ROOM ASSIGNMENT INFORMATION GUIDE

Step 1 | Log in to myHousingPortal

- Go to www.umt.edu/myhousingportal.
- Log in using your student NetID and password.
  - If you forgot your NetID, you can look it up by clicking on the What’s my NetID? link under the log in area.

Step 2 | Find the Room Assignment Information Section

- Once logged in to myHousingPortal, scroll down to the Room Assignment Information Section.
The Housing Assignment Information section will include details such as:

- **Hall** - The building name in which you have been assigned.
- **Room** - The number of the room you have been assigned.
- **Room Type** - The type of room (Double, Single, Triple, etc.).
- **Living Learning Community** - If the room is part of a Living Learning Community (LLC), the name of the LLC will show. Please note that LLCs with a required course may show as pending until eligibility is confirmed and course registration is completed during the summer.
- **Roommate(s)** - The first name and a link to email the roommate will show. An email will be sent to their **UMConnect** student email. Be sure to check your **UMConnect** email frequently to make sure you aren’t missing message from your roommate.
- Please note that your roommate may change throughout the summer as assignments are made and cancellations are received. We suggest waiting until closer to Fall Semester before making shared purchases such as refrigerators, microwaves, and TVs in case a roommate change occurs.

### Summer Room Change Waitlist

All rooms are assigned on a first come, first assigned basis in order of the Residence Halls application completion date. If you were not assigned to your top preference, the preference was full at the time of your room assignment. If you are still interested in trying to be placed in your top preference, you can sign up for the Summer Room Change Waitlist. This list is used throughout the summer to accommodate room changes to fill spaces that may open from cancellations.

- Starting on May 1st, the Summer Room Change Waitlist will be available on your housing application in **myHousingPortal**.
- To sign up for the Summer Room Change Waitlist, log in to **myHousingPortal**, navigate to your Residence Halls application, and select the Summer Room Change Waitlist option in the top navigation. Select the waitlist you would like, review the Summer Room Change Waitlist information and agreement, and submit your request.
- If a room opens and you are next on the waitlist, you will automatically be switched to the new room and sent an email notification of the change.

### Requesting a Bed Height Change

- Once you have been assigned a room, the **Bed Height Changes** page will be accessible in the top navigation bar of your application. Please note, the Bed Height Changes page is only available via your application until the end of July. After the page has closed you will need to wait until you have checked into your room for fall. Then you will submit a work order to change your bed height.
• Bed Height Options

- STANDARD
- CAPTAIN
- LOFT
- BUNK

- Once you have decided on a bed height, select the Bed Height from the drop-down list.
- Check the agreement statements and select Save & Continue to submit your request.