ROOM SELECTION – SPECIFIC ROOMMATE

If you want to select a room and roommate, complete the following process. You will need to know your roommate’s PIN and dining plan.
Click [Add] to add roommates.

Enter any combination of the first name, family/last name and birthdate.

- First and last names must be as they appear in KU student records.
- Name search is not case sensitive.
- If multiple students have the same first and last name, then a birthdate is required.

Click [Search].
Enter the Roommate PIN.
- Students set their own PINs.
- Students who forget their PINs may reset them.
- Student Housing does not have access to roommate PINs.

Click 🔄 Select.

Click 🔄 Next Step to continue or 🔄 Add to add another roommate.
Select the type of room from the drop-down menu. Click Search.
Click » next to a room to see roommate information, if any.
Select your room by clicking » select.
Roommates will appear in the drop-down menus.
Select a person for each bed space.
Click Next Step.
Click to select dining plans for you and your roommates.
Click Next Step.

Select a plan for each from the drop-down menu.

Click Select.
If dining plans are correct, click Next Step.
Review selections. If correct, click **Submit**.