Instructions:

1. In your WesPortal navigate to the Offices & Services>Residential Life>StarRez PortalX

2. Log in to PortalX using your Wesleyan Single Sign on credentials

3. Select Spring Housing Application in the header

4. Hit the apply button in the "Theme Housing & General Selection" box

5. Review & sign your housing contract, hit save & continue

5. Fill in the Standard Profile page, hit Save & Continue

6. In the drop-down menu, select "General Selection"

7. You will be able to see you selection timeslot

    a. If you are not available at that time, please submit a ticket to ResLife so that we can serve as your proxy. Please include:

        - Name

        - WesID

        - Location preferences and room type (please let us know if room type supersedes location or vice versa)

8. When it is your time to select, you will be able to see the available spaces. Please do not attempt to login prior to your timeslot as it will not allow you to access it and it will slow the system down.

9. Once it is your time, select the area/building you are interested (see image below for example)

Initial Selection

Staying between 1/21/2024 and 5/17/2024 for Term: Theme Housing & General Selection

156 High	**Quiet Street**	**Church Street**
156 High	Brainerd Avenue	Church Street
Select	Select	Select
College Street	**Court Street**	**Cross Street**
College Street	Court Street	Cross Street
Select	Select	Select
Quiet Street	**Fauver Apartment**	**Fountain Avenue**
Fairview Avenue	Fauver Apartment	Fountain Avenue
Select	Select	Select
Hewitt 09	**Hewitt 10**	**High Rise**
Hewitt 09	Hewitt 10	High Rise

a. Please note wood frames, program houses, 1 Vine, 65 Pearl, & 240 Court will be sorted by street address.

- For example: For Open House, you would select Church St and then 154 Church. For 65 Pearl, you would select Pearl St, then 65 Pearl.

b. Residence Halls, Fauver Apts, High Rise & Low Rise will appear by name. Each Hewitt, Nicolson & Butterfield show as individual buildings.

10. Once in the building/street, you can select the room you want.

*****As a reminder, our housing stock is not gender specific. Students with vacancies were told to fill out a roommate questionnaire to let students selecting know their gender identity & whether they were comfortable living with someone who holds a different gender identity than them. Please make sure you look at this if you are selecting into a partially occupied room, apt or wood-frame*****

a. If you are selecting into a partially occupied room, apt or wood-frame hit the Show Room Info link underneath the picture.

44 Home Avenue-3

1 🛏

44 Home Avenue
Quiet Street
Wesleyan
University

Show Room Info

Add To Cart

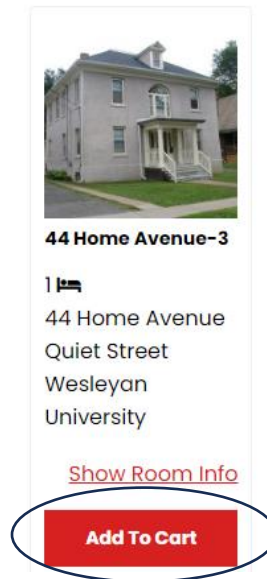b. Select view profile for the people living in space.

Classifications: Continuing

Mandatory Room Attributes: Juniors Seniors Sophomores

Bed	Occupant	Check In Date	Check Out Date	Profile
High Rise 401A-1	-Vacant-			
High Rise 401B-1	-Occupied-	1/21/2024	5/18/2024	View Profile

c. After checking profiles, select go back to be returned to the room selection page.

