

HOUSING and RESIDENCE LIFE

Online Room Sign-Up Instructions

For a video tutorial of the room selection process, please click on the YouTube button below



During the room selection process, you will need to do the following:

- [Create a Roommate Group](#)
- [Select a Bed-space](#)
- [Select a Meal Plan](#)

The Online Room Sign-Up can be accessed with your smart phone and tablet.




Roommate Group Overview

TOWSON UNIVERSITY
Housing & Residence Life


Roommate Group

If you have a specific roommate or group of roommates that you would like to live with, you must first create a *Roommate Group*. Based on the size of your group, you will only see rooms large enough to accommodate your entire group.

In order to create your *Roommate Group*, you will need to have:
the *TUID OR Email address* for each student
AND
the *Roommate PIN* for each student

- You are allowed up to 7 roommates in your *Roommate Group*
- Click the green plus  to add each roommate to your *Roommate Group*

Roommate Group **A**

Roommate 

If a member of your *Roommate Group* does not remember their PIN, have them login to the Student Housing Gateway and click on the link that says "Forgot your PIN"

<https://webapps.towson.edu/shg/> **B**

The Housing and Residence Life Office **does not have access to roommate PIN's**. This is the number each student created when they paid the Housing Deposit earlier this year.

Logged in: Student1

[Previous](#) [Next](#)


- A. The Roommate Group section allows you to create your roommate group. During Room Selection, only spaces that can fit your roommate group will be available for selection.
 - B. If any one of your roommates in your roommate group has forgotten their pin, clicking on the “Forgot PIN” button will show you the page that contains the “Forgot your PIN” link, for reference purposes. **NOTE:** *Clicking on this button will not provide you with your roommate’s PIN.*
-

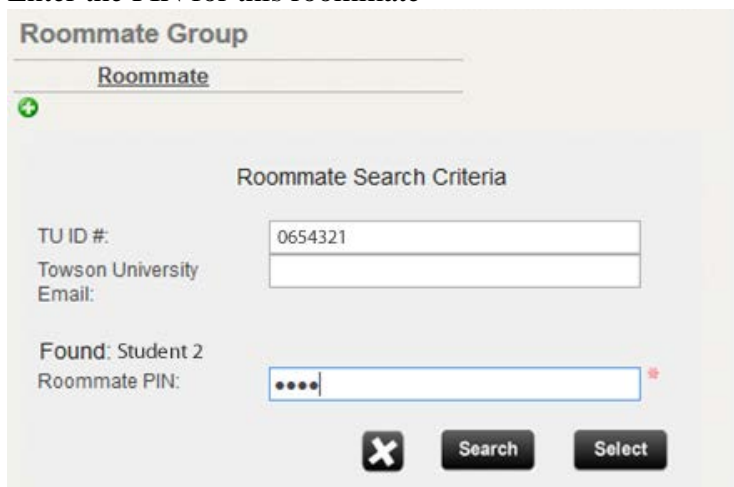
1. Click on the  button to add a roommate




The screenshot shows a 'Roommate Group' section with a header 'Roommate' and a list containing one entry with a plus icon to its left.

2. Enter the
 - a. **TUID** (ex. 0123456)
 - Or
 - b. **Email Address** of your roommate (ex. student2@students.towson.edu)

3. Click the  button. Ensure that the "Found:" name matches that of your desired roommate(s)
4. Enter the PIN for this roommate




The screenshot shows the 'Roommate Search Criteria' form. It includes fields for 'TU ID #' (with value 0654321), 'Towson University Email:', 'Found: Student 2', and 'Roommate PIN:'. There are 'X', 'Search', and 'Select' buttons at the bottom.

5. Click on the  button to select your roommate
6. Your roommate should now be added to the roommate group



The screenshot shows the 'Roommate Group' section with a header 'Roommate' and a list containing two entries: 'Roommate' and 'Student 2'. The 'Student 2' entry has a plus icon to its left.

7. If selecting more than one roommate, repeat this process for each roommate
8. When all roommates have been added to the roommate group, scroll down to the bottom of the page and click on the  button to begin **ROOM SELECTION**.

Forgotten PIN?

Each student should have created a PIN when they paid their housing deposit. If they do not



remember this PIN, have them log into the housing gateway at www.towson.edu/shg and click on the "Forgotten Pin" link on the bottom of the page to retrieve their PIN.



Selecting a Bed-space

Room Selection Overview

Lock Status
A Once you select a bedspace, that space will be locked.

Community **B** [Towson University](#) [Display Table](#)

Campus:
▼ **Towson University (14)**
Community:
Towsontown (14)

- A. This is your Lock Status timer. You will have **10 minutes** to complete the room selection process **after** you have selected your bed space
- B. This is your navigational bread crumb. Use this area to navigate backwards on the selection map.
- C. Use the Living Area Map to navigate through the **communities, buildings, floors and bed-spaces**.

