

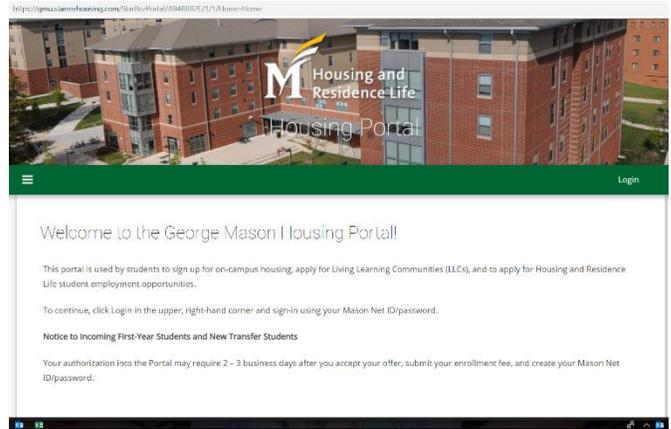
Pre-Arrival Room Change Guide

Below are step-by-step instructions for both the Room Change and the Room Swap processes in the [Housing Portal](#). Both processes will change your room for both the fall and spring semester. Please keep in mind, changing your room may change your housing rate. You can check our room rates at housing.gmu.edu before switching spaces.

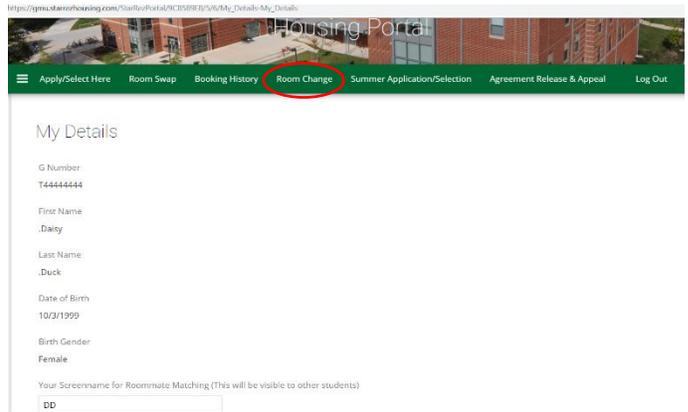
Room Changes

Room changes allow you to look for an open space on campus and switch into it. This is an individual process and does not offer the option of pulling in roommates. If a suite/apartment has more than one vacancy, you will need to coordinate with your intended roommate so they can switch for themselves.

Step 1: Log into the Housing Portal



Step 2: Click on the Room Change link at the top or in the menu bar (3 lines at the top left)

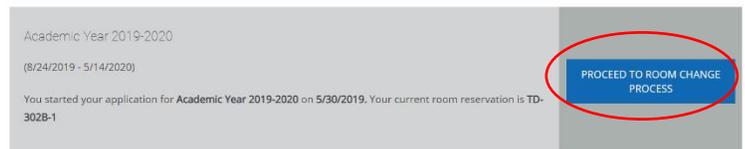


Step 3: On the term selector screen, click PROCEED TO ROOM CHANGE PROCESS



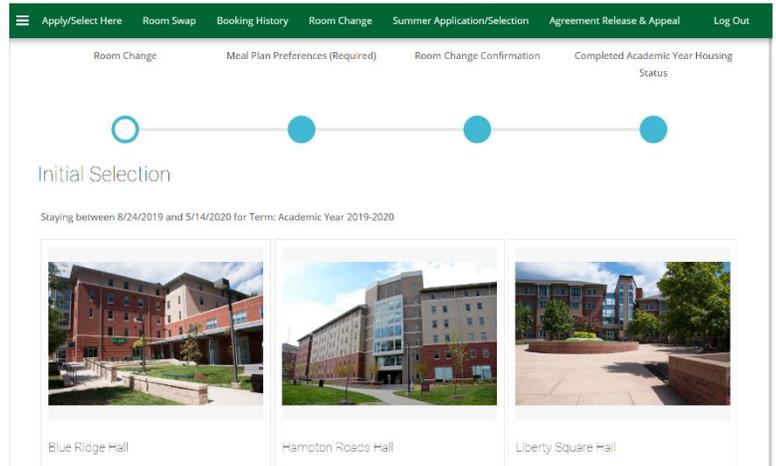
Term Selector

Please select a term below to start or continue with your application.

