

# Room Swap

# Booking Selector

- ▶ Select the room you wish to swap.

[Home](#) [My Room Assignment](#) [Room Swap](#) [Manage My Dining](#) [On-Campus Housing Contract](#) [Housing Contract Cancellation](#) [Log Out](#)

## Booking Selector

Please select a booking from the options below.

**Fall 2021**  
(8/19/2021 - 12/18/2021)  
Buchanan Hall Double Suite

SELECT

**Spring 2022**  
(1/6/2022 - 5/7/2022)  
Helser Hall Double Room No AC

SELECT

# Room Swap Preferences

## Room Swap Preferences

You are selecting preferences for a room to replace your current room: Buchanan Hall Double Suite for Fall 2021 8/19/2021 - 12/18/2021.

ADD PREFERENCE

Order	Location	Room Preference
1	<input type="text" value="---Please Select---"/> <ul style="list-style-type: none"> <li>---Please Select---</li> <li>(Unallocated)</li> <li>Buchanan Hall</li> <li>East Campus</li> <li>Eaton Hall</li> <li>Frederiksen Court</li> <li>Friley Hall</li> <li>Geoffroy Hall</li> <li>Helser Hall</li> <li>Maple Hall</li> <li>Martin Hall</li> <li>Schilleter and University Village</li> <li>South Campus</li> <li>West Campus</li> </ul>	<input type="text" value="---Please Select---"/> <input type="button" value="DELETE"/>

You can add 4 more preferences.

Please add at least 1 preferences. Please

SAVE & CONTINUE

## Room Swap Preferences

You are selecting preferences for a room to replace your current room: Buchanan Hall Double Suite for Fall 2021 8/19/2021 - 12/18/2021.

ADD PREFERENCE

Order	Location	Room Preference
1	<input type="text" value="Friley Hall"/>	<input type="text" value="---Please Select---"/> <ul style="list-style-type: none"> <li>---Please Select---</li> <li>WC Friley Double Room</li> <li>WC Friley Double Room A/C</li> <li>WC Friley Double Room A/C Substance Free</li> <li>WC Friley Double Room Substance Free</li> <li>WC Friley Single Room</li> <li>WC Friley Single Room A/C</li> </ul> <input type="button" value="DELETE"/>

Please add at least 1 preferences. Please select at least 1 unique locations.

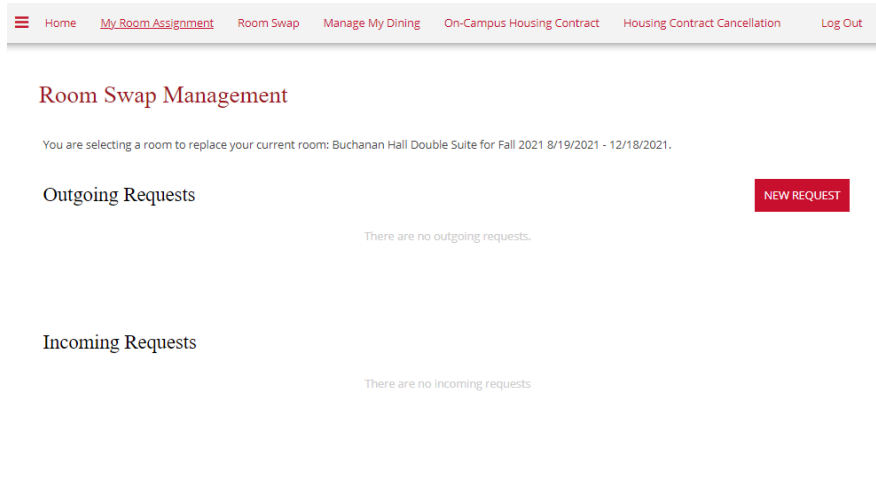
preferences for: Friley Hall

SAVE & CONTINUE

# Room Swap Preference Continued

- ▶ Click Add Preference
  - ▶ In Location select the Hall or apartment you want to swap into.
  - ▶ When you select a Hall, all the rooms that are available to you will appear.
  - ▶ Select the type of room you are looking for.
- ▶ You may have up to 5 preferences selected.
- ▶ Once done select Save and Continue.

# Room Swap Management



The screenshot shows a web application interface for Room Swap Management. At the top, there is a navigation bar with a hamburger menu icon and the following links: Home, My Room Assignment, Room Swap, Manage My Dining, On-Campus Housing Contract, Housing Contract Cancellation, and Log Out. Below the navigation bar, the page title is "Room Swap Management". A sub-header indicates the user is selecting a room to replace their current room: "Buchanan Hall Double Suite for Fall 2021 8/19/2021 - 12/18/2021". There are two main sections: "Outgoing Requests" and "Incoming Requests". Both sections display the message "There are no outgoing requests" and "There are no incoming requests" respectively. A red button labeled "NEW REQUEST" is located to the right of the "Outgoing Requests" section.