11. Once profiles have been checked & confirmed to work for you, select the "Add to Cart" button.
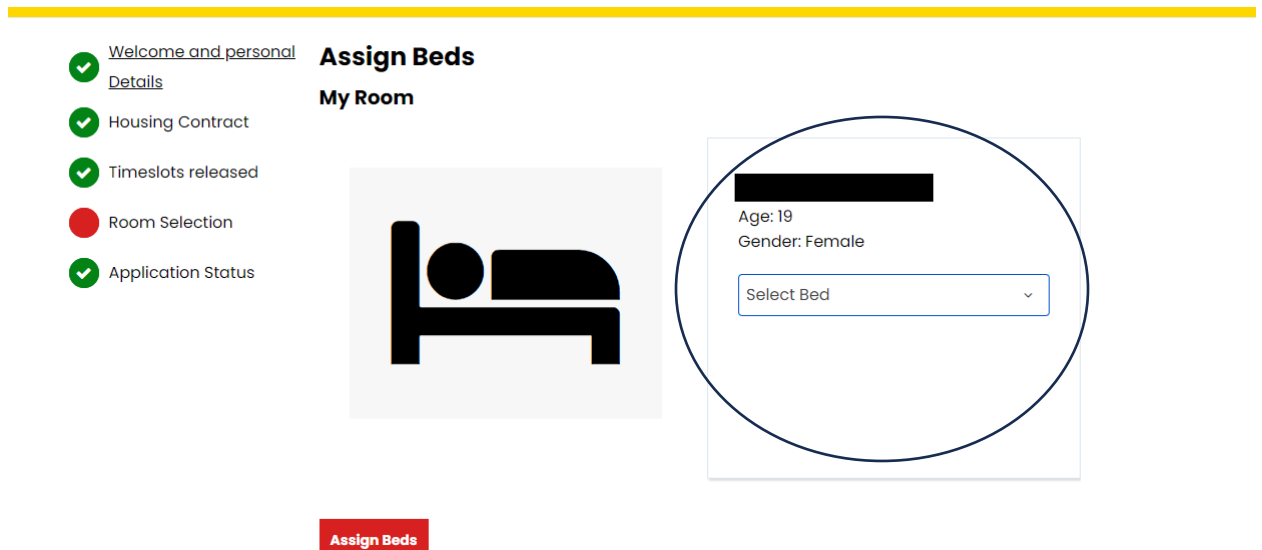

44 Home Avenue-3

1 🛏
44 Home Avenue
Quiet Street
Wesleyan
University

Show Room Info

Add To Cart

12. Select a bed from the drop-down menu and hit assign bed

Welcome and personal Details ✔
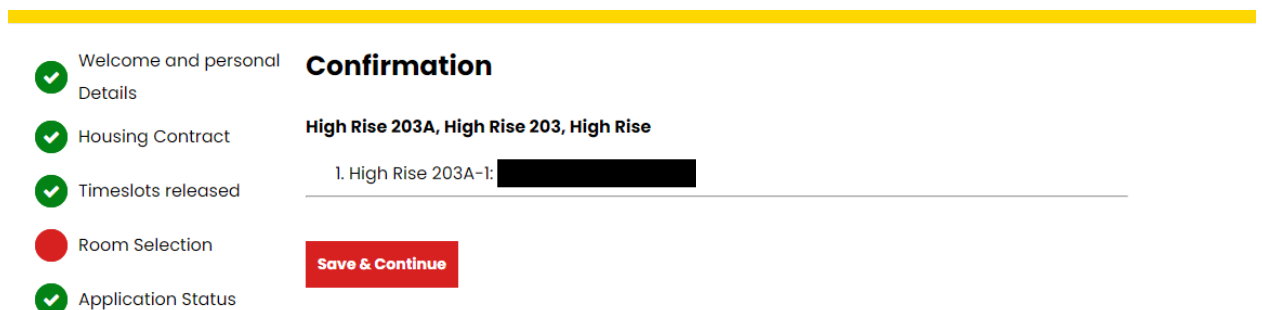
Housing Contract ✔

Timeslots released ✔

Room Selection ●

Application Status ✔

Assign Beds

My Room

Age: 19
Gender: Female

Select Bed ⌄

Assign Beds

13. Hit save & continue

Welcome and personal Details ✔

Housing Contract ✔

Timeslots released ✔

Room Selection ●

Application Status ✔

Confirmation

High Rise 203A, High Rise 203, High Rise

1. High Rise 203A-1: ▓▓▓▓▓▓

Save & Continue

14. Once the process is completed, a summary of your assignment will be displayed. We encourage you to take a screenshot of it, for your records.