



ROOM SELECTION STEP-BY-STEP INSTRUCTIONS

STEP 1

COMPLETE THE ONLINE HOUSING APPLICATION.

Located in individual's UAOnline. Follow the path of logging into UAOnline > Student Services & Account Information > Campus Housing, Dining and Post Office Link > UAF Link > Applications and Forms > Select Housing Eligibility Application > Select Current Resident Application and Submit.

STEP 2

SELECT A ROOMMATE: SKIP THIS STEP IF YOU DO NOT HAVE A ROOMMATE IN MIND.

Follow the path of logging into UAOnline > Student Services & Account Information > Campus Housing, Dining, and Post Office Link > UAF Link > Room Selection > Roommate/Suitemate and request your intended roommate (they will be sent an email that they have been requested as a roommate). Your intended roommate will then confirm your request. You are now matched. PLEASE NOTE: For groups larger than two, every person in the group must request and confirm everyone else in the group.

NOTE: You and your matched roommate (or group) will be able to enter the earliest lottery for which either (or any) of you are eligible. The person with the best lottery time will pick for the roommate pair (or group). Then you will all be sent an email confirming that your room has been picked.

STEP 3

KNOW YOUR LOTTERY TIME: YOU CAN SELECT A ROOM AT THE START OF YOUR LOTTERY TIME.

- Go to UAOnline and login with UA Password. Select the following menu headers:
 - Student Services & Account Information
 - Campus Housing, Dining, and Post Office
 - UAF Housing, Dining, and Post Office
- Select the following menu headers from the pull down menu located on the left side of the screen:
 - Room Selection
 - Select a Room or Suite
- Click on Find Available Rooms.
- Select a room from the list provided. PLEASE NOTE: Single rooms will be noted in the room type.
- If you are matched with a roommate/s, you can pull them into the room at this time. Select their name(s) from the drop down menu. If you do not have a matched roommate, leave the second bed marked 'Leave Empty'.
- Select 'I Agree, Submit my Room Selection'. You will receive an email confirming your Fall 2019 room selection.
- Congratulations!** Your room selection process is complete!