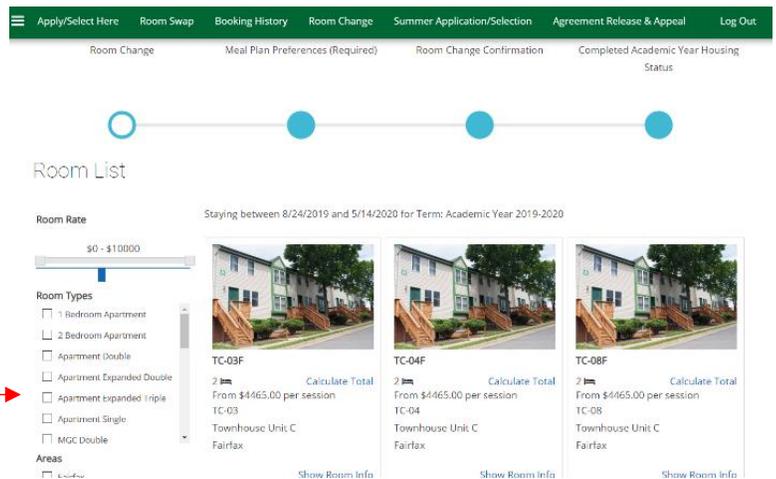


Please note: you will be able to change rooms as often as you want during the room change window. After you change once, you will begin the process on the my assignments screen

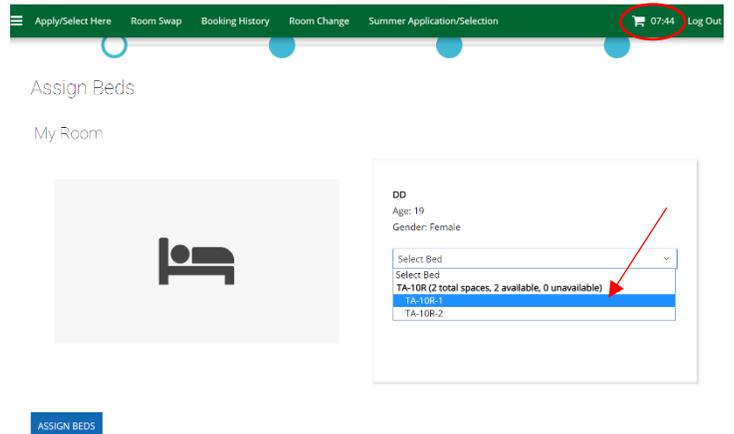
Step 4: On the initial selection screen, you will choose the residence hall you wish to change into



Step 5: On the room list, you will see all available spaces. You can filter the list (on the left side) to see spaces matching specific preferences (apartment double, suite single, etc.)



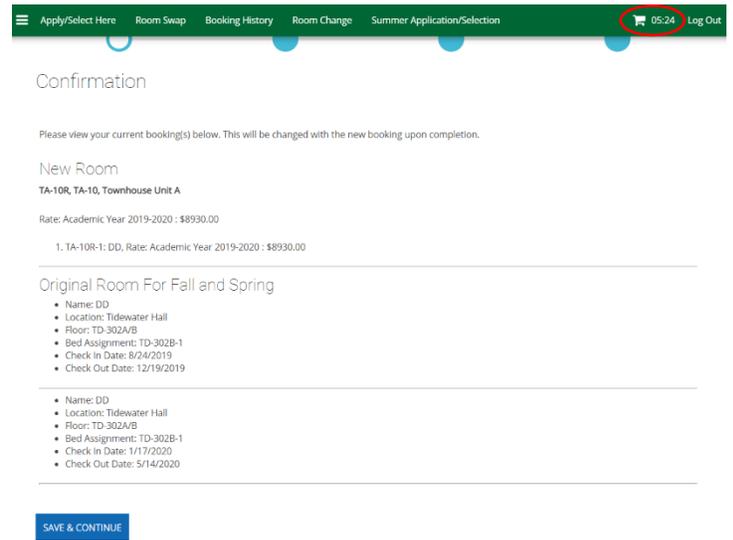
Step 6: Next you will assign yourself to a bed using the dropdown and click ASSIGN BEDS.



