

Buffalo State Room Selection Process

(How to Select a Room)

Buffalo State Residence Life Office
Porter Hall
716-878-3000
Reslife@buffalostate.edu

- To access MyHousing, go to the MyBuffState homepage and click the Banner link.

MYBUFFSTATE: STUDENTS

TOOLBOX

Banner



Bengal Connect



Blackboard



Degree Works



Doolli



Student E-mail



TaskStream



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- On the next screen, click “Login to Banner”.

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Banner @ Buffalo State

LOGIN TO BANNER (SSB)

FACULTY AND STAFF

- ▶ Administrative Staff (INB Users)
- ▶ Faculty and Advisors

INFORMATION FOR STUDENTS

REGISTRAR'S OFFICE

COMPUTING AND TECHNOLOGY SERVICES



- When you get to the Banner screen, click “Log in to Banner”.



Banner@BuffaloState

Privacy of student records is protected under the Family Educational Rights and Privacy Act of 1974 as amended, a federal law. Care must be taken that student information is used only in the 'legitimate educational interest' of the student, and that information in student records is neither accessed by, nor disclosed to, any other party unless they are college personnel with a need to know, and are acting in the student's 'legitimate educational interest'. Those whose actions lead to a breach of privacy may have their access privileges removed. By continuing to log into the Buffalo State Banner system, you are agreeing to abide by the above guideline.

[Log in to Banner](#)

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[General Financial Aid](#)

[Campus Directory](#)

[Class Schedule](#)

[Undergraduate Course Catalog](#)

[Graduate Course Catalog](#)

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[Search for Classes](#)

RELEASE: 8.75



- Next, login using your Banner ID and PIN.
- If you are not sure of your Banner ID or PIN, visit this page to look them up: <https://bscintra.buffalostate.edu/accounts/userlookup.asp>
- Or, contact the Buffalo State Help Desk at 716-878-4357 or <https://rite.buffalostate.edu/supportdesk.html>

Please enter your Banner User Identification (ID) and your Personal Identification Number (PIN). Your initial Banner PIN will be prompted to change your initial PIN when you log in first time. Your Banner User ID begins with the upper case letter 'B'. It is

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

RELEASE: 8.7S

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- After logging in click either the “student” tab or link.

Banner@BuffaloState

Personal Information **Student** **Financial Aid**

Search

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Main Menu

Welcome, Joshua K. Muhs, to Banner at Buffalo State! Last web access on Jan 07, 2016 at 03:48 pm

Personal Information

[Change your PIN](#); [View social security number change information](#); [View Address\(es\)](#).

Student

[Register](#); [Plan your Schedule with Schedule Planner](#); [View your Academic Records and Student Accounts information](#)

Financial Aid

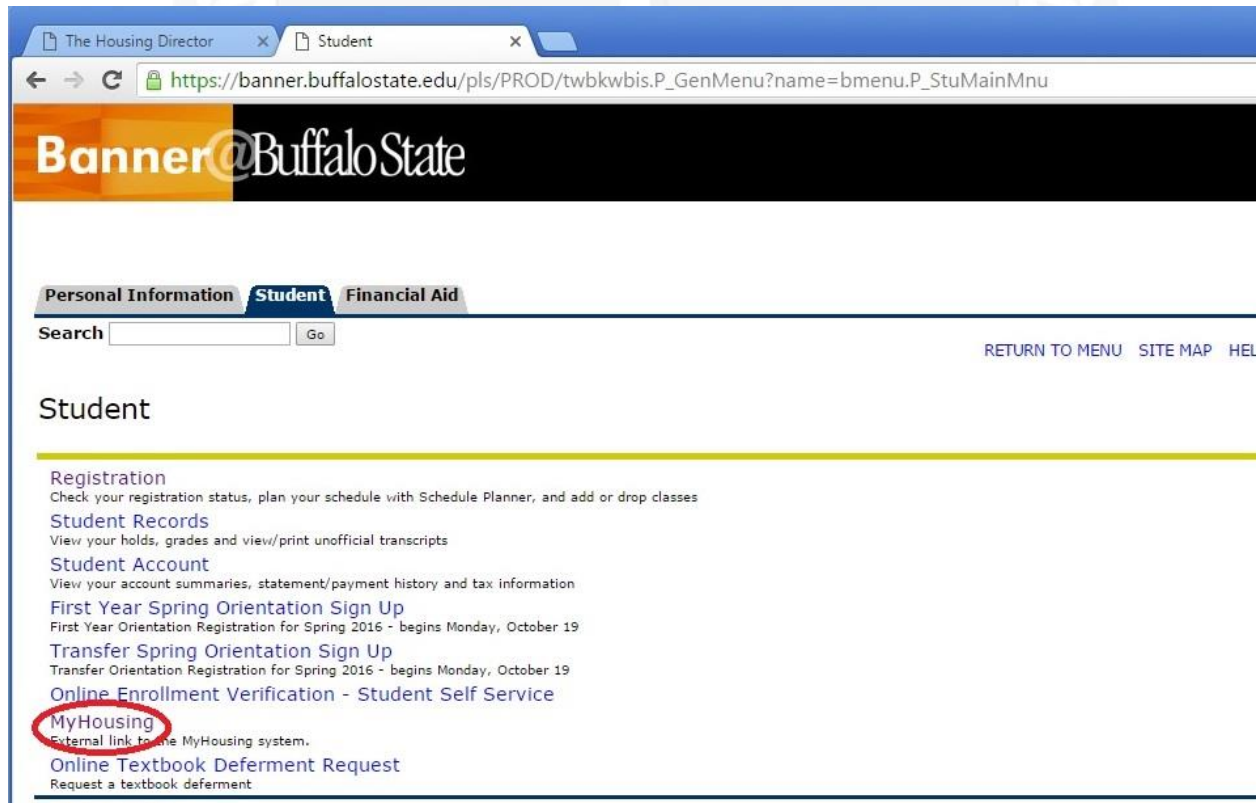
[Financial Aid](#)

