


How to Self-Assign Room and Meals

This demonstration uses a test student named Test1 Test1 who Self-Assigns for himself and another student named Test2 Test2.

Go to RMS Web for Student Housing via the myTSU Housing Portal, then find the Returning/Continuing Students button.

Person: Test1, Test1 (test1)

 **TENNESSEE**
STATE UNIVERSITY

Welcome, Test1!

Summer Housing

[Summer School Requirements](#) [Apply for Summer School Housing](#) [Summer Roommates](#)

This link is only available until 9:00am May 14th.

Current On Campus Residents (and Continuing TSU Students)

[Returning/Continuing Students Click Here!](#) ←

Newly Admitted Students

[Transfer/Readmit Students, Click Here!](#) [First-Time Freshmen, Click Here!](#)

From the Returning/Continuing Students page, find the Self-Assign button

Person: Test1, Test1 (test1)



Returning Student Housing Portal

The Fall 2020 Housing Application will open April 1, 2020 for Continuing students. Space is limited so apply early!

In order for your housing application be complete you must:

1. Complete your housing preferences
2. Pay your \$100 non-refundable housing prepayment online
- 3. Sign your Housing Agreement**

Select the button below that corresponds to your reason for visiting this portal.

Fall 2020 Housing
Application

Follow Us on
Facebook!

Frequently Asked
Questions

Meal Plan
Information

View My
Assignment!

Follow Us on
Instagram!

Hall Transfer
Request

Residence Hall
Information

Pre Check-In Form

Tweet us!

Hold My Room

Cancel My
Housing

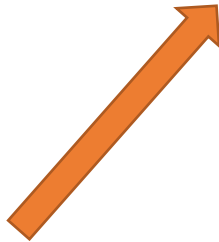
Request Meal Plan
Change!

Self-Assign

PRACTICE Self-
Assign


Visitation
Agreement 2019-
2020

Return to Main Menu



Go to the Self-Assign page, then select one of the Self-Assign Buttons to choose your roommate(s), room, and meals.

Person: Test1, Test1 (test1)



TENNESSEE STATE UNIVERSITY

Welcome Test1!

Your Self-Assign start time is: **4/26/2020 5:10:00 PM**






Your Roommate PIN is: **12345**

Practice Tools & Preparation

[Practice Self-Assign](#) [Edit Roommate PIN](#)


Select a Self-Assign Button

These pages will become available in mid-May!

Self-Assign	Self-Assign (60+)	Self-Assign (Honors)		
<i>Click this link to select a space in Boyd, Eppse, or Rudolph.</i>	<i>Click this link if everyone in your group has 60+ earned credits.</i>	<i>Click this link if everyone in your group is in the Honors program.</i>		
				

This is where you will select your roommate.

Person: Test1, Test1 (test1)



Room Selection

Test1,

We are excited to have you join us on campus. This process makes room and meal plan bookings for the academic terms indicated below.

	Term	Start	End	*
<input checked="" type="checkbox"/>	2020 Fall Term	8/15/2020	12/4/2020	
<input checked="" type="checkbox"/>	2021 Spring Term	1/9/2021	4/30/2021	

Select Your Application

Select your application from the list. *

Select Your Roommates/Suitemates

If you have a person you would like to room with, you can add them at this time.


1. Click the green (+) button
2. Enter your your roommate's T-number in the search box, then press "Search"
3. Once you have found them, enter their Roommate PIN and press "Select". Remember, this code is **their** Roommate PIN, not yours. Every student is responsible for setting their own PIN. If you do not know your roommate's PIN, ask. They can find their Roommate PIN on their Self-Assign page.
4. To remove someone, press the red (x) button

A roommate can only be added if:

1. All students must have an application, signed contract, and \$100 prepayment completed on or before April 30th
2. All students must be unassigned for Fall 2020 and Spring 2021
3. All students must have a self-assign start time on or before 4/29/2020 11:23:41 PM

Each student you pull-in must be eligible for this process and to be your roommate or suitemate.

Roommate



Click the small green button to select your roommate (You need their T-# and Roommate PIN.)