IMPORTANT

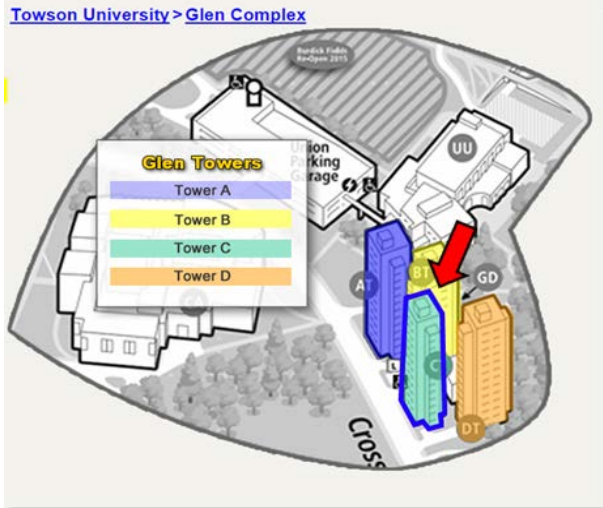
- **Communities, Buildings, Floors, and Rooms** that contain AVAILABLE bed-spaces will be **OUTLINED IN BLUE**.

- **Communities, Buildings, Floors, Rooms, and Bed-Spaces** that are NOT AVAILABLE will NOT BE OUTLINED.
- Available **bed-spaces** are controlled by your roommate group. Only rooms that can fit your roommate group will be available for selection.

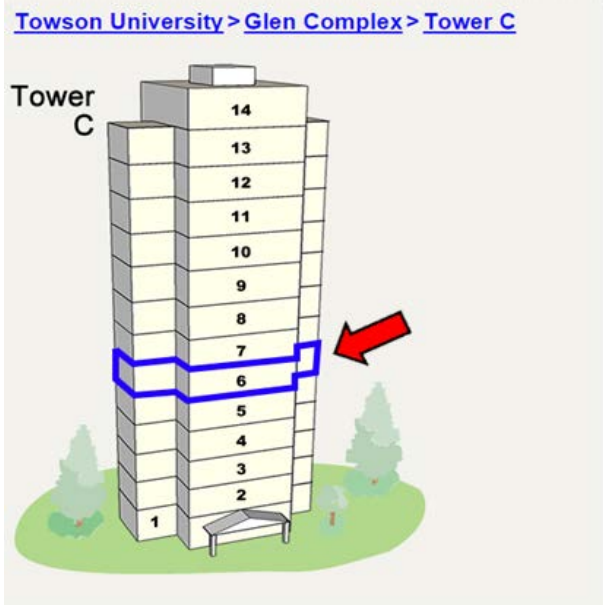
1. Select the **community** that you are interested in living in



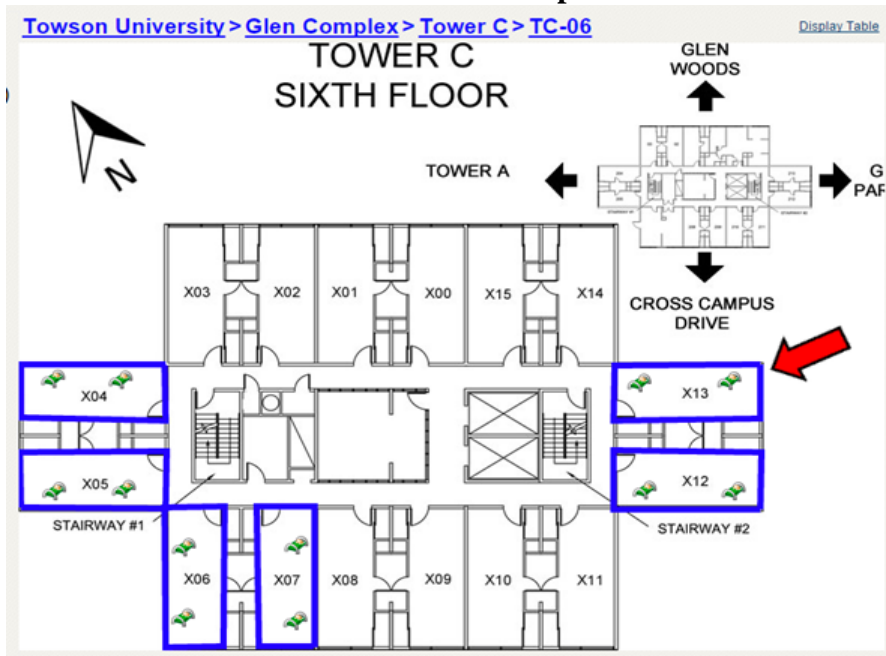
2. Select the **building** that you are interested in living in