View/Pay Bill

[Pay/View Student Bill](#)

RELEASE: 8.7S

- Access MyHousing through Banner under the “Student” tab.



- Choose your roommate or group prior to the earliest room selection in which your group can participate.
 - If you need assistance when selecting a roommate or group, consult the “Roommate Selection Guide”.
- **Roommate selection opens for all students on March 6, 2018 at 9:00am and will remain until 11:59pm on March 8, 2018.**
- Make sure everyone in the group has mutually requested each other so that your group is “fully matched”.
- All students must complete the 2018-2019 on-line application to participate in the selection process.
- Once matched, begin the room selection process at your appointed start time.

+ Spring 2016 Roommate Requests

Michael



Matt



Darrell



Your roommate group is fully matched.

In this case, the group of four - including the user - has a fully matched roommate group and are ready to begin the room selection process.

Understand which Selection you are In

- There will be two selection processes; one for current STAC and Moore Complex residents and one for all other residents.
 - **Current STAC and Moore Complex residents***
 - You can automatically request your current room for next year.
 - March 1-4, 2018
 - Complete the 2018-2019 on-line housing application
 - **Rising Sophomores and Juniors Room Selection**
 - For students who will be sophomores or juniors during the 2018-2019 academic year.
 - March 6-8, 2018
 - Rooms available in Tower 1, Tower 2, Tower 4, NorthWing, and any remaining available rooms in STAC or Moore Complex
 - Complete the 2018-2019 on-line housing application
 - Priority numbers will be given based on credit hours

Important Notes

- The availability list will only show suites and/or rooms that your group fits into and are eligible for.
 - If you have a total of six people in your group, you will only be shown suites or rooms that have at least six spots.
- Males will see male rooms, and females will see female rooms.
- Seniors will not be able to select a room.
- You must live on campus if your home address is outside of a 35 mile radius of the campus for 4 semesters or until you have 60 credits.
- All students must complete the on-line application to participate in the room selection process.

Decide where you Want to Live

- Have three choices on where you want to live in case your first and second choice of a building is taken.
 - For Example:
 - 1st Choice: STAC
 - 2nd Choice: Moore
 - 3rd Choice: Towers
- Develop a plan with your roommate or group on which buildings you prefer.
- For groups, decide on who will go in each room within the suite.

- When selecting a room, first check your start time to make sure you are eligible to select.
- Next, check the selection time-blocks to make sure the process is currently open. If highlighted in red, that means the room selection process is currently open and you can select a room.
- Finally, click “Select a Room/Suite” to begin the process.

Room Selection

(Rising Sophomores) F16 Room Selection

1. **Your Start Time: Jan 6 at 8:01:00 AM** Student start time

2. **Selection Times:**

Jan 06 from 8:00 AM to 6:00 PM
Jan 07 from 8:00 AM to 6:00 PM
Jan 08 from 8:00 AM to 6:00 PM

Here are the time-blocks in which the student can select a room. As can be seen, this student has three days to select a room, but can only select between the hours of 8:00AM to 6:00PM each day.