Not secure | mercury.tnstate.edu/RunFeature/RunFeature?ftl=X1b3ca52cb4c949da92e2a477d27da991

We are excited to have you join us on campus. This process makes room and meal plan bookings for the academic terms indicated below.

	Term	Start	End
<input checked="" type="checkbox"/>	2020 Fall Term	8/15/2020	12/4/2020
<input checked="" type="checkbox"/>	2021 Spring Term	1/9/2021	4/30/2021

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2. All students must be unassigned for Fall 2020 and Spring 2021
3. All students must have a self-assign start time on or before 4/29/2020 11:55:17 PM

Each student you pull-in must be eligible for this process and to be your roommate or suitemate.



Roommate

Roommate Search Criteria

First Name

Last Name

T Number



Roommate selection continued (Search for their name by T-#, then enter their Roommate PIN.)

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We are excited to have you join us on campus. This process makes room and meal plan bookings for the academic terms indicated below.

	Term	Start	End	*
<input checked="" type="checkbox"/>	2020 Fall Term	8/15/2020	12/4/2020	
<input checked="" type="checkbox"/>	2021 Spring Term	1/9/2021	4/30/2021	

Select Your Application

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3. All students must have a self-assign start time on or before 4/29/2020 11:55:17 PM

Each student you pull-in must be eligible for this process and to be your roommate or suitemate.

Roommate



Roommate Search Criteria



First Name

Last Name

T Number

Found: Test2 Test2

Roommate PIN *



After adding your roommate(s), Click Next.

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<input checked="" type="checkbox"/>	2021 Spring Term	1/9/2021	4/30/2021
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Select Your Application

Select your application from the list.

Select Your Roommates/Suitemates

If you have a person you would like to room with, you can add them at this time.

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4. To remove someone, press the red (x) button

A roommate can only be added if:


1. All students must have an application, signed contract, and \$100 prepayment completed on or before 4/30/2020
2. All students must be unassigned for Fall 2020 and Spring 2021
3. All students must have a self-assign start time on or before 4/30/2020 12:10:03 AM

Each student you pull-in must be eligible for this process and to be your roommate or suitemate.

Roommate	
<input checked="" type="checkbox"/>	Test2 Test2
<input type="checkbox"/>	

Search for Available Rooms to be booked by expanding the Tennessee State Community, option

Person: Test1, Test1 (test1)



Room Selection

Use the search options in the left-hand column below to narrow the list of available spaces. Click the black arrows to expand and see the available room options. The numbers in parenthesis indicate how many spaces are left. Click the "Select" button to put a space or spaces on hold and begin the process of selecting that room.


If you are selecting as a group, adjust the name next to each bed space to place your preferred roommates and/or suitemates in the appropriate bed and room.

Once everyone is placed properly, click "Next" to move on. Note that you must complete this process before the timer runs out, or your selected spaces will be returned to the list of available spaces and you will need to begin this process again.

NOTE: The rates displayed are the 2019-2020 rates. The 2020-2021 rates will be available in July 2020.


Time Remaining
You have not created a lock.

Search for rooms	Search Results
<p>Room Type</p> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/>	
<h4>Available Rooms by Living Area</h4> <ul style="list-style-type: none">▼ Campus: (269)▶ Community: Tennessee State (269)	



Expanding available room options by building, and then by floor

Person: Test1, Test1 (test1)



Room Selection

Use the search options in the left-hand column below to narrow the list of available spaces. Click the black arrows to expand and see the available room options. The numbers in parenthesis indicate how many spaces are left. Click the "Select" button to put a space or spaces on hold and begin the process of selecting that room.

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Time Remaining
You have not created a lock.

Search for rooms	Search Results
<p>Room Type</p> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/>	
<h4>Available Rooms by Living Area</h4> <ul style="list-style-type: none">▼ Campus: (269)<ul style="list-style-type: none">▼ Community: Tennessee State (269)<ul style="list-style-type: none">▼ Building: Boyd Hall (269)<ul style="list-style-type: none">▶ Floor: Boyd Hall 3rd Floor (54) ←▶ Floor: Boyd Hall 4th Floor (56)▶ Floor: Boyd Hall 5th Floor (53)▶ Floor: Boyd Hall 6th Floor (56)▶ Floor: Boyd Hall 7th Floor (50)	

Selecting available rooms from the floor list (Click the blue "Select" button to the right of the room list.)

