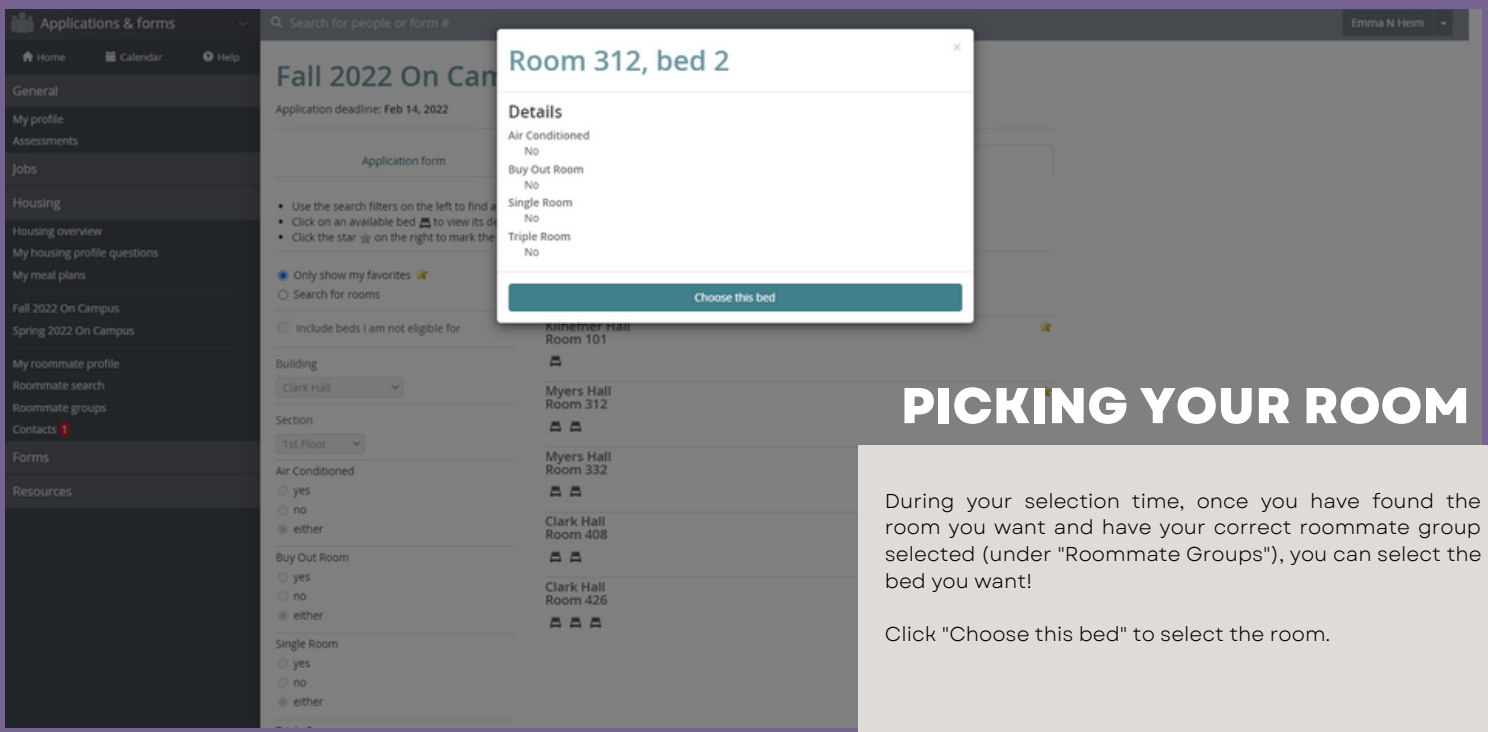


USING FAVORITES

At you selection time, you can select to search by favorites.

This will pull up the rooms you have previously favorited so you can see only those rooms. If they are already selected by someone, they will not be available. (Hint: favorite a bunch of rooms!)



PICKING YOUR ROOM

During your selection time, once you have found the room you want and have your correct roommate group selected (under "Roommate Groups"), you can select the bed you want!

Click "Choose this bed" to select the room.