Please note: once you select a room, the system will start a timer for you to complete the process. The room you chose is currently on hold and no one else can select it. If you run out of time, the room will be released.

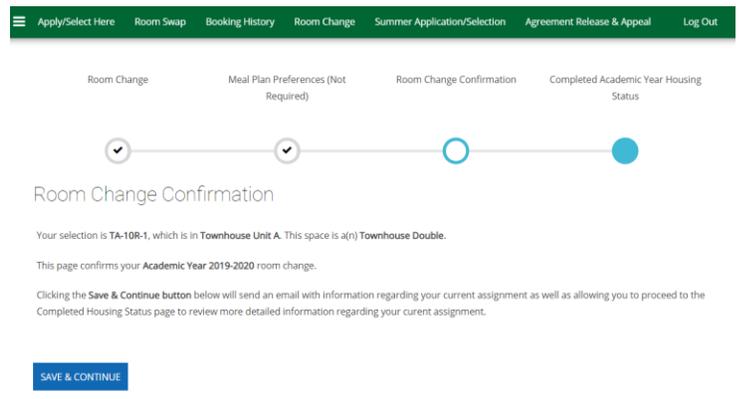
Step 7: The next screen is the confirmation.

You can review the new space you selected, the room rate, etc. The clock will continue to count down until you click SAVE & CONTINUE. If you wish to go back and choose again, use the blue bar at the top of the screen.



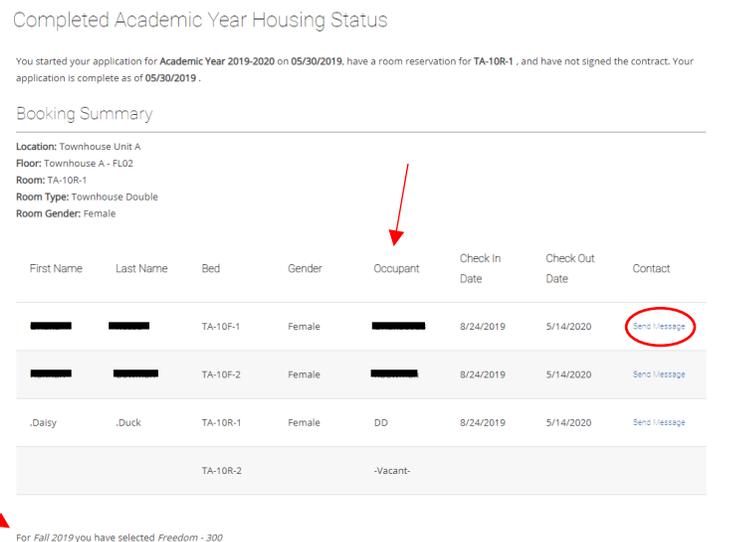
Step 8: This is your official confirmation once you have saved your room selection on the previous screen.

Your room change is complete!



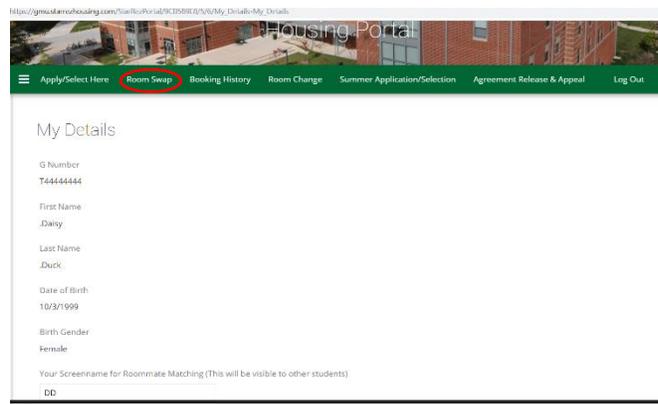
Step 9: The my assignments screen will tell you your roommate(s), their housing portal screen name and allow you to click to send them a message through the housing portal

You can also see your selected meal plan. Changes can be made by contacting the Mason Card office directly at masonid@gmu.edu

