

LOTTERY GUIDE

HOW TO SELECT YOUR ROOM & HOUSING OPTIONS

Pending items

Room lottery

⚠ Your room lottery timeslot is **Jan 27, 2020 at 01:15 pm PST.**

0:02:44

You may browse rooms now, and mark favorites to help you find your Room more quickly when your timeslot opens.

[Preview Room](#)

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.

The screenshot shows the 'Fall 2022 On Campus (Returning Students)' application page. The left sidebar contains navigation options like 'Home', 'Calendar', 'Help', 'General', 'My profile', 'Assessments', 'Jobs', 'Housing', 'Housing overview', 'My housing profile questions', 'My meal plans', 'Fall 2022 On Campus', 'Spring 2022 On Campus', 'My roommate profile', 'Roommate search', 'Roommate groups', 'Contacts 1', 'Forms', and 'Resources'. The main content area has a search bar and a 'Find your room' button. Below this, there are instructions: 'Use the search filters on the left to find a room.' and 'Click on an available bed to view its details and reserve it.' and 'Click the star on the right to mark the room as a favorite.' There are two radio buttons: 'Only show my favorites' (unchecked) and 'Search for rooms' (checked). Below these are filter sections: 'Building' (Clark Hall), 'Section' (1st Floor), 'Air Conditioned' (either), 'Buy Out Room' (either), and 'Single Room' (either). A red circle highlights the 'Search for rooms' radio button, and a red arrow points to the 'Building' dropdown menu.

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.

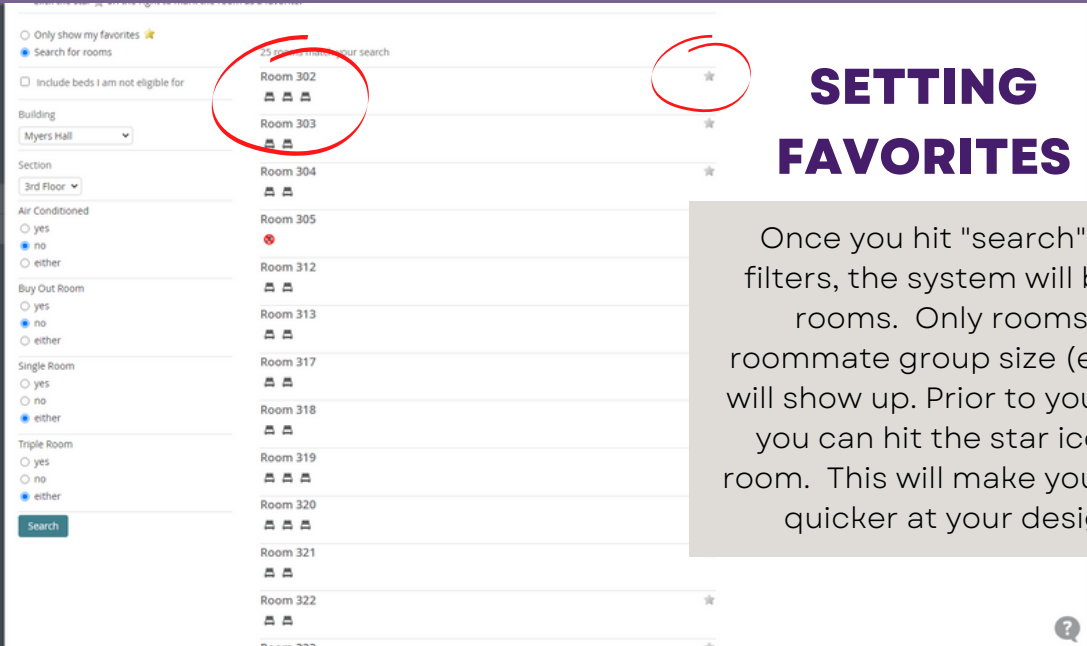
- You can filter by building, floor, and room characteristics.
- You will only be able to view rooms you are eligible for (gender criteria, size of roommate group, etc)

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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.