3. **Select a Room/Suite** Click here when you are ready to select


- Once the roommate selection has opened, any member of the group can book a room, so make sure the group has agreed on a plan.
 - Choose a group captain who will select the room; this student is typically the one with the earliest start time.

The image displays four side-by-side screenshots of a roommate selection web interface. Each interface is for a different student: Joshua, Darrell, Michael, and Matt. Each interface includes a profile picture placeholder, the student's name, their email address (housing@buffalostate.edu), and a 'Room Selection' button. Below the button, the text '(Rising Sophomores) F16 Room Selection' is displayed. Underneath, the 'Your Start Time' is listed. For Joshua, Darrell, and Matt, the start time is 'Jan 6 at 8:02:00 AM'. For Michael, the start time is 'Jan 6 at 8:01:00 AM', which is circled in red. A red arrow points from the bottom of the circle to the start time. Below the start time, a 'Selection Times' section lists two time slots: 'Jan 06 from 8:00 AM to 6:00 PM' and 'Jan 07 from 8:00 AM to 6:00 PM'.

Student	Start Time
Joshua	Jan 6 at 8:08:00 AM
Darrell	Jan 6 at 8:09:00 AM
Michael	Jan 6 at 8:01:00 AM
Matt	Jan 6 at 8:02:00 AM

Using our group from the previous slide, it can be seen that Michael has the earliest lottery number out of the four roommates. Typically, this is the student who will pick the room because they have priority, but anyone in the group can pick a room.

- After clicking “Select Room/Suite”, you will be brought to the screen below.
- Enter desired search fields to find your potential room.
- If you wish to see all available rooms in your room selection process, leave all fields blank and click “Find Available Rooms”.



BUFFALO STATE
The State University of New York

Home Applications ▾ Personal Information ▾ Room Selection ▾ Dining ▾

☒ **Online Room Selection**

You are now eligible to select a room.
You have until 1/7/2016 at 06:00 PM.

Use these fields if you know which hall you wish to live in. If you search by hall, suite, or room, the results will show you if there are any vacancies within your search criteria that fit your roommate group.


⇒

Hall:	(no filter) ▾
Suite:	(no filter) ▾
Room:	

Find Available Rooms

← If you wish to see all vacancies in the room selection lottery that fit your roommate group, simply leave the above fields blank and click this button.

- After clicking “find available rooms”, you will be brought to this screen, which shows you the rooms available that match your search criteria.
- Browse the available rooms and, when you find one that you wish to book, click “Select Suite” or “Select Room”.

 **Available Rooms**

Tower 1 - Floor 3

Room: 310A
Standard Double

Suite: T1 310

Spots: 2

Select Suite

Click here when you are ready to select a suite or room.

Room: 310B
Standard Double

Suite: T1 310

Spots: 2

Select Suite

Room: 310C
Standard Double

Suite: T1 310

Spots: 2

Select Suite

Room: 320A
Standard Double

Suite: T1 320

Spots: 2

Select Suite

- After selecting a suite or room, you will be brought to the room booking screen.
- Here, you will place each student in the rooms that the group has agreed on and click, “I Agree - Submit my Room Selection”.
- **Once the room is booked, it cannot be changed; make sure it is what the group wants.**



Room Booking

You have selected the suite:

T1 310

Below, please make the room assignments for you and your roommates (if you have any). Select from the drop down menus to assign.

- Be sure not to assign the same person more than once.
- If you wish to leave a space open in the suite, select <Leave Empty> from the drop down.

T1 310

310A bed 1

Be sure to place each roommate in the rooms that the group agreed upon.

310A bed 2

310B bed 1

310B bed 2

310C bed 1

310C bed 2

This room is empty, which means it will eventually be filled by students that the roommate group may not know.