The screenshot shows a web browser window titled "Room Selection - Google Chrome" with the URL mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322. The page header is "Room Selection" in a blue bar. Below the header, there is instructional text and a "Time Remaining" box that says "You have not created a lock." The main content is divided into two columns: "Search for rooms" and "Search Results".

Search for rooms

Room Type:

Available Rooms by Living Area

- ▼ Campus: (268)
 - ▼ Community: Tennessee State (268)
 - ▼ Building: Boyd Hall (268)
 - ▶ Floor: **Boyd Hall 3rd Floor (54)**
 - ▶ Floor: Boyd Hall 4th Floor (56)
 - ▶ Floor: Boyd Hall 5th Floor (52)
 - ▶ Floor: Boyd Hall 6th Floor (56)
 - ▶ Floor: Boyd Hall 7th Floor (50)

Search Results

> [Tennessee State](#) > [Boyd Hall](#) > [Boyd Hall 3rd Floor](#)

Available Rooms

Building:	Boyd Hall	
▶ Room:	BYD-301 (2 available)	<input type="button" value="Select"/>
▶ Room:	BYD-302 (2 available)	<input type="button" value="Select"/>
▶ Room:	BYD-303 (2 available)	<input type="button" value="Select"/>
▶ Room:	BYD-304 (2 available)	<input type="button" value="Select"/>
▶ Room:	BYD-305 (2 available)	<input type="button" value="Select"/>
▶ Room:	BYD-307 (2 available)	<input type="button" value="Select"/>
▶ Room:	BYD-309 (2 available)	<input type="button" value="Select"/>
▶ Room:	BYD-310 (2 available)	<input type="button" value="Select"/>
▶ Room:	BYD-311 (2 available)	<input type="button" value="Select"/>

An orange arrow points from the "BYD-301 (2 available)" row to its "Select" button.

Selecting (booking) your bed space, and your roommate's bed space-if booking for a roommate as well. The room you select will be locked and a Timer begins. Finish selecting before the timer ends or the room will be unlocked and you'll have to start over and risk someone else booking the bed space(s).

Room Selection - Google Chrome

Not secure | mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322

Room Selection

Use the search options in the left-hand column below to narrow the list of available spaces. Click the black arrows to expand and see the available room options. The numbers in parenthesis indicate how many spaces are left. Click the "Select" button to put a space or spaces on hold and begin the process of selecting that room.

If you are selecting as a group, adjust the name next to each bed space to place your preferred roommates and/or suitemates in the appropriate bed and room.


Once everyone is placed properly, click "Next" to move on. Note that you must complete this process before the timer runs out, or your selected spaces will be returned to the list of available spaces and you will need to begin this process again.

NOTE: The rates displayed are the 2019-2020 rates. The 2020-2021 rates will be available in July 2020.

Current Spaces on Hold

Room "BYD-301" is on hold for you and your group. Click the "Release Lock" button below to release these spaces and search for a different room or suite.

Room: BYD-301

Bed Space: [BYD-301a](#) 

Bed Space: [BYD-301b](#)

Test1 Test1
Test2 Test2

[Return to Select](#)

Booking bed space(s) continued (Review you and your roommate's bed space selections.)

Room Selection - Google Chrome

Not secure | mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322

Room Selection

Use the search options in the left-hand column below to narrow the list of available spaces. Click the black arrows to expand and see the available room options. The numbers in parenthesis indicate how many spaces are left. Click the "Select" button to put a space or spaces on hold and begin the process of selecting that room.

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Once everyone is placed properly, click "Next" to move on. Note that you must complete this process before the timer runs out, or your selected spaces will be returned to the list of available spaces and you will need to begin this process again.

NOTE: The rates displayed are the 2019-2020 rates. The 2020-2021 rates will be available in July 2020.

Time Remaining

03:21 Room BYD-301 will be unavailable to others while you process your booking.

Current Spaces on Hold

Room "BYD-301" is on hold for you and your group. Click the "Release Lock" button below to release these spaces and search for a different room or suite.