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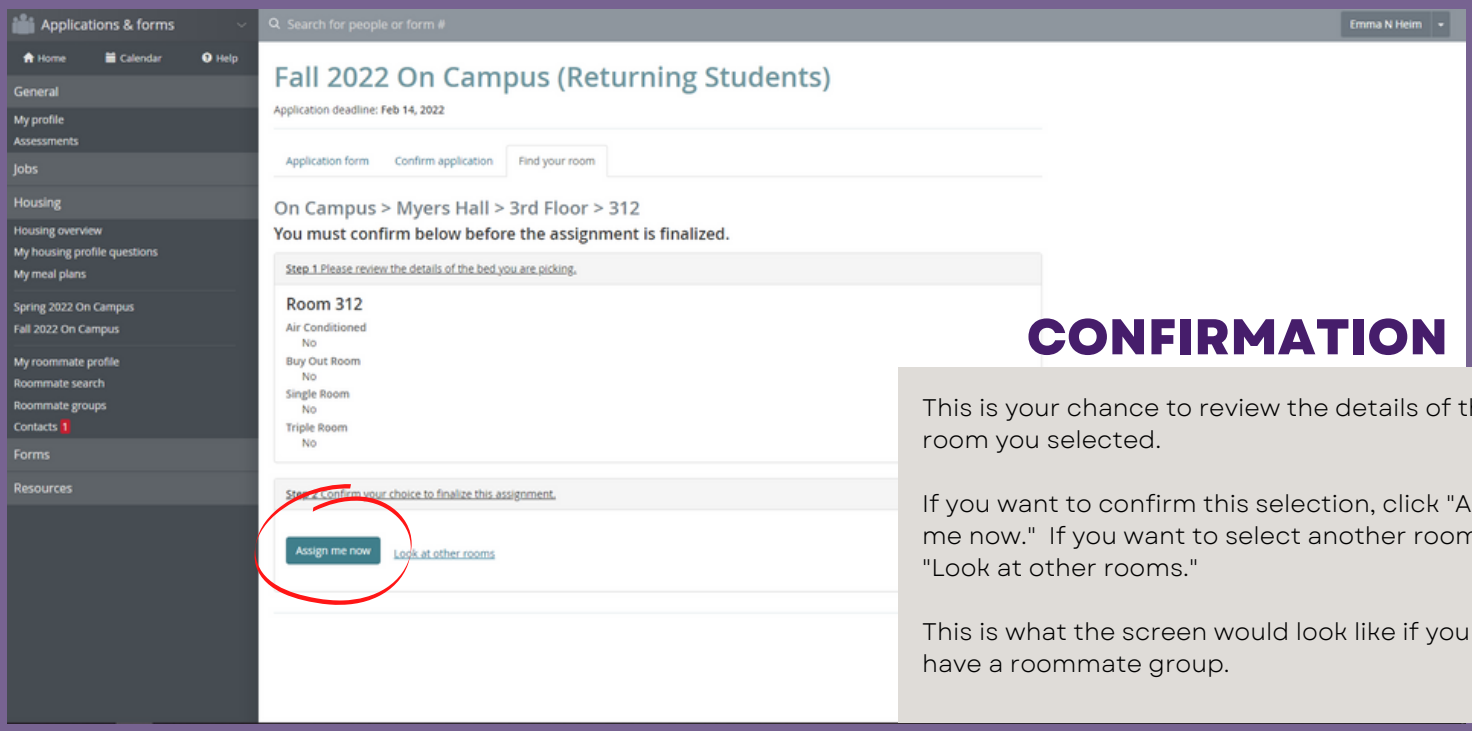
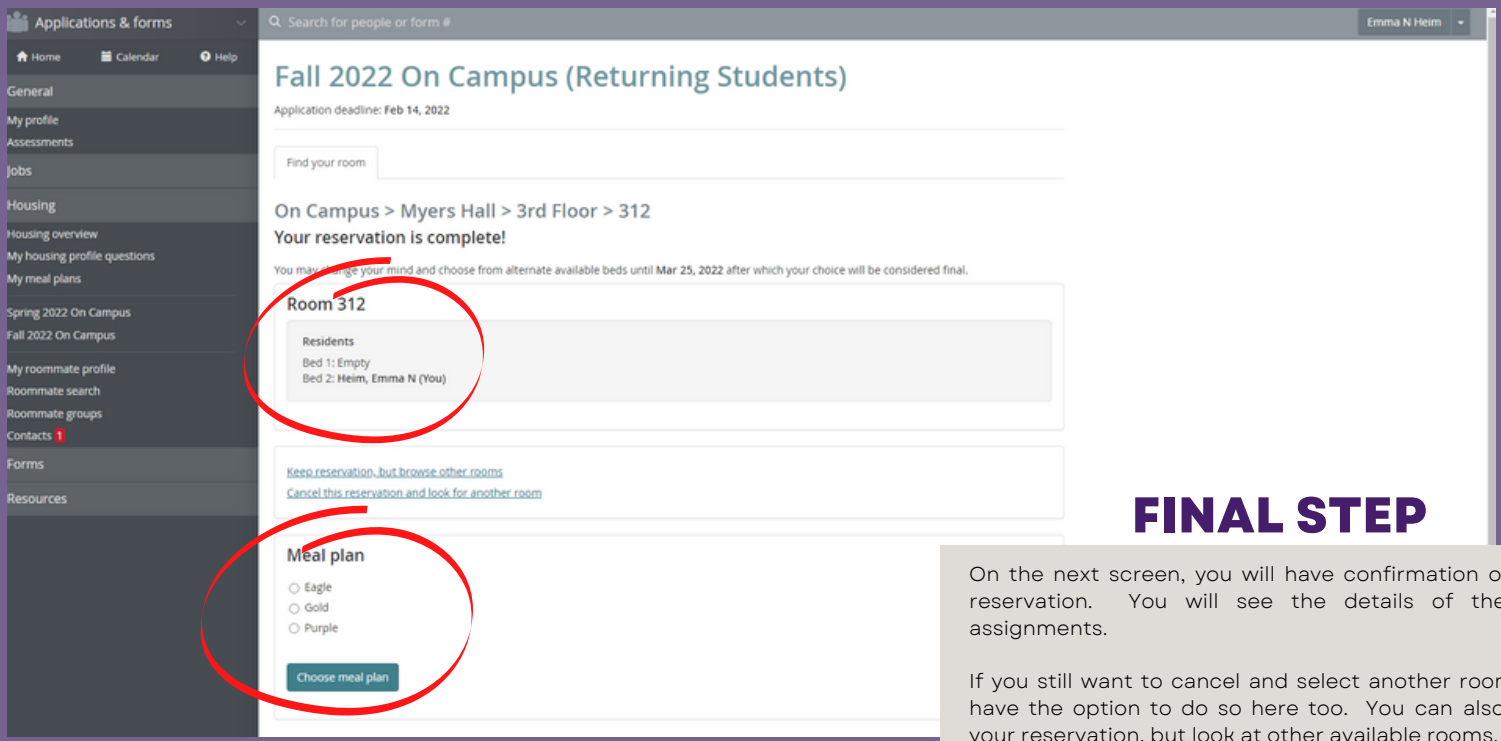


