



# CONNECTICUT COLLEGE

## Selecting a Room, Apartment or Group of Rooms

1. Log into MyHousing, if you have questions please see “Logging into MyHousing”

2. Click “Login” under “MyHousing”

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Please select a MyHousing System to sign into:

**ApplyOnline**  
Select this option if you wish to submit an online housing application.

**MyHousing**  
Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.

Login Login

**NOTICE:** If you are having trouble logging into the system please try deleting your cookies.  
Directions: [Internet Explorer](#) | [Mozilla Firefox](#)

3. Once in “MyHousing,” hover over “Room Selection” on the left and click on “Select a Room/Suite”

This is true for all kinds of housing selection including:

- Selecting a single room alone
- Selecting a double room with your roommate
- Selecting a group of single rooms
- Selecting an apartment

4. The screen below will then become visible, click on “Find Available Rooms”

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MyHousing Help Logout of MyHousing

Navigation: Home/Overview, Living Preferences, Room Selection

**Online Room Selection**

**System Message**  
You are now eligible to select a room.  
You have until 4/14/2011 at 05:00 PM.

Find Available Rooms Reset Form

5. Scroll down to the house and floor you are interested in. This example includes two students selecting either a double room, or group housing, but is applicable to all types of room selection.

Abbey House - Floor 3					
Suite	Room	Open Beds	Room Type	Fee	Select Room/Suite
Abbey House Suite	301	1	Single	\$0.00	Select Room Select Suite
Abbey House Suite	302	1	Single	\$0.00	Select Room Select Suite
Abbey House Suite	303	1	Single	\$0.00	Select Room Select Suite
Abbey House Suite	304	1	Single	\$0.00	Select Room Select Suite
Abbey House Suite	305	1	Single	\$0.00	Select Room Select Suite
Abbey House Suite	306	2	Double	\$0.00	Select Room Select Suite

6. If you are interested in a double room simply click “Select Room.”

If you are interested in group or apartment housing, click on “Select Suite” of the first room that will be part of your groups housing and the following screen will appear.

Please note that you must have all ‘roommate’ sections confirmed before you select spaces or you may not be able to select the spaces that you and your group members want.

7. In the Room Booking Screen, select the appropriate person(s) from your group for each room or bed and Select “I Agree – Submit My Room Selection” In this example, the 360 apartment has a vacancy left in it – this is not allowed for an apartment, but is allowed for a group going into a traditional house.

### Room Booking

You have selected the suite: 360-2

- Below, please make the room assignments for you and your roommates (if you have any). Select from the drop down menus to assign.
- Be sure not to assign the same person more than once.
- If you wish to leave a space open in the suite, select <Leave Empty> from the drop down.

360 Apartments Room: 2-101 Bed: A	Mya Bode
360 Apartments Room: 2-102 Bed: A	Mi Casa
360 Apartments Room: 2-103 Bed: A	<Leave Empty>

Are you sure that this is correct (you will not be able to change this yourself)?

If so, you may submit room booking now...

I Agree - Submit My Room Selection

8. This should be the last screen you see, you are encouraged though to Click **“Home/Overview”** and look under **“My Assignments”** to confirm your housing selection has been made.

# MyHousing @ Connecticut College

Navigation

Home/Overview

Living Preferences

Room Selection »

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## Save Room Assignment

**Congratulations! Your room selection process is complete!**

Your room assignment has been saved.

You and your roommates will receive a confirmation e-mail shortly.

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