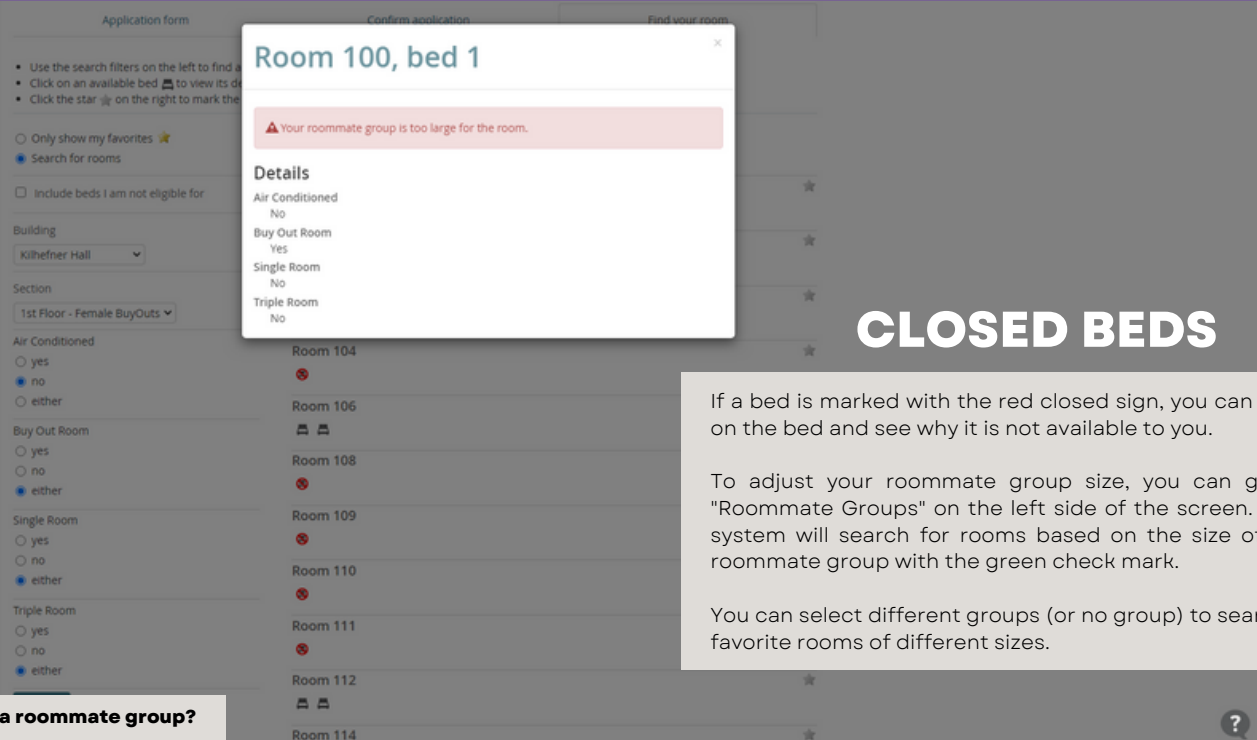


CLOSED BEDS

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.

