WELCOME TO THE 1110 COMMONWEALTH AVENUE HOUSING SELECTION PROCESS!

To assist you in this transition, screen shots and examples have been provided for both the Room Change and the Housing Selection processes. Below is a Table of Contents to this Housing Selection Guide.

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**SYSTEM REQUIREMENTS**

Before logging in to the “Housing Online” system, please verify the following system requirements:

1. **Browser compatibility:** Supported Browsers (JavaScript must be enabled on the browser)
   - Chrome 16+ for PC or Mac
   - Firefox 8+ for PC or Mac
   - IE9.x, IE10.x, IE11.x for PC (with Compatibility Mode “Off”)  NOT RECOMMENDED
   - Safari 5+ for Mac or iPad
   
   **The recommended browser is Chrome.** Internet Explorer (IE) will work, but is not recommended. Safari, Opera, and IE browsers are NOT recommended and may cause you to experience technical difficulties.

2. **This site uses pop-ups.** Before logging in, please configure your browser or pop-up blocker software to allow for pop-ups from this specific site.

**Technical Difficulties:**

If at any time you run into problems, please call 617-373-2814. Our staff will be available to assist you with any difficulties as quickly as possible. We are also accessible by e-mail at housing@northeastern.edu, but we highly recommend calling for a more immediate response.

*If you email or call during non-business hours, please do not expect a response until the next business day.*
SELECTION GUIDE: Room change

The room change process is only open to students who are already assigned to a space for Fall 2017 who wish to change rooms. During the room change process, students cannot pull-in roommates, but bookings can be made individually. If you would like to live in 1110 Commonwealth Avenue with a friend who is already assigned for fall housing, you must complete the bookings separately and at different times as the entire apartment will be ‘locked’ while one of you is making a booking, preventing the other one from being able to book. The second person should wait until the first has completed their process.

STEP 1: NAVIGATE TO THE HOUSING SELECTION AREA OF HOUSING ONLINE VIA MYNEU

[Image of Northeastern University Housing and Residential Life]

<table>
<thead>
<tr>
<th>Fall 2017 Selection</th>
<th>Room Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1110 Commonwealth Avenue</td>
<td>2017–2018 Room &amp; Roommate(s)</td>
</tr>
<tr>
<td></td>
<td>2016–2017 Room and Roommate(s)</td>
</tr>
<tr>
<td></td>
<td>Room Rates</td>
</tr>
<tr>
<td></td>
<td>Building Code Translations</td>
</tr>
</tbody>
</table>

Apply for Housing | Forms/Requests

STEP 2: OPEN THE “1110 COMMONWEALTH AVENUE SELECTION” LINK AND SELECT THE LINK THAT APPLIES TO YOU.

Student Details

Welcome Beatrice Van Den Heuvel

NUID: 090036717
Roommate Group Pin: #E399BV

You will need your roommate group pin if you are being booked by someone else.

Do you need to create or change your pin? Click here!

1110 Commonwealth Avenue Booking

CHANGE BEDSPACE: CLICK HERE

Use this link if you are currently assigned to a bedspace for Fall 2017, but would like to change to 1110 Commonwealth Ave.

NEW BOOKING (1-person): CLICK HERE

Booking for yourself? Use this link if you are currently pending an assignment for Fall 2017 and would like to select a space in 1110 Commonwealth Ave.

NEW BOOKING (2-people): CLICK HERE

Booking for you and a roommate? Use this link if you and your roommate are currently pending an assignment for Fall 2017 and would like to select a space in 1110 Commonwealth Ave.

If your roommate is assigned to a different on-campus space, instruct them to change their room. Then, once they have changed their room, you can book using the “1-person” link.

Select the “Change bedspace” link.
STEP 2: CONFIRM YOUR CURRENT BEDSPACE, CLICK NEXT

110 Commonwealth Avenue - Room Change

Welcome, Betina Van Den Heuvel

Over the next few minutes you will:

- Select the bedspace you are changing, click next
- Confirm the effective billing start date (9/6/2017), click next
- Select the bedspace you wish to change to, click the yellow "SELECT" to lock the bedspace
- Complete your change

Note, if you are looking to change with a roommate, you will have to each complete this process and you must do so one at a time. The system can only re-book one person into an apartment at a time and locks the apartment you are interested in while you are confirming your booking. Once your change has been completed, your roommate can complete their booking.

