

# Room Swap Process

## Step 1- Login to Portal to Home Page

**SJSU | UNIVERSITY HOUSING SERVICES** rachel .test

**Home Room Swap Application**

### Profile Summary

Name: rachel .test  
ScreenName: 4222rachel  
Cell Phone:  
Mailbox: None  
Mailbox Combo: N/A

\*Mailboxes are for currently assigned residents only (Mailboxes for new residents will be assigned by July 31, 2016)

### Roommate Information

**Room Mate Details:**  
Semester: **Fall 2016- Apartments**

LastName	FirstName	Email
Trujillo	Janet	janettrujillo777@yahoo.com

### Students Home

We encourage you to review the UHS website prior to completing your online application, so that you may familiarize yourself with the various living options and occupancies. Please review each section of this application carefully: your responses will determine where you will be living for the next academic year!

During the application process you will be required to provide additional information that was not obtained from the campus records. In addition, you may select your preferences of living spaces, meal plans, parking, roommates and waiting list preferences. If you are interested in selecting a specific roommate, you must have their "screen name" prior to starting this process. Applicants are assigned a screen name that is the last four digits of their SJSU Identification Number followed by their entire first name, there are no spaces and it is not case sensitive.

All residents are eligible to request a Campus Village parking permit; permits are assigned from a wait list, and there is an additional fee for a Campus Village parking permit. If requesting a Campus Village parking permit, you must be able to provide your automobile information before a Campus Village parking permit may be assigned. Parking is limited and submitting a request to be placed on the wait list does not guarantee a parking permit, applicants will be notified of their parking status when room assignment information is made available.

To start or continue your application, please click on the "application" link located at the top left of the screen, above your profile summary.

## Step 2- Click on "Room Swap" on the blue bar at the top and get this:

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**Home Room Swap Application**

Room Swap Menu | Swapping CVA-421b (8/20/2016-12/31/2016)

1 Select Booking      2 Room Preferences      3 Room Swap

### Select Booking (Step 1 of 3)

Welcome to Room Swap! Through this process, you will be able to switch rooms with another resident either in your building, or in another building you are interested in living in. Both of you must each agree to switch rooms with each other, through this process.

The Room Swap process can be completed in three easy steps. First, you will need to select your current booking which you wish to swap. Second, you will need to enter preferences for the types of rooms you would like to swap into (and move into). Third, you will need to pick a room to swap into.

The Room Swap process will be active from September 14, 2016 through September 21, 2016. You must complete the three steps of the online process during this time frame.

Once you have picked a room that you want to swap into, and the other resident has confirmed they wish to swap with you, you will be contacted with information about the actual move to your new room space.

**DO NOT MOVE UNTIL YOU HAVE BEEN EMAILED INSTRUCTIONS TO DO SO. MOVES WILL OCCUR BETWEEN SEPTEMBER 23, 2016 AND SEPTEMBER 25, 2016.**

Please select the booking you would like to swap:  
(Please Select) ▼

**Save & Continue**

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Step 3- Select your room booking that you want to swap and click on Save and Continue:

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Please select the booking you would like to swap:

CVA-421b (8/20/2016-12/31/2016) ▼

**Save & Continue**

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Step 4- Select the preferences for the type of room searching to swap into:

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Room Swap Menu | Swapping CVA-421b (8/20/2016-12/31/2016)



### Room Preferences

(Step 2 of 3)

This page allows you to specify your preferences for location and type of room you would like to change your booking(s) for. Once you specify at least one preference, other students will be able to make offers to swap their booking for yours.

**Selected booking:** CVA-421b (8/20/2016-12/31/2016)

Please select your preferences below:

Room Location

CVA ▼

Preference 1

Double Bedspace (Student Only) ▼

Room Location

CVB ▼

Preference 2

CVB Studio ▼

Room Location

- Please Select - ▼

Room Location

- Please Select - ▼

Room Location

- Please Select - ▼



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(Step 2 of 3)

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**Selected booking:** CVA-421b (8/20/2016-12/31/2016)

Please select your preferences below:

Room Location  
CVA

Preference 1  
Double Bedspace (Student Only)

Room Location  
CVB

Preference 2  
CVB Studio

Room Location  
CVC

Preference 3  
CVC Double

Room Location  
- Please Select -

Room Location  
- Please Select -

Advertise



Step 5- Search for a room swap match- will show full matches, partial matches, and then can also search, once find one, offer it and then both students have to confirm

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Room Swap Menu | Swapping CVA-421b (8/20/2016-12/31/2016)



## Room Swap

(Step 3 of 3)

**Main** | [View Full Matches](#) | [View Advertised Preference Match](#) | [View Offered Room Match](#) | [Search](#)

You have not made or received any offers yet.

### Search for offers

- [View Full Matches](#)  
List offers wanting your room and offering where you want to live.
- [View Advertised Preference Match](#)  
List offers wanting your room but not where you want to live.
- [View Offered Room Match](#)  
List offers where you want to live but not wanting your room.
- [Search](#)  
List offers matching the criteria you specify.

**ONCE YOU HAVE SELECTED A ROOM TO SWAP INTO AND THE OTHER RESIDENT HAS CONFIRMED, PLEASE WAIT FOR EMAIL CONFIRMATION FROM UNIVERSITY HOUSING SERVICES FOR FURTHER INSTRUCTIONS ON THE ACTUAL MOVE PROCESS.**