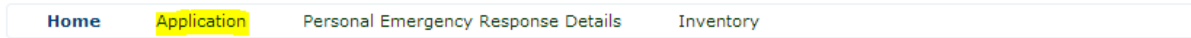
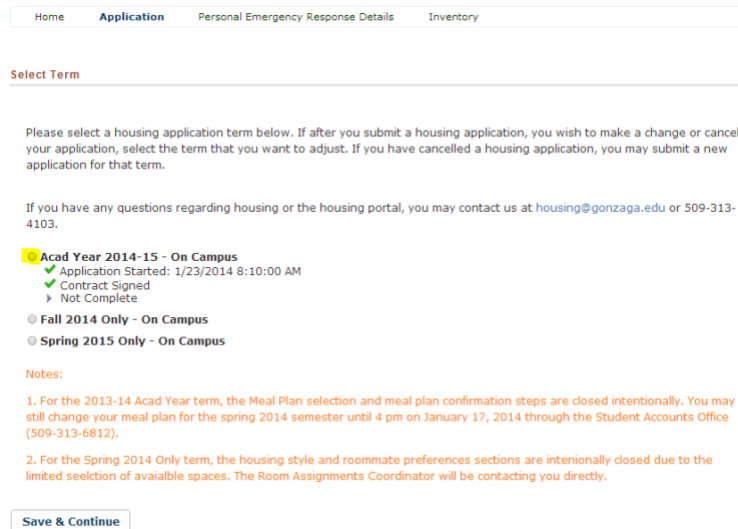


## Room Selection Example

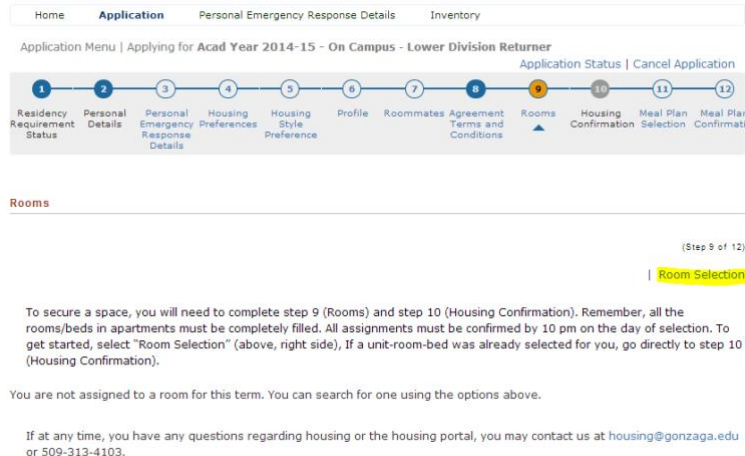
Log-in to ZagLiving. Select “Application” on the menu.



Next, select the term, then click “Save and Continue”.

The screenshot shows the 'Select Term' page. At the top is a navigation bar with 'Home', 'Application' (active), 'Personal Emergency Response Details', and 'Inventory'. Below the bar is a section titled 'Select Term'. It contains a paragraph: 'Please select a housing application term below. If after you submit a housing application, you wish to make a change or cancel your application, select the term that you want to adjust. If you have cancelled a housing application, you may submit a new application for that term.' Below this is contact information: 'If you have any questions regarding housing or the housing portal, you may contact us at housing@gonzaga.edu or 509-313-4103.' There are three radio button options: 'Acad Year 2014-15 - On Campus' (selected), 'Fall 2014 Only - On Campus', and 'Spring 2015 Only - On Campus'. Under the selected option, there are three status indicators: a green checkmark for 'Application Started: 1/23/2014 8:10:00 AM', a green checkmark for 'Contract Signed', and a blue arrow for 'Not Complete'. Below these are 'Notes' in orange text: '1. For the 2013-14 Acad Year term, the Meal Plan selection and meal plan confirmation steps are closed intentionally. You may still change your meal plan for the spring 2014 semester until 4 pm on January 17, 2014 through the Student Accounts Office (509-313-6812). 2. For the Spring 2014 Only term, the housing style and roommate preferences sections are intentionally closed due to the limited selection of available spaces. The Room Assignments Coordinator will be contacting you directly.' At the bottom is a 'Save & Continue' button.

The room selection will occur at step 9 (Rooms). Make sure to read the text (will be different than text displayed here). Click the selection type , in this case, is “Room Selection” (see highlight).

The screenshot shows the 'Rooms' page. At the top is a navigation bar with 'Home', 'Application' (active), 'Personal Emergency Response Details', and 'Inventory'. Below the bar is a section titled 'Rooms'. It contains a paragraph: 'To secure a space, you will need to complete step 9 (Rooms) and step 10 (Housing Confirmation). Remember, all the rooms/beds in apartments must be completely filled. All assignments must be confirmed by 10 pm on the day of selection. To get started, select “Room Selection” (above, right side). If a unit-room-bed was already selected for you, go directly to step 10 (Housing Confirmation).' Below this is another paragraph: 'You are not assigned to a room for this term. You can search for one using the options above.' At the bottom is contact information: 'If at any time, you have any questions regarding housing or the housing portal, you may contact us at housing@gonzaga.edu or 509-313-4103.' Above the main content is a progress bar with 12 steps. Step 9 is highlighted in orange and labeled 'Rooms'. Step 10 is labeled 'Housing Confirmation'. Step 11 is labeled 'Meal Plan Selection'. Step 12 is labeled 'Meal Plan Confirmation'. The progress bar is titled 'Application Menu | Applying for Acad Year 2014-15 - On Campus - Lower Division Returner' and 'Application Status | Cancel Application'.

