

Room Retention Script for 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. Click on Select A Room

If you want to retain your current room and it is not on the un-retainable list, Click on “I would like to retain my room”

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 live in currently, if you are sure you would like to retain it, click on “Retain Your Room”

If you are not choosing a meal plan, click “Continue Without Meal Plan”

If you are choosing a meal plan, click “Continue With Meal Plan” 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.

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.