Room: BYD-301

Bed Space: [BYD-301a](#) Test1 Test1

Bed Space: [BYD-301b](#) Test2 Test2

[Return to Select](#)

Booking bed space(s) continued-Click the Next button to move to Meal Plan Selection

Room Selection - Google Chrome

Not secure | mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322

Once everyone is placed properly, click "Next" to move on. Note that you must complete this process before the timer runs out, or your selected spaces will be returned to the list of available spaces and you will need to begin this process again.

NOTE: The rates displayed are the 2019-2020 rates. The 2020-2021 rates will be available in July 2020.

Current Spaces on Hold

Room "BYD-301" is on hold for you and your group. Click the "Release Lock" button below to release these spaces and search for a different room or suite.

Room: BYD-301

Bed Space: [BYD-301a](#) Test1 Test1

Bed Space: [BYD-301b](#) Test2 Test2

[Return to Select](#)


[Cancel](#) [Previous](#) [Next](#) ←

Meal Plan Selection (Remember: If you're selecting for a roommate, you have to select their meal plan.)

Room Selection - Google Chrome

Not secure | mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322

Person: Test1, Test1 (test1)



Room Selection - Select Meal Plans

Select meal plans for each of the students you are pulling-in (booking a bed space). **Note that only the plans which they are allowed to have are listed below.**

If you are unsure which plan to select for a person, contact them immediately. You will be unable to complete this process without selecting a plan for each person, where required.

Time Remaining

01:50

Room BYD-301 will be unavailable to others while you process your booking.

Plans for Test1 Test1

Plan

+ ←

Plans for Test2 Test2

Plan

+ ←

Click **Finish** to book your room and meal plan!


[Cancel](#) [Previous](#) [Finish](#)

Meal Plan Selection Continued (You will see all available meal plans, based on the meal plan rules.)

Room Selection - Google Chrome

Not secure | mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322

Person: Test1, Test1 (test1)



Room Selection - Select Meal Plans

Select meal plans for each of the students you are pulling-in (booking a bed space). **Note that only the plans which they are allowed to have are listed below.**

If you are unsure which plan to select for a person, contact them immediately. You will be unable to complete this process without selecting a plan for each person, where required.

Time Remaining

01:06

Room BYD-301 will be unavailable to others while you process your booking.

Plans for Test1 Test1

Plan

+ Add/Edit Plan

Plan	<input type="text" value="5 Days+ \$400 Dining Dollars"/> <input type="text" value="7 Days + \$300 Dining Dollars"/>
------	---

←

Plans for Test2 Test2


Plan

+ Add/Edit Plan

Meal Plan Selection Continued (Review the meal plans you've selected, then click Finish.)

Room Selection - Google Chrome

Not secure | mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322



Room Selection - Select Meal Plans

Select meal plans for each of the students you are pulling-in (booking a bed space). **Note that only the plans which they are allowed to have are listed below.**




If you are unsure which plan to select for a person, contact them immediately. You will be unable to complete this process without selecting a plan for each person, where required.

Time Remaining




00:30

Room BYD-301 will be unavailable to others while you process your booking.

Plans for Test1 Test1

Plan
  5 Days+ \$400 Dining Dollars


Plans for Test2 Test2

Plan
  7 Days + \$300 Dining Dollars


Click **Finish** to book your room and meal plan!

[Cancel](#) [Previous](#) [Finish](#) ←

You will get a final message which confirms if these are your room and meal selections. Click Finish if you are ready to complete your Self-Assign. *Remember, the Timer began when you selected and Locked the room, in an earlier step. Keep an eye on this timer.*

The screenshot shows a web browser window titled "Room Selection - Google Chrome" with the URL "mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322". A modal dialog box is open, displaying the Tennessee State University logo and the text: "mercury.tnstate.edu says By clicking finish, you are booking your room and meal plan." Below this text are "OK" and "Cancel" buttons. A red arrow points to the "OK" button. To the right of the dialog, a yellow speech bubble contains the text "Time's running out". Below the dialog, the page content includes a "Time Remaining" section with a red timer showing "00:09" and a message: "Room BYD-301 will be unavailable to others while you process your booking." The page lists meal plans for "Test1" and "Test2". Under "Plans for Test1 Test1", there is a "Plan" section with "5 Days+ \$400 Dining Dollars" and a green plus icon. Under "Plans for Test2 Test2", there is a "Plan" section with "7 Days + \$300 Dining Dollars" and a green plus icon. At the bottom of the page, there are three buttons: "Cancel", "Previous", and "Finish". A blue arrow points to the "Finish" button. The text "Click **Finish** to book your room and meal plan!" is located above these buttons.