Select Bed Space Assignments To Change

<table>
<thead>
<tr>
<th>Bedspace</th>
<th>Term</th>
<th>Billing Start</th>
<th>Billing End</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM-0201-1</td>
<td>Fall Semester 2017</td>
<td>9/6/2017</td>
<td>12/15/2017</td>
</tr>
</tbody>
</table>

Application Period: Uppercase Fall Semester 2017

Cancel Next

STEP 3: CLICK NEXT

Effective Date of Bed Space Change

Effective Date: 9/6/2017

Click Next. This is the billing start date for Fall 2017.

Cancel Previous Next

STEP 4: SELECT THE BEDSPACE YOU WISH TO CHANGE INTO.

If there is someone already living in the studio double, you will be able to see their major.

Time Remaining To Complete This Bed Space Change

You have not selected a bed space to lock.

Available Rooms by Living Area

- Floor: 1100 Comm Ave 2nd Floor (15)
- Floor: 1100 Comm Ave 3rd Floor (15)
- Floor: 1100 Comm Ave 4th Floor (10)
- Floor: 1100 Comm Ave 5th Floor (15)

Search Results

Available Rooms (Use the black arrow to expand the rooms)

<table>
<thead>
<tr>
<th>Building</th>
<th>Apartments (Select)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LP-1110 Commonwealth Ave</td>
<td>LP-1110 Commonwealth Ave</td>
</tr>
</tbody>
</table>

SELECT Bedspace: COM Double Studio Apartment 9/6/2017 - 12/15/2017

<table>
<thead>
<tr>
<th>COM-0201-1</th>
<th>COM-0201-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/6/2017-12/15/2017</td>
<td>Occupied</td>
</tr>
</tbody>
</table>

Updated 7/21/17
STEP 5: LOCK THE APARTMENT/SUITE AND ASSIGN BEDSPACES TO YOU

To lock the apartment and temporarily reserve the room, click the **SELECT**. This will lock in the room for 5 minutes and no one else will be able to select the room. A timer will start.

**Time Remaining To Complete This Bed Space Change**

04:53   Bedspace COM-0201-2 is unavailable to others while you process your bedspace change.

**Current Locks**

Bedspace "COM-0201-2" is locked for your group. Select which beds will be occupied by your group members. If you want to change your selection, you can release this lock and select again. You can verify the details of the bed space by clicking on the link associated with it. PLEASE NOTE: NAVIGATING TO ANY OTHER "HOUSING ONLINE" PAGE FROM THIS POINT FORWARD WILL EXPIRE YOUR LOCK!

Apt/Suite: **COM-0201**

Bedspace: ** COM-0201-2 Beatrice Van Der**

![Release Lock](image)

You may release the lock and try to book another room if you would like.

**STEP 6: MAKE HOUSING BOOKING: SCROLL DOWN TO THE END OF THE PAGE, CLICK “CHANGE BEDSPACE TO 1110 COMM AVE”**

**STEP 7: RECEIVE CONFIRMATION E-MAIL IN YOUR HUSKY E-MAIL**
If you are currently pending an assignment for Fall 2017, use the “New Booking” links to book your assignment. NOTE: If you would like to live in 1110 Commonwealth Avenue with a friend who is already assigned for fall housing, please instruct your friend to complete the room change process for 1110 Commonwealth Avenue. You must complete the bookings separately and at different times as the entire apartment will be ‘locked’ while one of you is making a booking, preventing the other one from being able to book. The second person should wait until the first has completed their process.

**STEP 1: NAVIGATE TO THE HOUSING SELECTION AREA OF HOUSING ONLINE VIA MYNEU**

**STEP 2: OPEN THE “1110 COMMONWEALTH AVENUE SELECTION” LINK AND SELECT THE LINK THAT APPLIES TO YOU.**

**Student Details**

Welcome Beatrice Van Den Hauw!!