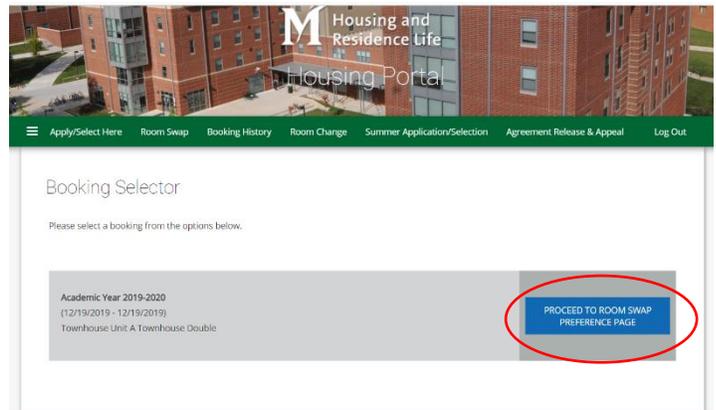


Please note: if you decide to do another room change, you will be routed to this page automatically. You can start again by clicking RETURN TO ROOM CHANGE PAGE

Step 2: Click on the Room Swap link at the top

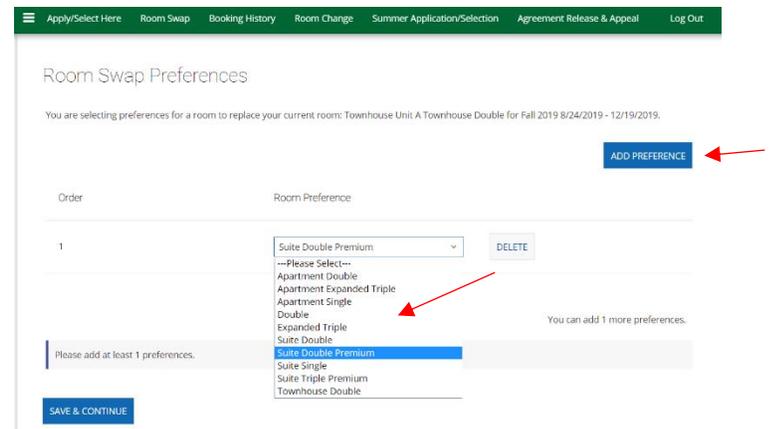


Step 3: On the term selector screen, click PROCEED TO ROOM SWAP PROCESS



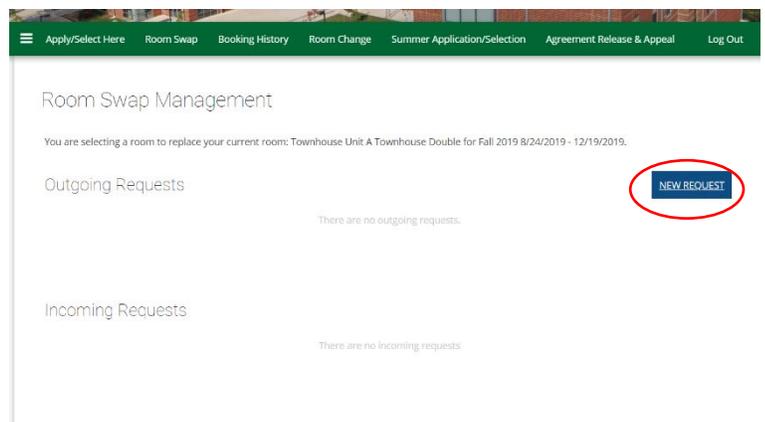
Please note: you will be able to swap rooms as often as you want during the room change window, but you cannot swap spaces back with someone you already swapped with

Step 4: Set your swap preferences. You must set at least one, but you can set two. This is what you want for a room (apartment single)



Please note: if you are swapping with a specific person, you will set the room type here and find the space further in the process

Step 5: The room swap management screen shows you any pending outgoing or incoming swap requests. To find new swaps, click NEW REQUEST