Meal Plan Selection Continued (Time's Up!) The room you selected is now Unlocked and you must re-select. No need to worry, because there is ample time to Self-Select. For demonstration purposes, the Timer was allowed to expire in order to illustrate the result.

The screenshot shows a web browser window titled "Room Selection - Google Chrome" with the URL "mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322". The page features the Tennessee State University logo and a notification from "mercury.tnstate.edu" stating "The requested room locks have expired or have been removed." with an "OK" button. A red speech bubble overlay reads "Time Ended, Re-select". A "Time Remaining" section shows a timer at "00:00" with the text "The lock time has expired." Below this, there are two sections for meal plans: "Plans for Test1 Test1" and "Plans for Test2 Test2". Each section has a "Plan" header and a list of options with a plus icon to add them. The first plan is "5 Days+ \$400 Dining Dollars" and the second is "7 Days + \$300 Dining Dollars". At the bottom, there are three buttons: "Cancel", "Previous", and "Finish". A small footer note says "Click Finish to book your room and meal plan!"

Room Selection - Google Chrome

Not secure | mercury.tnstate.edu/RunFeature/RunFeature?ftl=X2645cc90b11e41e99ca2f334f1704322

mercury.tnstate.edu says
The requested room locks have expired or have been removed.

OK

Time Ended, Re-select

Select meal plans for each of the students you are pulling-in (booking a bed space). **Note that only the plans which they are allowed to have are listed below.**

If you are unsure which plan to select for a person, contact them immediately. You will be unable to complete this process without selecting a plan for each person, where required.

Time Remaining
00:00 The lock time has expired.

Plans for Test1 Test1

Plan

+ 5 Days+ \$400 Dining Dollars

+

Plans for Test2 Test2

Plan

+ 7 Days + \$300 Dining Dollars

+

Click **Finish** to book your room and meal plan!