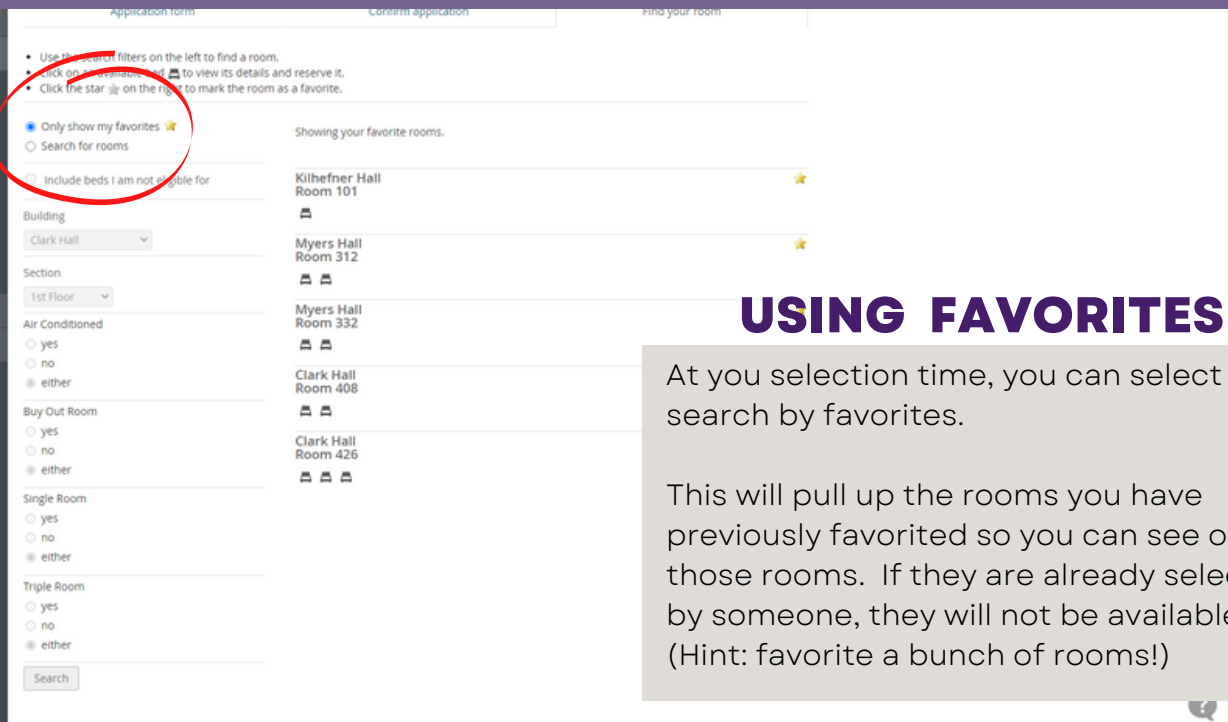


Need help creating a roommate group?

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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HOW TO SELECT YOUR ROOM



Application form | Confirm application | Find your room

- Use the search filters on the left to find a room.
- Click on the available bed icon to view its details and reserve it.
- Click the star icon on the right to mark the room as a favorite.

Only show my favorites 

Search for rooms

Include beds I am not eligible for

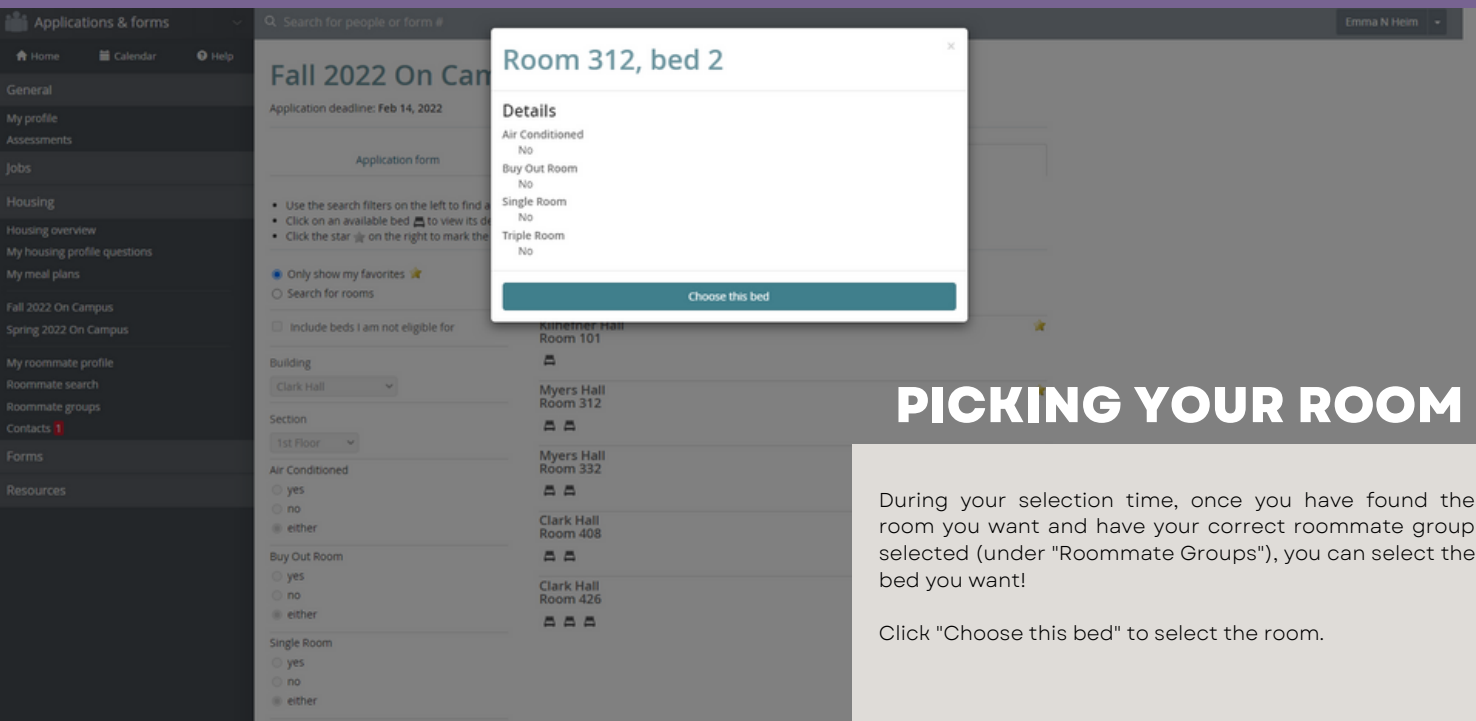
Showing your favorite rooms.