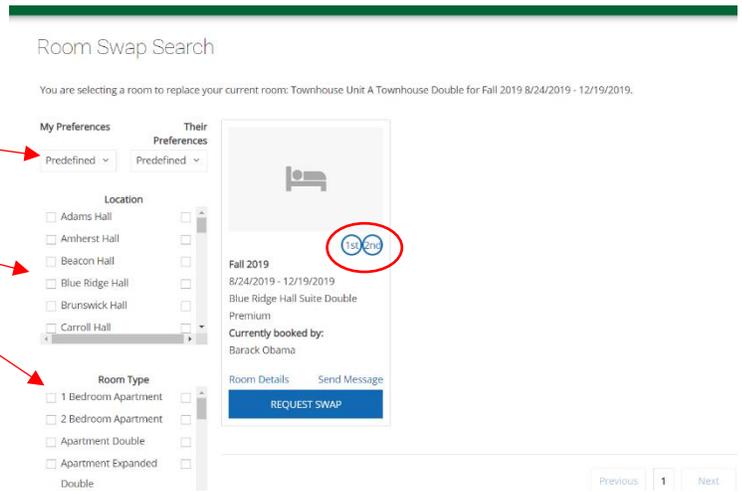


Step 6: This is where you will search for swaps that match your preferences

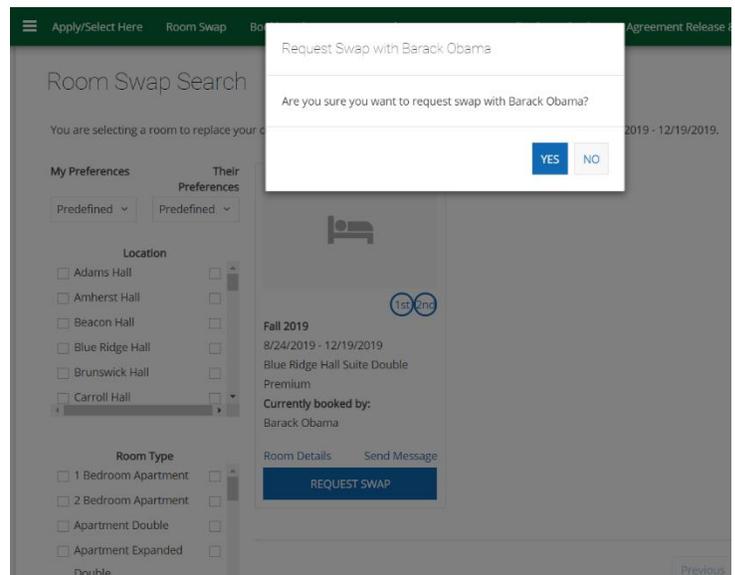
predefined= only swaps matching your preferences
custom= you can filter options to find spaces you are comfortable living in

Matching swap results will show. If you want to swap into that space, click REQUEST SWAP

You can see if this swap matches your and their preferences under the bed icon

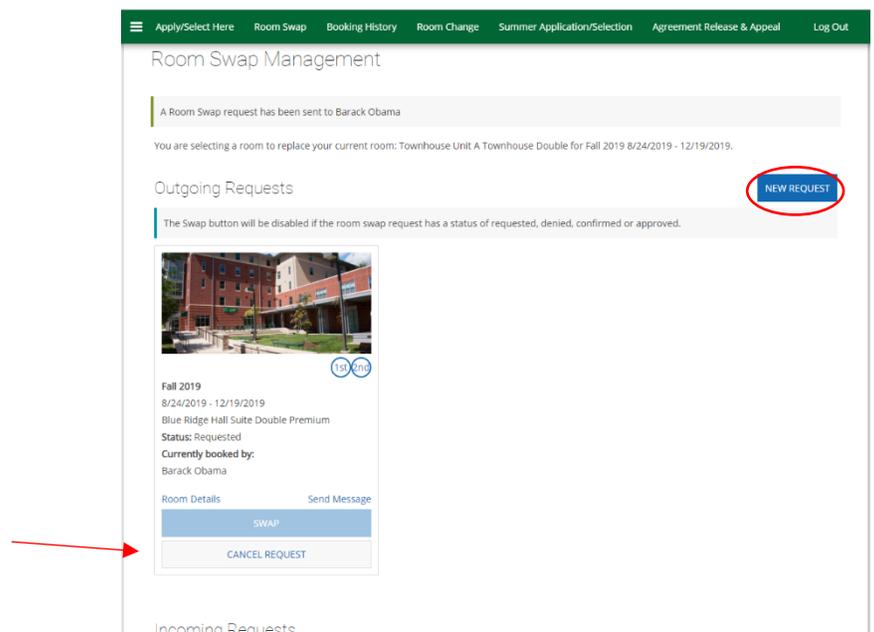


Step 7: If you request the swap, a box will pop up confirming you want to send the request