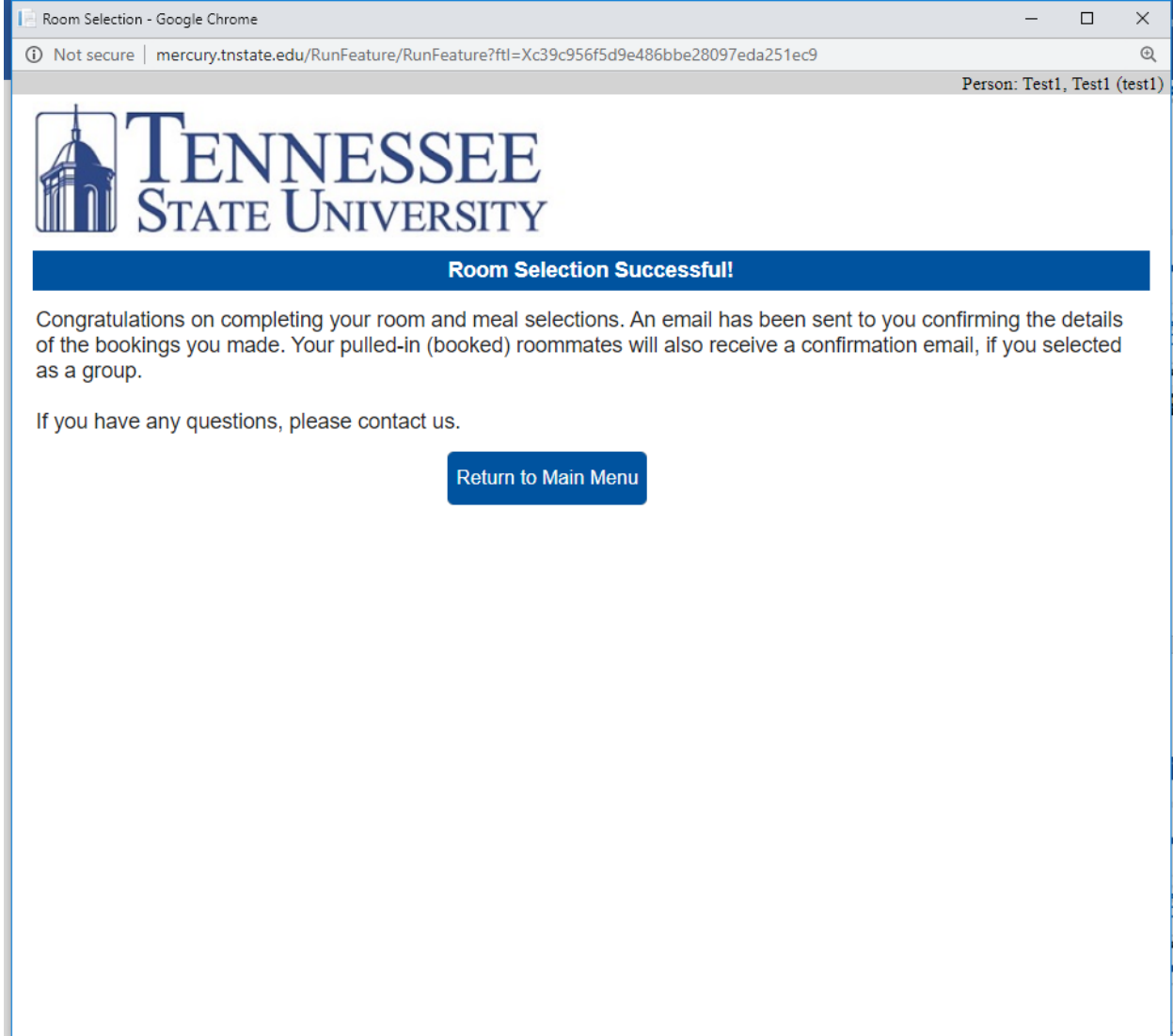
Cancel Previous Finish

Click Finish to book your room and meal plan!

Finishing the selection of Room and Meals (Click Finish to submit your bookings.)

The screenshot shows a web browser window titled "Room Selection - Google Chrome" with the URL "mercury.tnstate.edu/RunFeature/RunFeature?ftl=Xc39c956f5d9e486bbe28097eda251ec9". A confirmation dialog box is open, stating "mercury.tnstate.edu says By clicking finish, you are booking your room and meal plan." with "OK" and "Cancel" buttons. A red arrow points to the "OK" button. Below the dialog, the page content includes instructions: "Select meal plans for each of the students you are pulling-in (booking a bed space). Note that only the plans which they are allowed to have are listed below." and "If you are unsure which plan to select for a person, contact them immediately. You will be unable to complete this process without selecting a plan for each person, where required." A "Time Remaining" section shows "06:20" and a note: "Room BYD-301 will be unavailable to others while you process your booking." There are two sections for meal plans: "Plans for Test1 Test1" with a plan "5 Days+ \$400 Dining Dollars" and "Plans for Test2 Test2" with a plan "7 Days + \$300 Dining Dollars". At the bottom, there are "Cancel", "Previous", and "Finish" buttons, with a blue arrow pointing to the "Finish" button. The text "Click **Finish** to book your room and meal plan!" is also present.

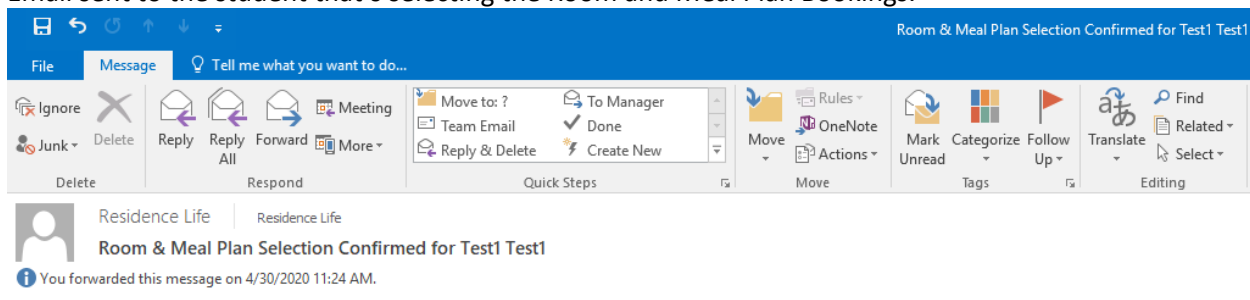
Congratulations! You've successfully participated in the Self-Select housing process at Tennessee State University (First implemented for the fall 2020-spring 2021 academic year)