- ▶ This page will show you any Requests from another student wanting to room swap with you.
- ▶ You will also see all the requests that you have selected in Outgoing requests
- ▶ To look for a room to swap, select New Request.

# Room Swap Search

Room Swap Search

You are selecting a room to replace your current room: Geoffrey Hall Double Room with AC for Fall 2021 8/14/2021 - 12/18/2021.

My Preferences: Predefined  
Their Preferences: Predefined

Location:

- Barton Hall
- Birch Hall
- Buchanan Hall
- Eaton Hall
- Fredericksen Court 11
- Fredericksen Court 12

Room Type:

- 2 Bedroom 1 Level Apartment
- 2 Bedroom 2 Person Pet Friendly Apartment PC
- Corner Double Suite
- Double Room No AC

Fall 2021  
8/19/2021 - 12/18/2021  
Fredericksen Court 63 Furnished 4  
Person 2 Bedroom Shared  
Bedroom  
Currently booked By:

Room Details Send Message

REQUEST SWAP

GO BACK

Previous Next Last

- ▶ In this section you will see anyone who you match with when you selected preferences.
  - ▶ The two circles that have 2<sup>nd</sup> in them represent that the 2 apartments are both users 2<sup>nd</sup> preferred choice when looking for a room.
- ▶ If you see a room you want to swap with hit the Request Swap button.
  - ▶ This will send the other student an incoming request for that room.
  - ▶ Your outgoing Requests will show the room you have just requested.
- ▶ You can also view room details and message the student if you want to request more information before you start the swapping process.

# Room Swap Search Continued

**Room Swap Search**

You are selecting a room to replace your current room: Frederiksen Court 63 Furnished 4 Person 2 Bedroom Shared Bedroom for Fall 2021 8/19/2021 - 12/18/2021.

**My Preferences:** Custom  
**Their Preferences:** Custom

**Location:**  
 Berton Hall  
 Birch Hall  
 Buchanan Hall  
 Eaton Hall  
 Frederiksen Court 111  
 Frederiksen Court 111

**Room Type:**  
 2 Bedroom 1 Level Apartment  
 2 Bedroom, 2 Person Pet Friendly Apartment PC  
 Corner Double Suite

**Results:**

Room	My Preference	Their Preference
Fall 2021 8/19/2021 - 12/18/2021 Geoffroy Hall Double Room with AC Currently booked by: [User]	2nd choice (1 circle)	3rd choice (2 circles)
Fall 2021 8/19/2021 - 12/18/2021 Friley Hall Double Room with AC Currently booked by: [User]	3rd choice (2 circles)	2nd choice (1 circle)
Fall 2021 8/14/2021 - 12/18/2021 Frederiksen Court 51 Furnished 4 Bedroom, 4 person Private Bedroom Currently booked by: [User]	Not on list	Not on list
Fall 2021 8/14/2021 - 12/18/2021 University Village 110 Unfurnished 2 Bedroom Townhouse Currently booked by: [User]	Not on list	Not on list
Fall 2021 8/14/2021 - 12/18/2021 University Village 140 Furnished 2 Bedroom Townhouse Currently booked by: [User]	Not on list	Not on list

- ▶ If you want to expand your search beyond the 5 preferences, you selected. You can select the drop-down box and choose custom.
  - ▶ This will allow you to search based on the type of room and location of the room
- ▶ The Circles in the first 2 show that my current room is the 2<sup>nd</sup> and 3<sup>rd</sup> choice for these 2 students while their rooms are not on my preferred list.
  - ▶ Same with the remaining 3 rooms neither of the students has the rooms listed as preferred, but we are still able to room swap if both parties consent.
- ▶ Just like before, when you find a room or rooms you want to try and swap with, just select the request swap button below.

# After selecting a room.


**Room Swap Management**

A Room Swap request has been sent to

You are selecting a room to replace your current room: Frederiksen Court 63 Furnished 4 Person 2 Bedroom Shared Bedroom for Fall 2021 8/19/2021 - 12/18/2021.

**Outgoing Requests** NEW REQUEST

The Swap button will be disabled if the room swap request has a status of requested, denied, confirmed or approved.



Fall 2021 2nd X

8/14/2021 - 12/18/2021  
Geoffroy Hall Double Room with AC  
Status: Requested  
Currently booked by:

[Room Details](#) [Send Message](#)

**SWAP**

CANCEL REQUEST

**Incoming Requests**

There are no incoming requests

- ▶ You will be brought back to the Room Swap Management Page.
  - ▶ In portal the student that you requested a room swap will receive a message from StarRez letting them know that they have a new request to view.
- ▶ Now you wait for them to log in a press the swab button on their end.



# Accepting Incoming Requests


**Room Swap Management**

You are selecting a room to replace your current room: Geoffroy Hall Double Room with AC for Fall 2021 8/14/2021 - 12/18/2021.

**Outgoing Requests** NEW REQUEST

There are no outgoing requests.

