How to Self-Assign Room and Meals
This demonstration uses a test student named Test1 who Self-Assigns for himself and another student named Test2.

Go to RMS Web for Student Housing via the myTSU Housing Portal, then find the Returning/Continuing Students button.
From the Returning/Continuing Students page, find the Self-Assign button.
Go to the Self-Assign page, then select one of the Self-Assign Buttons to choose your roommate(s), room, and meals.
This is where you will select your roommate.

TENNESSEE STATE UNIVERSITY

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:

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Fall Term</td>
<td>8/15/2020</td>
<td>12/4/2020</td>
</tr>
<tr>
<td>2021 Spring Term</td>
<td>1/9/2021</td>
<td>4/30/2021</td>
</tr>
</tbody>
</table>

Select Your Application

Select your application from the list: Fall 2020 Returning Students

Select Your Roommates/Suitmates

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

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 11:55:17 PM
Roommate selection continued (Search for their name by T-#, then enter their Roommate PIN.)

1. Click the green (+) button
2. Enter 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.
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Each student you pull-in must be eligible for this process and to be your roommate or suitemate.

Roommate Search Criteria

- First Name
- Last Name
- T Number

Found: Test2 Test2

Roommate PIN
After adding your roommate(s), Click Next.

Select Your Roommates/Suitmates

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 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 have your roommate's PIN, ask. They can find their Roommate PIN on their Self-Assign page.
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A roommate can only be added if:

1. All students must have an application, signed contract, and $100 prepayment completed on or before Fall 2020 and Spring 2021
2. All students must have a self-assign start time on or before 4/30/2020 12:10:03 AM
3. Each student you pull-in must be eligible for this process and to be your roommate or suite mate.
Search for Available Rooms to be booked by expanding the Tennessee State Community, option
Expanding available room options by building, and then by floor

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

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

**NOTE:** The rates displayed are the 2019-2020 rates. The 2020-2021 rates will be available in July 2020.
Booking bed space(s) continued (Review you and your roommate’s bed space selections.)

**NOTE:** The rates displayed are the 2019-2020 rates. The 2020-2021 rates will be available in July 2020.
Booking bed space(s) continued-Click the Next button to move to Meal Plan Selection

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.
Meal Plan Selection (Remember: If you’re selecting for a roommate, you have to select their meal plan.)
Meal Plan Selection Continued (You will see all available meal plans, based on the meal plan rules.)

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.

**Plans for Test1 Test1**

**Add/Edit Plan**

**Plan**

- 5 Days+ $400 Dining Dollars
- 7 Days+ $300 Dining Dollars

**Plans for Test2 Test2**
Meal Plan Selection Continued (Review the meal plans you’ve selected, then click Finish.)

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.

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!
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.
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.

Click **Finish** to book your room and meal plan!
Finishing the selection of Room and Meals (Click Finish to submit your bookings.)

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.

**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!
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)

Room Selection Successful!

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.

If you have any questions, please contact us.
Dear [Full Name],

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.tsstate.edu/housing  
relife@testate.edu  
615-965-3361
Dear 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  
615-963-3361