Room	Building	Section	Air Conditioned	Buy Out Room	Single Room	Triple Room
Kilhefner Hall Room 101	Kilhefner Hall	Room 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myers Hall Room 312	Myers Hall	Room 312	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myers Hall Room 332	Myers Hall	Room 332	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clark Hall Room 408	Clark Hall	Room 408	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clark Hall Room 426	Clark Hall	Room 426	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

USING FAVORITES

At your 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!)




Applications & forms | Search for people or form # | Emma N Heim

Fall 2022 On Campus | Application deadline: Feb 14, 2022

Application form

- Use the search filters on the left to find a room.
- Click on an available bed icon to view its details and reserve it.
- Click the star icon on the right to mark the room as a favorite.

Only show my favorites 

Search for rooms

Include beds I am not eligible for

Showing your favorite rooms.

Room	Building	Section	Air Conditioned	Buy Out Room	Single Room	Triple Room
Kilhefner Hall Room 101	Kilhefner Hall	Room 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myers Hall Room 312	Myers Hall	Room 312	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myers Hall Room 332	Myers Hall	Room 332	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clark Hall Room 408	Clark Hall	Room 408	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clark Hall Room 426	Clark Hall	Room 426	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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HOW TO SELECT YOUR ROOM

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."

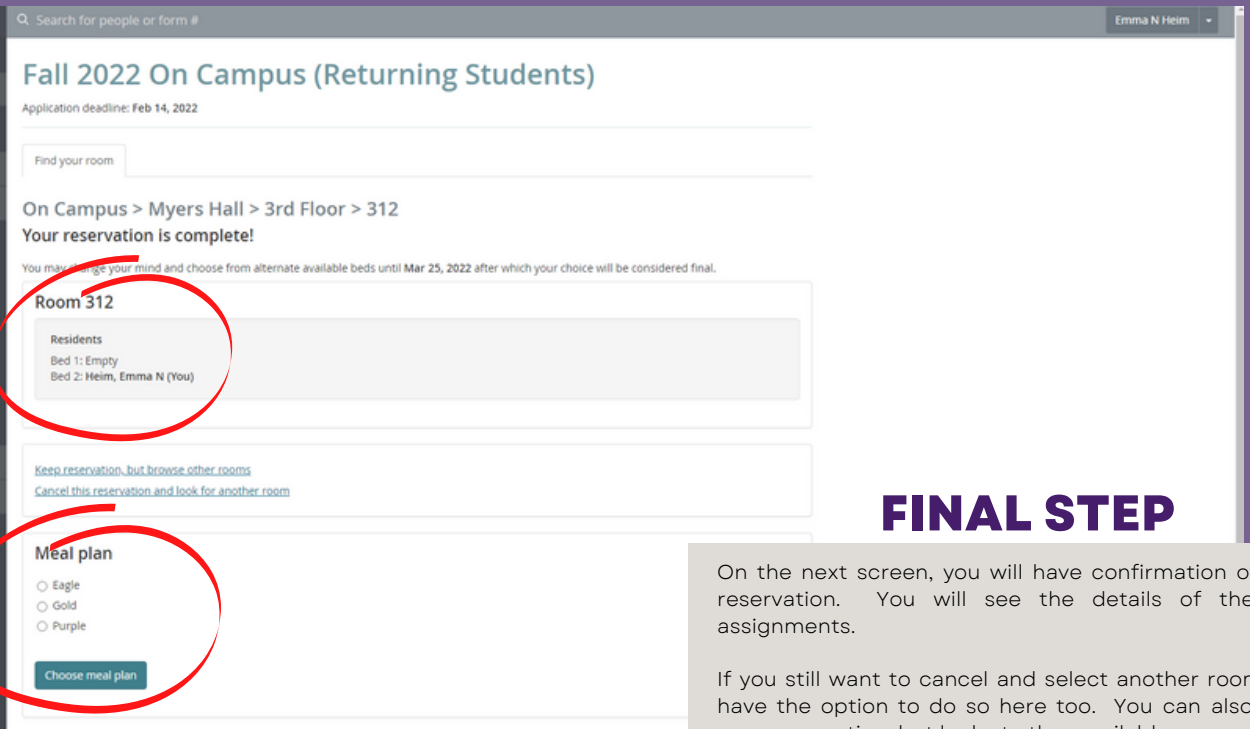
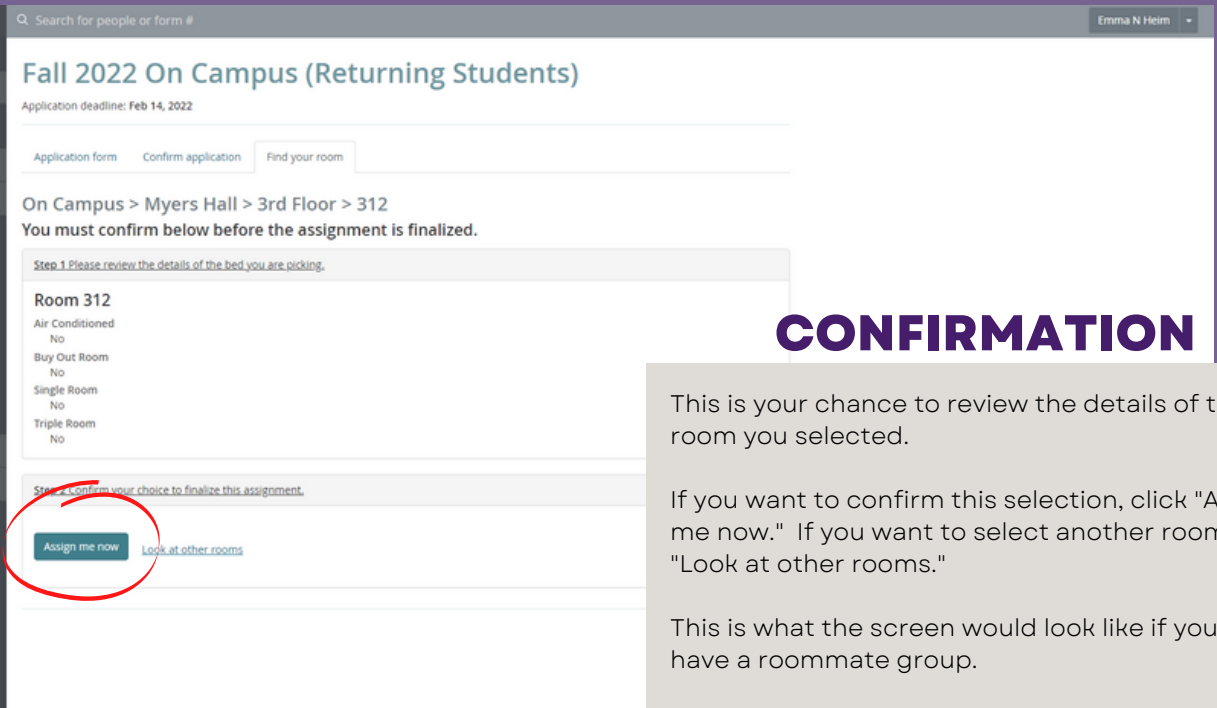
This is what the screen would look like if you didn't have a roommate group.

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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HOW TO SELECT YOUR ROOM

Application deadline: Feb 14, 2022

Application form Confirm application Find your room

On Campus > Myers Hall > 3rd Floor > 304
You must confirm below before the assignment is finalized.

Step 1 Please review the details of the bed you are picking.

Room 304
Air Conditioned
No
Buy Out Room
No
Single Room
No
Triple Room
No

Step 2 Decide if you are bringing your roommate group with you.

Your roommate group
Engels, Lyndsi
Place roommates *
 Yes, place my roommates nearby right now.
 No, remove me from the roommate group and only assign me.

Step 3 Confirm your choice to finalize this assignment.

[Look at other rooms](#)

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."

On Campus > Myers Hall > 3rd Floor > 304

Room 304

BEDS

Bed 1 Heim, Emma N Currently assigned to: Engels, Lyndsi

Bed 2 Engels, Lyndsi Currently assigned to: Heim, Emma N (You)

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.