STARREZ HOUSING APPLICATION PROCESS

QUICK GUIDE FOR CURRENT STUDENTS

**STEP 1**
- Use your CSUM credentials to log into StarRez housing portal via the SSO login button.

**STEP 2**
- Click on the Application link in the tool bar, then click Continue to begin your application.
STEP 3

- Complete all the steps of the housing application (including personal details, HLA, meal selection, renter’s insurance, and off-campus petition, etc.)

STEP 4

- Once Part 1 of application is complete, the app. summary page will display. You will be able to:
  - View copy of HLA.
  - Change meal plan option until meal plan change deadline.
  - Submit/change off-campus petition until petition deadline.
**STARREZ ROOM SELECTION PROCESS**

**QUICK GUIDE FOR CURRENT STUDENTS**

**STEP 1**
- Click on the **Application** link in the tool bar, then click **Continue** to start room selection module.
- Part 1 of housing application needs to be complete before room selection module is active.
- All current students will receive a specific **time slot** for room selection (a specific day/time you can select a room).

**STEP 2**
- Complete the steps of the room selection module.

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**Important Notice**
To avoid time slot and system delays during room selection process, complete Part 1 of housing app. early!
STEP 3

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**Room Search**

- **Locations**
  - Lower Residence Hall
  - Maritime North
  - McAllister Residence Hall

- **View options by res hall.**
- **View room info of a particular room space.**
- **Add particular bed space to your Cart for selection.**

**Important Notices**

- All rooms are listed as double occupancy (2 bed spaces per room).
- If specific room is not viewable, it means room is at capacity and no longer available at the moment.
- There are no single room or ADSO options available for selection.

*If you have specific questions about an assignment not showing in StarRez process, please send all inquiries to housing@csum.edu.*
Using the *Show Room Info* link, you have the option to view the name & profile of occupant currently in room space before you make your bed space selection final.
STEP 5

Referencing the 3 red arrows on Add to Cart page, you have the options to:

- View how much time you have left to reserve a bed space.
- Select a particular bed space (bed spaces are noted “A” and “B”).
- Reserve bed space.

To confirm your selection, you will need to click Save & Continue to proceed.
On Application Status page, you have the option to view the name & profile of occupant in room space selected.
Once room selection is complete, updated app. summary page will display. You will be able to:

- View copy of HLA.
- Change meal plan option until deadline.
- Complete single room option page.
- Complete room change process until deadline.

Change options will be available until specified deadline.

If you would like to change your room selection to a different choice, you will need to utilize the Room Change Process link for options.