NUID: 00000000017
Roommate Group Pin: #33964V

You will need your roommate group pin if you are being booked by someone else.

Do you need to create or change your pin? **Click here!**

**1110 Commonwealth Avenue Booking**

**CHANGE BEDSPACE:** **CLICK HERE**

*Use this link if you are currently assigned to a bedsparse for Fall 2017, but would like to change to 1110 Commonwealth Ave.*

**NEW BOOKING (1-person):** **CLICK HERE**

*Booking for yourself? Use this link if you are currently pending an assignment for Fall 2017 and would like to select a space in 1110 Commonwealth Ave.*

**NEW BOOKING (2-people):** **CLICK HERE**

*Booking for you and a roommate? Use this link if you and your roommate are currently pending an assignment for Fall 2017 and would like to select a space in 1110 Commonwealth Ave.*

*If your roommate is assigned to a different on-campus space, instruct them to change their room, then, once they have changed their room, you can book using the ‘1-person’ link.*

Select the 1-person or 2-people link.

Updated 7/21/17
STEP 3: IF APPLICABLE, ADD YOUR ROOMMATE.

To add/delete a roommate:

1. To add, click the green plus symbol

   Roommate

2. Input your roommate’s Northeastern University identification (NUID) number and click “Search”.
3. Then, input their personal, case-sensitive, Roommate Group Pin. They can find their link on their 1110 Commonwealth Avenue page, or on their application Status page. It is highly recommended that you compile all of this information ahead of time.

   Roommate Search Criteria

   NUID: [Field]
   Found: [Information]
   Roommate Group PIN: [Field]

   TIPS FOR SUCCESS
   - You may only select students who have active applications
   - If you are interested in All Gender Housing, please contact our office.

4. Click “Select”
5. To delete a roommate click the red x

   Roommate

6. When you are satisfied with your roommate choices, click “Next”. You will be able to come back to this screen to adjust your roommate choices if necessary.

STEP 4: NAVIGATE TO THE APARTMENT YOU WISH TO BOOK

To navigate to the room you would like to view, use the “tree” view on the left hand side and click the black arrow in the left hand tree to expand the view and allow you to see how many vacancies are available on each floor.

Time Remaining To Complete This Bedspace Booking
You have not selected a bed space to lock.

Click on the floor you would like to book. Now click on the black arrow to view the specific bedspaces in the apartment/suite. To view the details of a specific bed space, click on the link associated with each bed space. All of the bedspaces in 1110 Commonwealth Avenue are studio doubles and are priced at $4757 (includes $32 residence activities fee).

Updated 7/21/17
STEP 5: LOCK THE APARTMENT/SUITE AND ASSIGN BEDSPACES TO YOU (AND YOUR ROOMMATE)

To lock the apartment and temporarily reserve the room, click the **SELECT**. This will lock in the room for 5 minutes and no one else will be able to select the room. A timer will start.

**Time Remaining To Complete This Bedspace Booking**

04:54   Bedspace COM-0201-1 is unavailable to others while you process your bedspace booking.

**Current Locks**

Bedspace "COM-0201-1" is locked for your group. Select which beds will be occupied by your group members. If you want to change your selection, you can release this lock and select again. You can verify the details of the bed space by clicking on the link associated with it. PLEASE NOTE: NAVIGATING TO ANY OTHER "HOUSING ONLINE" PAGE FROM THIS POINT FORWARD WILL EXPIRE YOUR LOCK!

Apt/Suite  COM-0201

- **Release Lock**

Lock your space by clicking "SELECT" first, then submit by clicking the button below!

- **Cancel**  **Previous**  **BOOK 1110 COMM AVE BEDSPACE**

You may **release the lock** and try to book another room if you would like. You may also go back and adjust your roommates by clicking **Previous**.

**STEP 6: MAKE HOUSING BOOKING: SCROLL DOWN TO THE END OF THE PAGE, CLICK “BOOK 1110 COMM AVE BEDSPACE”**

**STEP 7: RECEIVE CONFIRMATION E-MAIL IN YOUR HUSKY E-MAIL**