The screenshot shows a web browser window with the title "Room Selection - Google Chrome". The address bar displays "Not secure | mercury.tnstate.edu/RunFeature/RunFeature?ftl=Xc39c956f5d9e486bbe28097eda251ec9". The user is logged in as "Person: Test1, Test1 (test1)".

The page content includes the Tennessee State University logo, a blue banner with the text "Room Selection Successful!", and a congratulatory message: "Congratulations on completing your room and meal selections. An email has been sent to you confirming the details of the bookings you made. Your pulled-in (booked) roommates will also receive a confirmation email, if you selected as a group." Below this, it says "If you have any questions, please contact us." and a blue button labeled "Return to Main Menu".

Email sent to the student that's selecting the Room and Meal Plan Bookings.



Dear Test1 Test1 (test1),

Congratulations! You made the following booking(s):

Room Booking:

Term: 2020 Fall Term
Building/Room: Boyd Hall BYD-301a
Room Type: Boyd Hall Double Room

Term: 2021 Spring Term
Building/Room: Boyd Hall BYD-301a
Room Type: Boyd Hall Double Room

Plan Booking:

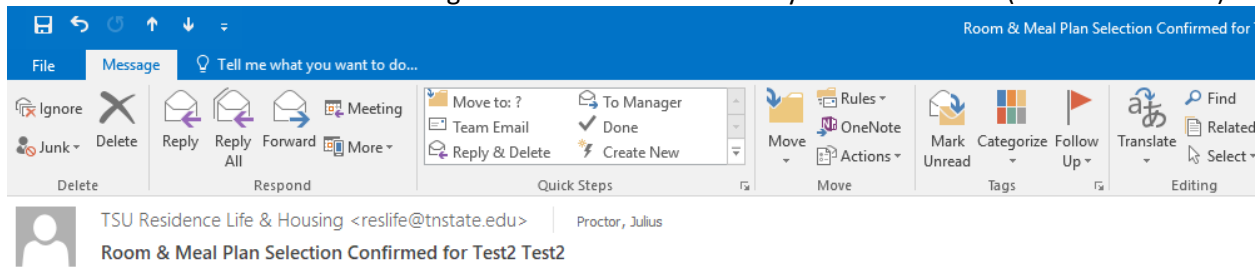
Term: 2020 Fall Term
Plan: 5 Days+ \$400 Dining Dollars

Term: 2021 Spring Term
Plan: 5 Days+ \$400 Dining Dollars

We look forward to having you on campus!

Thank You,
Tennessee State University
Department of Residence Life & Housing
www.tnstate.edu/housing
reslife@tnstate.edu
615-963-5361

Email sent to the student that is being booked Room and Meals by another student (Their roommate.)



Dear Test2 Test2 (test2),

Your room and meal plan bookings for Fall and Spring have just been made by Test1 Test1.

They made the following bookings for you:

Room Booking:

Term: 2020 Fall Term

Building/Room: Boyd Hall BYD-301b

Room Type: Boyd Hall Double Room

Term: 2021 Spring Term

Building/Room: Boyd Hall BYD-301b

Room Type: Boyd Hall Double Room

Plan Bookings:

Term: 2020 Fall Term

Plan: 7 Days + \$300 Dining Dollars

Term: 2021 Spring Term

Plan: 7 Days + \$300 Dining Dollars

We look forward to having you on-campus!

Thank You,
Tennessee State University
Department of Residence Life & Housing
www.tnstate.edu/housing
reslife@tnstate.edu
615-963-5361