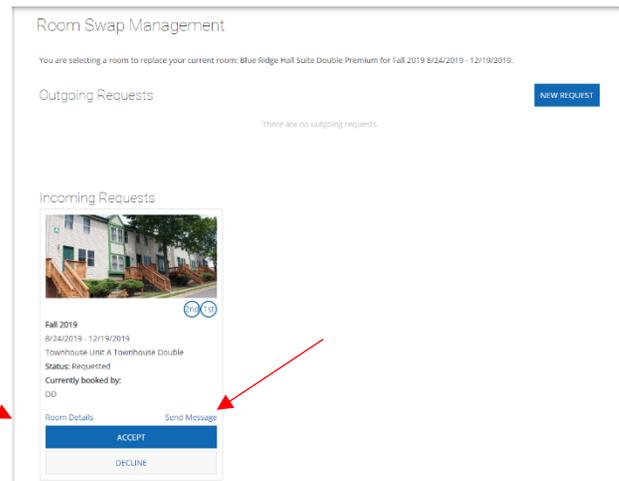


Step 8: You will then be directed back to your room swap management screen. You will see the swap you sent under outgoing requests

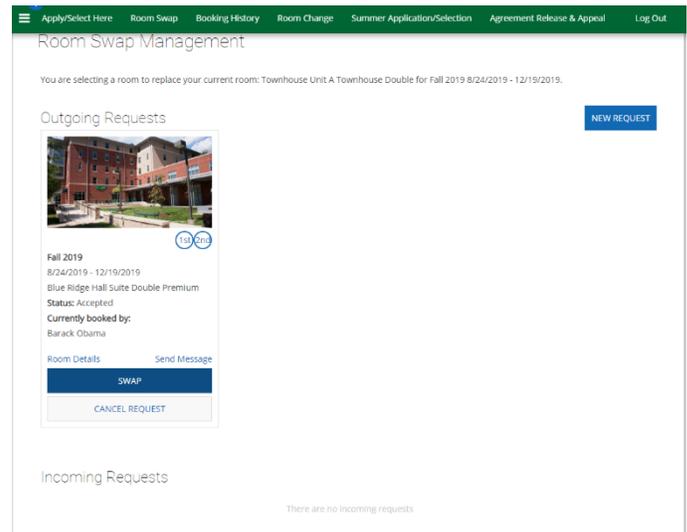
Please note: You can continue looking for swaps while waiting for a response. You are not limited to one swap request in the system. You can cancel swap requests at any time



The person you requested to swap spaces with will receive an email. This is what they will see when they log into the room swap management screen. They will not see your name, only the screenname you created. They can accept, decline or message you for more information

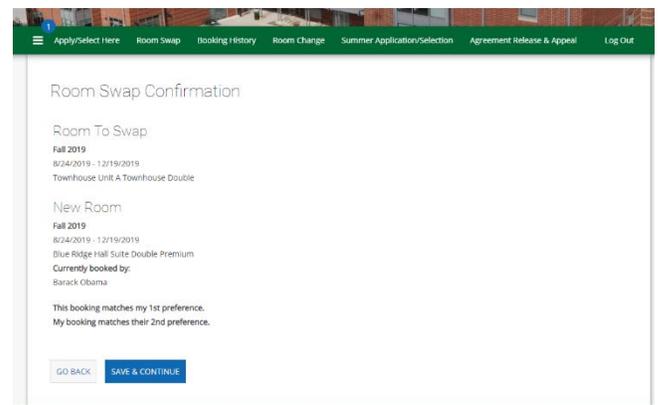


Step 9: Once the person accepts the swap, you will be notified by email. You will then be required to log back into the Housing Portal to click SWAP on the request.



Please note: YOUR ROOM SWAP IS NOT FINAL YET

Step 10: This is your confirmation. You can review your new space and click SAVE & CONTINUE to finalize your swap.



Your swap is complete! You will receive an email confirmation. A copy is also available in the message tab on the Housing Portal

