ROOM SELECTION
INSTRUCTIONS
On your selection day and time log onto https://hms.housing.ufl.edu
Once logged in select “Contract” “Undergraduate Housing” “Building Selection”
Next select your Contract from the drop down menu

Your Selection Opportunities

1) Select Contract: *

- Complete Contracts -
- Complete Contracts -

If there are no contracts in the list, it means you need to complete a housing contract for any future terms. Please contact assignments@housing.ufl.edu if you believe this is in error.

You can view your contract information here.

Additional Information

Roommate preferences are maintained in Assignment Preferences. Click here to access Assignment Preferences.

Selection Information is available to provide additional area, building and room type details.

Cancel Go Home
Once your contract is selected you will be able to select a room by clicking “Choose a Different Room.”
Once in selection you can search by area, hall, room type, and number of vacancies. Once you find a room you want hit “Select” under the action column.
Once you select a room you will need to finalize your selection. If you have roommates you will need to add your roommate during this step by entering their Gatorlink username.
To add a roommate look up the Gatorlink ID then click the “Add Roommate” button.
Once your roommate is added click “Finalize Selection” to add everyone to the room.

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Email</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kryss</td>
<td></td>
<td>Not Finalized</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Adding a roommate is a multi-step process:

Your roommate request(s) are not finalized at this point.

1. Once finalized by clicking “Finalize Selection”, your potential roommate will be notified via email.
2. Before tomorrow at midnight, your potential roommate will have to accept the roommate request for their assignment to be finalized.
Once you have finalized your selection you will receive a green confirmation bar. Roommates will need to confirm their room by email within 24 hours to finalize their selection.

Congratulations! You have successfully finalized your room selection of:
Building: Beaty Towers W
Room#: 0205
Bedroom A
Space: 1
Room Type: Shared Bedroom Apartment(F)
Successful roommate requests, will be notified via email. Testing
Requested roommates will receive the email below and must confirm within 24 hours to be placed in the requested room assignment.

Dear Krystin,

You’ve received a roommate request from: Christina, contact email: @ufl.edu

Room assignment information:
Term(s): Fall 2020, Spring 2021
Hall: Beatty Towers W
Room: 205
Room Type: Shared Bedroom Apartment

You can accept/reject this roommate request by copying and pasting this link in your browser: https://hms-migrate.housing.ufl.edu/3d=UA_STUDENT/UA_RM_SELECT_SELECT_TERM

or by clicking on the link below:
HERE

or by logging into HMS using your gatorlink.
Click on the Contracts menu link:
Click on Room Selection sub-menu link.
Requested roommates will log into the Building Selection page to accept the request.

### Your Selection Opportunities

<table>
<thead>
<tr>
<th>Selection Options</th>
<th>Fall 2020, Spring 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Room:</td>
<td></td>
</tr>
<tr>
<td>Additional Info:</td>
<td>None</td>
</tr>
<tr>
<td>New Room Selection Starts:</td>
<td>Thursday, October 31st @ 9:00 am</td>
</tr>
<tr>
<td>Action:</td>
<td></td>
</tr>
</tbody>
</table>

You have an active roommate request(s).
You will not be able to select a different room until the request expires or you reject the request. Click the button to accept or reject the roommate request.

[Accept/Reject Roommate Request]

### Roommates

No roommates exist at this time.
Roommates will then finalize their room assignment. Once accepted a green confirmation box will appear and an email confirmation will be sent.

**Accept/Reject Roommate Request**

"The rental rates for Fall 2020, Spring 2021 have not yet been approved by the UF Board of Trustees. Current rates can be found on our UF Rates Website."

**Term(s):** Fall 2020, Spring 2021

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**Room Requested For You By Roommate**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Expires</th>
<th>Requester</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area: Beaty Towers</td>
<td>Midnight 11/01/2019</td>
<td>Christina</td>
<td>Accept</td>
</tr>
<tr>
<td>Building: Beaty Towers W</td>
<td>Room#: 0205 Bedroom B</td>
<td></td>
<td>Reject</td>
</tr>
</tbody>
</table>

**Congratulations! You have successfully finalized your room selection of:**

Building: Beaty Towers W
Room#: 0205
Bedroom B
Space 3
Room Type: Shared Bedroom Apartment

You will receive confirmation via email within the next few minutes.
After completing Room Selection you can view your selection options and confirm everything is correct.
Reminders

• Room selection is a live process and others will be selecting at the same time.

• Once you finalize your room selection you can go back in to view open rooms without changing your selection. You will have to select and finalize a new room to change your room selection. If you do this your previous room becomes available for others to select.

• Don’t forget that roommates must accept their roommate offer within 24 hours to be placed in your room.

• If you have questions please contact us at 352-329-2161