

## So YOU are the **designated** roommate

This will be a comprehensive set of instructions and information gathering techniques to be used by the designated roommate when using RMS Self-Assignment during the Main Campus sign-up process

**March 28, 2011 – April 8, 2011.**

Please review our detailed timeline to determine which day you are permitted to sign-up.

<i>Designated Roommate Information</i> Name:	<b>LancerNet ID:</b>	<b>RMS ID:</b>	<b>Meal Plan:</b> <input type="checkbox"/> Block <input type="checkbox"/> 10 standard <input type="checkbox"/> 10 premium <input type="checkbox"/> 14 <input type="checkbox"/> Unlimited
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**Step 1:** Determine who you are going to live with.

All sign-up processes conducted by RCL are *full-occupancy*, which means each bed space within the desired room/unit must be filled by the designated roommate's choice of roommate(s).

**Step 2:** Determine where you and your roommate(s) are going to live.

Discuss *options*. You may not get your first preference so have a backup plan with at least two other choices. Also discuss which *floor* you want live on. Below is a space to record your preferences.

	Building Preference	Floor Preference
<i>Example:</i>	<i>South Cunningham</i>	<i>1<sup>st</sup> floor</i>
Preference 2:		
Preference 3:		
Preference 4:		

Once the designated roommate selects the housing space, no changes will be permitted.

**Step 3:** Gather critical information from your roommate(s).

You need to obtain your roommate(s) LancerNet Id and RMS ID or you will not be able to select them as a roommate. You also need to obtain meal plan preferences from your roommate(s).

The RMS ID can be found on the student housing gateway welcome screen for each student. Each student will need to log in to the gateway to get this ID number for the designated roommate.

	LancerNet Id	RMS ID	Meal Plan
<i>Example:</i> <i>Alfred B. Careful</i>	<i>carefulab</i>	1456	<input checked="" type="checkbox"/> Block <input type="checkbox"/> 10 standard <input type="checkbox"/> 10 premium <input type="checkbox"/> 14 <input type="checkbox"/> Unlimited
Roommate 1:			<input type="checkbox"/> Block <input type="checkbox"/> 10 standard <input type="checkbox"/> 10 premium <input type="checkbox"/> 14 <input type="checkbox"/> Unlimited
Roommate 2 needed only when signing up for triple rooms.			
Roommate 2:			<input type="checkbox"/> Block <input type="checkbox"/> 10 standard <input type="checkbox"/> 10 premium <input type="checkbox"/> 14 <input type="checkbox"/> Unlimited

RCL will **not** look-up LancerNet IDs or RMS ID numbers for any students. Meal plans can be changed prior to 5pm on add/drop date of the Fall 2011 semester through the student housing gateway.

**Step 4:** Log into the Student Housing Gateway.

The web address is <https://rms.longwood.edu>. Use your LancerNet ID and Password to login. This is the same password that you use to log into myLongwood. Note: Accounts will be deactivated the week prior to sign-ups for system administration.

**Step 5:** Self Assignment.

There will be a new link in the left-hand navigation titled "Self Assignment" with a sub-menu of "General Room Selection." Click on General Room Selection and follow the on-screen directions to complete the Self Assignment Process.