Make sure to read any text t (will be different that text displayed here). **You'll want to use the "Available Beds" drop down to view only suties that can accomodate your entire "group".** If no results are retunred, you'll need to reduce your group size and search again. Optionally, you may select a building (code) using the "Location" drop-down as well. Click "Search", then select the suite, then click "Save and Continue".

Home
Application
Personal Emergency Response Details
Inventory

Application Menu | Applying for Acad Year 2014-15 - On Campus - Lower Division Returner
Application Status | Cancel Application

1 2 3 4 5 6 7 8 9 10 11 12
Residency Requirement Status
Personal Details
Personal Emergency Response Details
Housing Preferences
Housing Style Preference
Profile
Roommates Agreement Terms and Conditions
Rooms
Housing Confirmation
Meal Plan Selection
Meal Plan Confirmation

Rooms - Room Selection

(Step 9 of 12)

Main |

Important Information:

The available apartments are all 3-bedroom units. You may use "Location" to constrain your search to Kennedy or Corkery. You don't need to use the other search criteria.

After searching, please select an apartment from the list, then click "Save and Continue".

Once you select an apartment, you'll have 5 minutes to assign the rooms. After 5 minutes, the apartment "hold" will be released and the apartment available for selection by others.

You must fill all of the rooms in the apartment from your confirmed "roommates".

Room Type:
- All Room Types -
Location:
- All Locations -
Profile:
- All Profiles -
Available Beds:
- Any Number -

Search

Room	Room Type	Location	Section	Floor	
Test Bldg One Room	dblr	TEST BLDG ONE	Test Bldg One	Test Bldg One	Room Details
Test Bldg One Room-002	dblr	TEST BLDG ONE	Test Bldg One	Test Bldg One	Room Details

Page 1 of 1

Save & Continue

If at any time, you have any questions regarding housing or the housing portal, you may contact us at housing@gonzaga.edu or 509-313-4103.
GeneratedSection.aspx?Params=L9ezxPcQ...

You'll have 5 minutes to complete the assignment of rooms/beds. After you assign room/beds, click "Reserve Beds".

Home
Application
Personal Emergency Response Details
Inventory

Application Menu | Applying for Acad Year 2014-15 - On Campus - Lower Division Returner
Application Status | Cancel Application

1 2 3 4 5 6 7 8 9 10 11 12
Residency Requirement Status
Personal Details
Personal Emergency Response Details
Housing Preferences
Housing Style Preference
Profile
Roommates Agreement Terms and Conditions
Rooms
Housing Confirmation
Meal Plan Selection
Meal Plan Confirmation

Rooms - Assign / Confirm Bed(s)

(Step 9 of 12)

Main |

Time remaining for bed selection: 03:29

Select the bed you would like to have.

My Bed: Test Bldg One Room Space-A-1

Select the bed(s) you wish to assign to your roommate(s).

Beta Test Bldg One Room Space-B-1

Reserve Beds

To complete the selection, you and anyone you assigned will have to complete step 10 (Housing Confirmation). After selecting step 10 (Housing Confirmation), all you need to do to click “Save and Continue” and you’re done!

[Home](#) **Application** [Personal Emergency Response Details](#) [Inventory](#)

Application Menu | Applying for Acad Year 2014-15 - On Campus - Lower Division Returner

Application Status | Cancel Application

1

Residency Requirement Status

2

Personal Details

3

Personal Emergency Response Details

4

Housing Preferences

5

Housing Style Preference

6

Profile

7

Roommates

8

Agreement Terms and Conditions

9

Rooms

10

Housing Confirmation

11

Meal Plan Selection

12

Meal Plan Confirmation

Housing Confirmation

(Step 10 of 12)

.Alpha, Return

Term: Acad Year 2014-15 - On Campus

Dates: 8/29/2014 - 5/8/2015

Room Reservation Details

Room: Test Bldg One Room

Room Type: dblr

Location: TEST BLDG ONE

Floor: Test Bldg One

Available Terms: Academic Year - On Campus  
Fall Only - On CampusAvailable To: Lower Division Returner  
Upper Division Returner

Mandatory Housing Profiles: None

Occupancy Information

Beds

Test Bldg One Room Space-A-1

Test Bldg One Room Space-B-1

Occupants

alpha (Aug-29-14 - May-08-15)

Beta (Aug-29-14 - May-08-15)

View Profile

View Profile

If at any time, you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

Save &amp; Continue

Please contact the Housing Office if you have any challenges or questions. If an issue occurs during your selection, call us immediately. We’re here to help!

The Housing Office Staff

[housing@gonzaga.edu](mailto:housing@gonzaga.edu)

509-313-4103