

## **Pull In for Retainers Script of Webcast Demo**

To enter the online room selection website click on select a room or set a pull in password

In order to log in you must use your COIN username and COIN password and the UMS must be capitalized

Once logged in you will see the welcome screen. Please note the reminders section for any updates to room selection.

On the left you will see 3 links.

The third link expands into the room selection options.

If you have already retained your room or apartment and you would like to pull in your roommate or apartment mates, click on "I retained my room, I want to pull in a roommate"

The first screen outlines the steps that will follow. A 5 minute timer has started once you logged in.

Click Continue

This screen shows the room you have retained. You may pull in one person at a time.

In step 1. choose the bedspace in the dropdown.

In step 2. enter in your pull in's UMS number and their pull in password

Once you have entered the correct information, click on Pull In Roommate

If you are not choosing a meal plan, click "I'm ready to book my pull in's room"

If you are choosing a meal plan, click "Choose Meal Plan and book my pull in's room"

Please remember that if you live in Oak Glen or Pine Dale you must have a meal plan. If you do not choose a meal plan during this process, a 14-default meal plan will be assigned to you.

Select meal plan if any.

Click Continue

Once you review the meal plan chosen, Click Confirm. You now have successfully booked your selection.

Housing suggests you copy/paste this page into a word document and save for your own records.

If you are pulling in another person to your room or apartment you may now click on "Pull in another roommate" and repeat the process.

At this time, a confirmation email has been sent to you with a summary of your selection. You will be receiving an e-mail within a week notifying you of how and where to sign your contract online. You will be given a link to go to where you and your pull-ins must verify the selection and sign your 2008-2009 Housing and Dining Services Contract. Failure to do so will result in loss of room chosen through this online room selection process.