Michael

Joshua

Matt

Darrell

<Leave Empty>

<Leave Empty>

I Agree - Submit My Room Selection

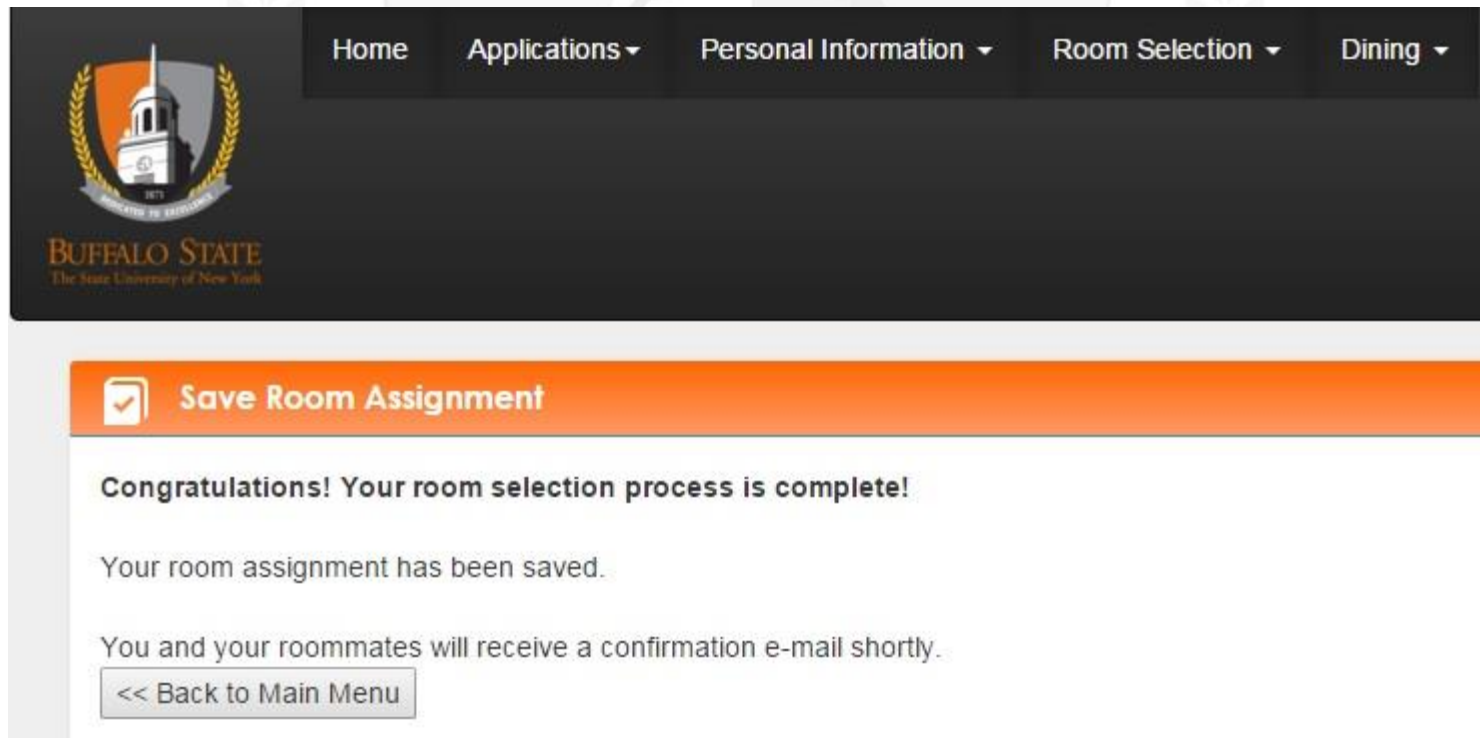
<< Go Back To Room Selection



BUFFALO STATE
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- Here is the screen you will see once your room selection is complete.
- You will receive an email confirmation to your Buffalo State email.



- All information will be immediately displayed on your MyHousing main page.
- If you do not see this information on your main screen, please contact the Residence Life Office.



Room Assignments

Tower 1 310A
Bed: 1
Standard Double



This section contains your
room assignment.

Spring 2016

Roommates/Suitemates: 3
Joshua - Room: 310A | Bed: 2
Matt - Room: 310B | Bed: 1
Darrell - Room: 310B | Bed: 2



This section contains your
roommate assignments.



Requirements that must be completed in order to finalize your room assignment

- You must complete the below requirements in order for your room selection to be finalized:
 - Complete the on-line housing application.
 - Pay the \$125 housing deposit by May 1st.
 - Register for a minimum of 12 credit hours for fall 2018 by May 1st.
- **Note:** *Failure to complete the above requirements by the listed deadline will result in the termination of your tentative room assignment.*

The background of the slide features a large, semi-transparent orange crest of Buffalo State University. The crest is shield-shaped with a central emblem depicting a building, flanked by two laurel branches. Below the shield is a banner with the text "DEDICATED TO EXCELLENCE" and the year "1871" is inscribed just above it.

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