# South Fork Suites (SFS) Room Sign Up

## On the day of South Fork Suites Room Selection

The Group Leader will log into the Housing Portal and perform steps on the following pages.

Housing Portal: <u>https://uwrf.starrezhousing.com/StarRezPortalX/</u>

#### **Room Selection Dates:**

- Tuesday, Feb. 18:
  <u>Groups of 4</u>: 7am 11am | <u>Groups of 2</u>: 1:30pm 5:30pm
- Thursday, Feb. 20: <u>Groups of 3</u>: 7am – 11am | <u>Individuals without a group</u>: 1:30pm – 5:30pm



#### Step 1: Select SFS

On this page you will:

- 1. Go to the ROOM SIGNUP page
- 2. Select "South Fork Suites" to go to next step.



#### Step 2: Choose one suite to view its beds

On this page you will:

1. Select desired suite.



If you receive an error when adding beds on the next page...



#### Step 3: Add beds to your cart

- 1. Click "Add to Cart" button for each bed, one for each person in your group.
- 2. For beds added to your cart, for a limited time those beds are taken offline for you to reserve.
- 3. Click "Save & Continue" before time runs out.



#### Step 4: Assign yourself and suitemates to beds

On this page you will:

- 1. Choose your bed and assign the beds of your roommates using the drop-down fields.
- 2. Notice your limited time to perform this step.
- 3. Click "Assign Beds."



#### Step 5: Final step – reserve beds

On this page you will:

- 1. Review the list of rooms and roommates.
- 2. Click "Save & Continue" to finish reserving those beds.



#### Step 6: Success! Review your confirmed suite and suitemates



### Welcome to University Housing!

We are excited you will be living on campus! Below you will find the room and building you will be moving into, as well as information about check-in. If you have questions regarding your living arrangement, please review the information below as well as the links on the navigation bar above.

Questions? Feel free to contact the Residence Life Office at reslife@uwrf.edu or (715) 425-4555.

| Your Room Assig<br>Hall: SOUTH FORK SUITES<br>Room: 114A SFS<br>Room Type: Quad Suite<br>Floor & Wing: 114 SFS<br>Roommate(s) | jnment Summary        | You a          | ir confirmed<br>ind suitema | suite<br>tes | Scroll for more<br>details |
|---|-----------------------|----------------|-----------------------------|--------------|----------------------------|
| View Profile  | Occupant              | Preferred Name | Age                         | Birth Gender | Bed                        |
| View Profile  | Fitz Fitzgeralds      | Fitz           | 22                          | Male         | 114A SFS                   |
| View Profile  | Ed Eagle              | Ed             | 23                          | Male         | 114B SFS                   |
| View Profile  | Freddy Falcon Parcels | Freddy         | 26                          | Male         | 114C SFS                   |
| View Profile  | TestPrefer Account    | TestPrefer     | 23                          | Male         | 114D SFS                   |