CONFIRMATION

This is your chance to review the details of the room you selected.

If you want to confirm this selection, click "Assign me now." If you want to select another room, click "Look at other rooms."

This is what the screen would look like if you didn't have a roommate group.



FINAL STEP

On the next screen, you will have confirmation of your reservation. You will see the details of the bed assignments.

If you still want to cancel and select another room, you have the option to do so here too. You can also keep your reservation, but look at other available rooms.

You will also need to select your meal plan here to add to your account.

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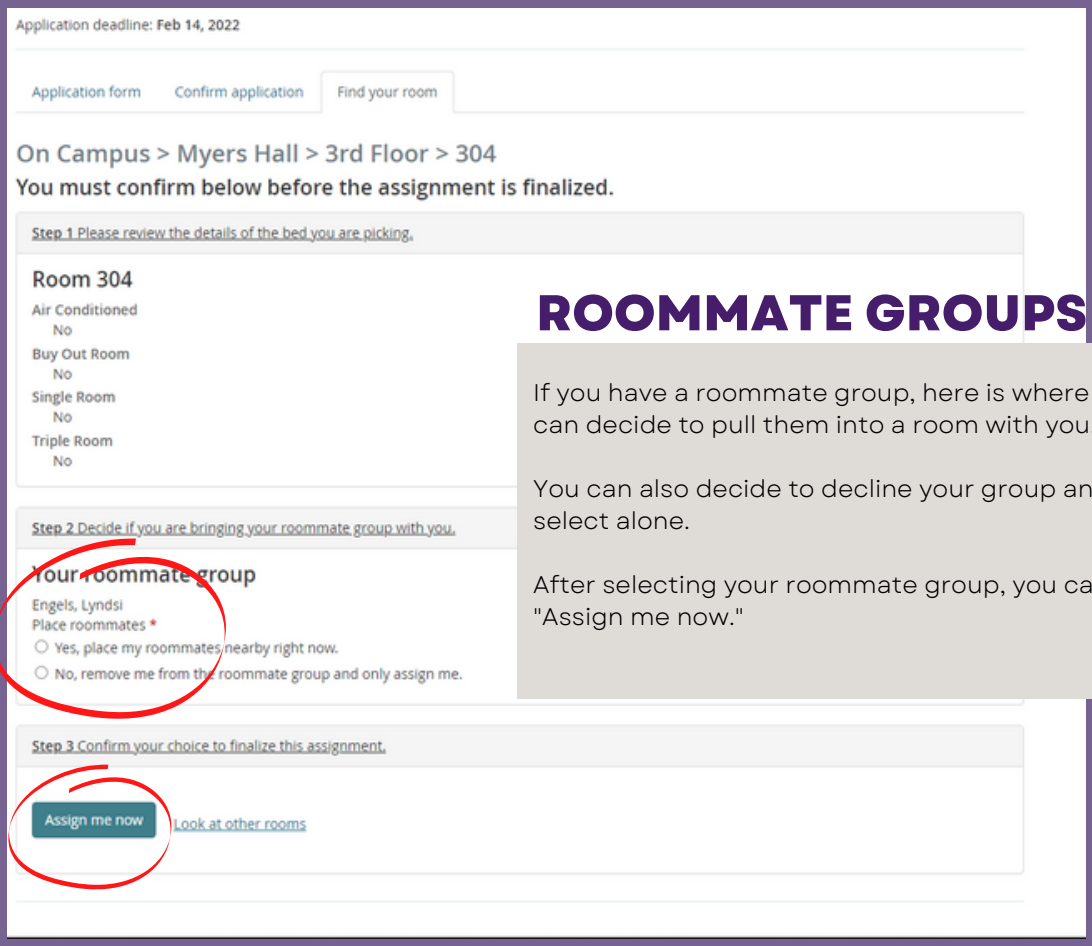
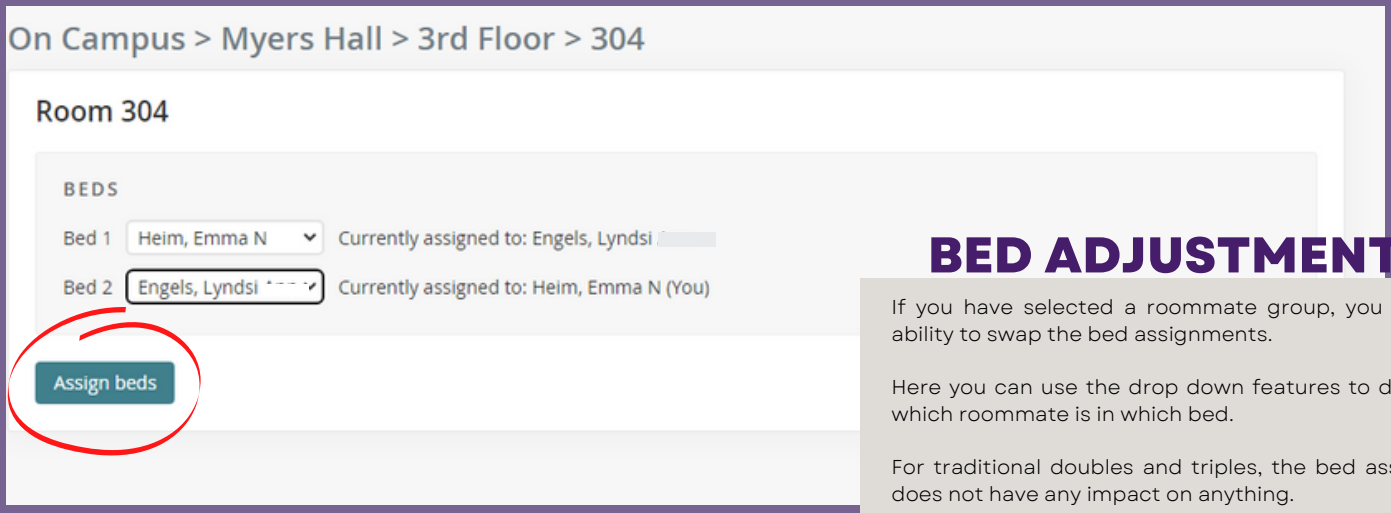


ROOMMATE GROUPS

If you have a roommate group, here is where you can decide to pull them into a room with you.

You can also decide to decline your group and select alone.

After selecting your roommate group, you can click "Assign me now."



BED ADJUSTMENTS

If you have selected a roommate group, you have the ability to swap the bed assignments.

Here you can use the drop down features to determine which roommate is in which bed.

For traditional doubles and triples, the bed assignment does not have any impact on anything.