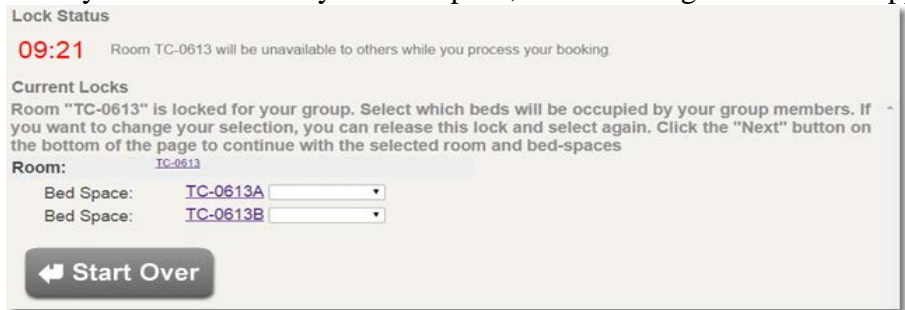
3. Select the **floor** that you are interested in living on



4. Click on the bed  icon to select a **bed-space**



5. Once you have selected your bed space, the following window will appear.





Lock Status
09:21 Room TC-0613 will be unavailable to others while you process your booking

Current Locks
Room "TC-0613" is locked for your group. Select which beds will be occupied by your group members. If you want to change your selection, you can release this lock and select again. Click the "Next" button on the bottom of the page to continue with the selected room and bed-spaces

Room: [TC-0613](#)


Bed Space:

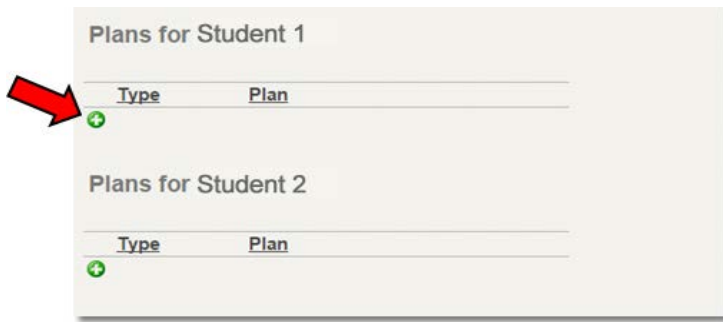
Bed Space:

- From this moment, you will have **10 minutes** to complete the rest of the process.
 - Use the dropdown to assign your roommate(s) to their bed spaces.
 - If you are not pulling in a roommate, you will be assigned to the bed space you selected in the previous window
 - If you would like to select another room, click on the  button. This will cancel your room lock timer and take you back to the campus map.
6. After you have assigned all roommates to bed-space, scroll down to the bottom of the page and click on the  button for MEAL PLAN SELECTION.

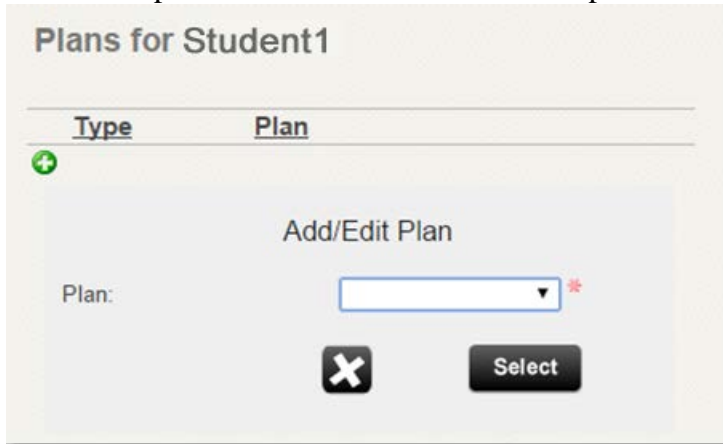
Selecting a Meal Plan

Selecting Meal Plan(s)

- You will have to select a meal plan for each one of your roommates. Make sure you know what meal plan your roommate(s) want to choose before you being the room selection process.
- Click on the  button



- Use the drop down to select the desired meal plan. You will only be able to add one meal plan per student



- Once you have selected the desired meal plan, click on the **Select** button to finalize your meal plan selection



- Repeat the process for each roommate listed in the meal plan window
- Once you have completed assigning meal plans for you and your roommate(s), click on the **Next** button
- The next page contains a summary of
 - Your Roommate Group
 - Room Selection(s)
 - Meal Plan(s)
- Review the Summary page for accuracy. If you find any errors, use the **Previous** button to go back and make any changes or corrections.
- Click on the **Finish** to complete the Online Room Selection process

IMPORTANT: IF YOU DO NOT CLICK THE **Finish BUTTON, THIS PROCESS WILL NOT BE COMPLETED.** Clicking on the FINISH button secures your room assignment(s) and meal plan(s) for the academic year. Once you click FINISH, you will not be able to make a room change until the first week of May