2019 General Room Selection Tutorial

Beginning at the start of your General Room Selection timeslot, complete the following steps to select your room(s) and sign your housing contract.

1. Log in to the housing portal
Go to housing.cornell.edu and click “Log in to the Housing Portal” on the right “How To” menu.

Then click on the first “Log in here” link on the right to log in to the portal with your NetID.
2. Go to the Undergraduate application
Click “Undergraduate.”

3. Select contract period
Select the “2019-2020 Academic Year” contract period by clicking “Continue.”

4. Select a building
Select a building.
• All buildings with availability are shown.

5. Select room(s)

Click “Add to Cart” on the Room List page to select a room for yourself. **If you are a block leader**, add rooms for blockmates before clicking “Save & Continue” at the bottom of the page.

• All currently available rooms in the selected building are shown. Search results are paginated if more than 9 rooms are available in the selected building.
• You may refine the search results using the room type or hallway/suite filters.
• You may only assign men to male-designated rooms, women to female-designated rooms, and neutral to neutral-designated rooms. Dynamic rooms/suites have their gender change to male, female, or neutral based on the gender of their first person who reserves a bed in the room/suite.
• If you are a block leader, you do not need to assign everyone in your block a bed. However, you will not be able to do so later. Anyone not assigned may self-select a bed.
Room List

The following rooms currently have availability: You may select any room(s) in the building. To narrow your search, use a filter on the left. Click "Add to Cart" to select a room. If you are a block leader, add rooms for roommates before clicking "Save & Continue" to assign beds.

Once a room is added to your cart, you will have 4 minutes to complete the process.

**Room Details:**
- **BECK 101A:** 1 bed, 1 space available; Area: House System; Building: Carl Becker House; Suite: Suite 101; Room Type: UG Single; Room Gender: Dynamic/Gender.
- **BECK 101B:** 2 beds, 2 spaces available; Area: House System; Building: Carl Becker House; Suite: Suite 101; Room Type: UG Single; Room Gender: Dynamic/Gender.
- **BECK 101C:** 1 bed, 1 space available; Area: House System; Building: Carl Becker House; Suite: Suite 101; Room Type: UG Single; Room Gender: Dynamic/Gender.
- **BECK 116A:** 1 bed, 1 space available; Area: House System; Building: Carl Becker House; Suite: Suite 116; Room Type: UG Single; Room Gender: Dynamic/Gender.
- **BECK 116B:** 1 bed, 1 space available; Area: House System; Building: Carl Becker House; Suite: Suite 116; Room Type: UG Single; Room Gender: Dynamic/Gender.
- **BECK 116C:** 1 bed, 1 space available; Area: House System; Building: Carl Becker House; Suite: Suite 116; Room Type: UG Single; Room Gender: Dynamic/Gender.

**Buttons:**
- Add to Cart
- Show Room Info
- Save & Continue

**Pagination:**
- Previous: 1 2 3 4 5 6 7 8 9 ... 20 Next
Note that all rooms are predetermined in the system as being “male,” “female,” or “dynamic.” A dynamic room has its gender set as male, female, or neutral, based on the gender of the first person who reserves a bed in the room. Students who opted in to Mixed-Gender Housing have a gender of “neutral.” Only rooms available to your gender will appear in your search results.

Rooms will be held for 4 minutes while you complete this and the next step.

6. Assign bed(s)

On the Assign Beds page, select a bed for yourself. If you are a block leader, select beds for your blockmates before clicking “Assign Beds” at the bottom of the page.

- If you are a block leader, once you click “Assign Beds,” you will not be able to change your blockmates’ assignments.
7. Confirm Assignment(s)

Review the assignment(s) on the Confirmation page and click “Save & Continue.”

- If you are a block leader and you wish to cancel and reselect, note you will only be able to cancel your assignment and not that of any blockmates you assigned.

8. Sign your housing contract

Sign your housing contract immediately. Review the assignment summary, terms and conditions, and then enter your first name in the box before clicking “Sign Contract & Continue.”

- If you are a block leader, blockmates you assigned will be emailed automatically and have 2 hours to login and sign their housing contract.
- **Those assigned to a bed by a Block Leader:** When your Block Leader assigns you to a bed, you will receive a confirmation email. Within two hours of this email being sent, you must log in to the housing portal at housing.cornell.edu to electronically sign your contract. If you fail to sign your housing contract within two hours, your room will NOT be held for you.
9. **Check application status**

On the Application Status page, review the information. Your application status will be “complete” if you have an assignment and signed your housing contract. Click “Log Out.”
Application Status

Your Application Status is Complete.

You started your application for the 2019-2020 Academic Year on 03/15/2019, have a room reservation for BECK 113-1, and have signed the contract as of 03/04/2019.

Your application is complete as of 04/13/2019.

Assignment Summary

Name: [Redacted]
Date of Birth: 3/1/2000
Cornell ID:
Contract Start: 9/23/2019
Contract End: 5/17/2020
Building: Carl Becker House
Room: 113
Mailing Address: 113 CARL BECKER HOUSE, ITHACA NY 14853-0401
Room Type: Single
Rate: $5,185.00 per semester
Additional Information: Housing Must: Pets required.
Comments: [Redacted]

Terms & Conditions

A PDF is available online at https://living.cornell.edu/live/con作息/contractInfo.cfm.

<table>
<thead>
<tr>
<th>Room</th>
<th>Occupant</th>
<th>Check In Date</th>
<th>Check Out Date</th>
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