**Incoming Requests**

  
Fall 2021  
8/19/2021 - 12/18/2021  
Frederiksen Court 63 Furnished 4 Person 2  
Bedroom Shared Bedroom  
Status: Requested  
Currently booked by:  
[Room Details](#) [Send Message](#)  
**ACCEPT**  
DECLINE


- ▶ Once someone selects your room for a swap you will receive an incoming request asking you to accept that room swap.
  - ▶ You are still able to message the student and look at room details.
- ▶ After you hit accept it will be sent one final time to the student who initiated the room swap.
  - ▶ They will also receive a message in Portal when someone has accepted the request.

# Finalizing the room swap.

**Room Swap Management**

You are selecting a room to replace your current room: Frederiksen Court 63 Furnished 4 Person 2 Bedroom Shared Bedroom for Fall 2021 8/19/2021 - 12/18/2021.

**Outgoing Requests** NEW REQUEST



Fall 2021  
8/14/2021 - 12/18/2021  
Geoffroy Hall Double Room with AC  
Status: Accepted  
Currently booked by:

[Room Details](#) [Send Message](#)

**SWAP**

CANCEL REQUEST

**Incoming Requests**

There are no incoming requests

- ▶ Once both parties have agreed that they wish to swap rooms with each other. The student that started the request will now have a swap button appear.
- ▶ Once Selected you will be directed to a Room Swap Confirmation page.

# Room Swap Confirmation

**Room Swap Confirmation**

**Room To Swap**  
Fall 2021  
8/19/2021 - 12/18/2021  
Frederiksen Court 63 Furnished 4 Person 2 Bedroom Shared Bedroom

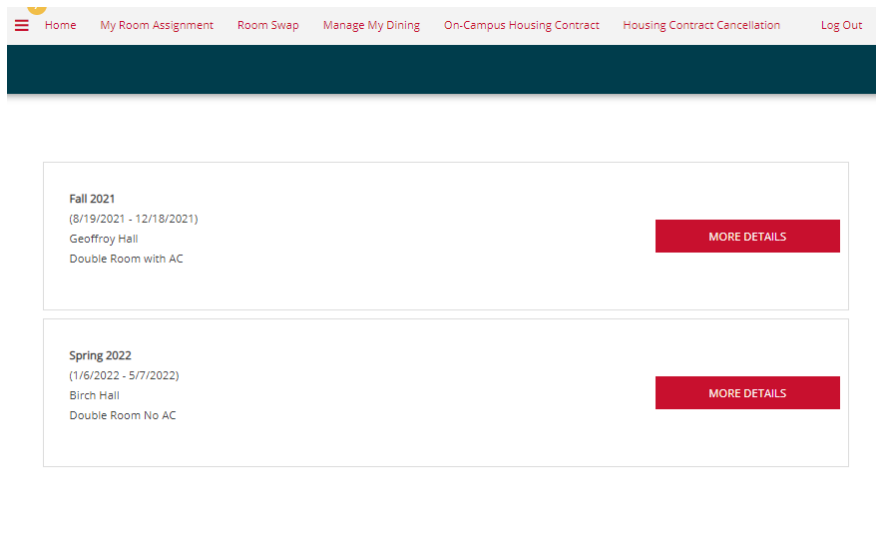
**New Room**  
Fall 2021  
8/14/2021 - 12/18/2021  
Geoffroy Hall Double Room with AC  
Currently booked by:  
.....

This booking matches my 2nd preference.  
My booking doesn't match their preferences.

[GO BACK](#) [SAVE & CONTINUE](#)

- ▶ This is the final step in the room swap process
- ▶ It will verify that the student that started the room swap process is swapping from their current room to the requested room.
  - ▶ Hit save and continue and the swap will be completed.
- ▶ Both parties will receive a portal message that the swap was completed.

# My Room Assignment



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes a hamburger menu icon, a home icon, and several menu items: Home, My Room Assignment, Room Swap, Manage My Dining, On-Campus Housing Contract, Housing Contract Cancellation, and Log Out. Below the navigation bar is a dark blue header. The main content area displays two room assignment cards. The first card is for Fall 2021 (8/19/2021 - 12/18/2021) in Geoffroy Hall, assigned as a Double Room with AC, with a red 'MORE DETAILS' button. The second card is for Spring 2022 (1/6/2022 - 5/7/2022) in Birch Hall, assigned as a Double Room No AC, also with a red 'MORE DETAILS' button.

Home My Room Assignment Room Swap Manage My Dining On-Campus Housing Contract Housing Contract Cancellation Log Out

Fall 2021  
(8/19/2021 - 12/18/2021)  
Geoffroy Hall  
Double Room with AC

Spring 2022  
(1/6/2022 - 5/7/2022)  
Birch Hall  
Double Room No AC

- ▶ Afterwards when you click on My Room Assignment the newly swapped room will appear. You can click in to view more details.