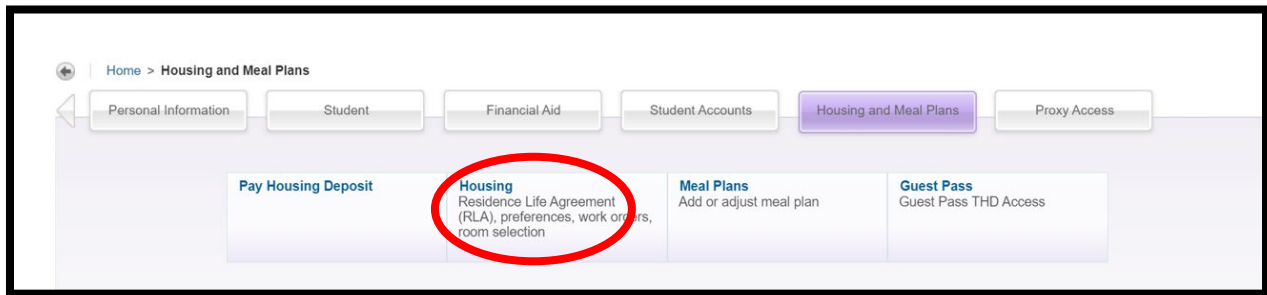
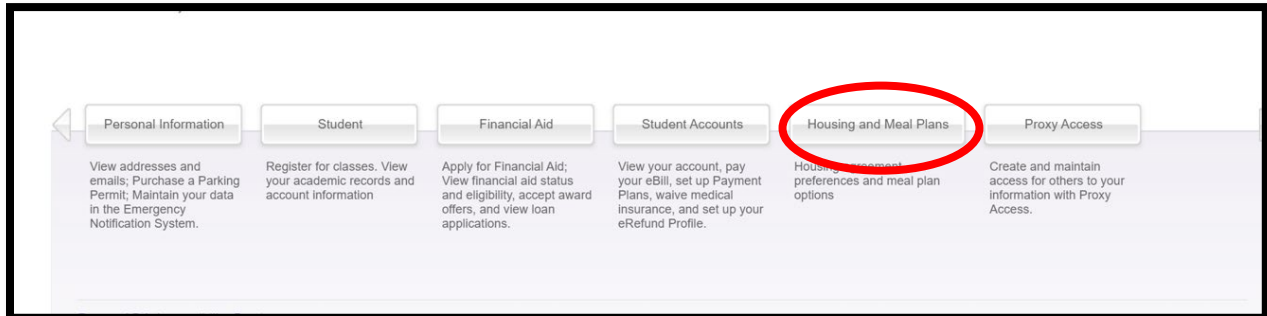


Start at <http://www.purchase.edu/portal>

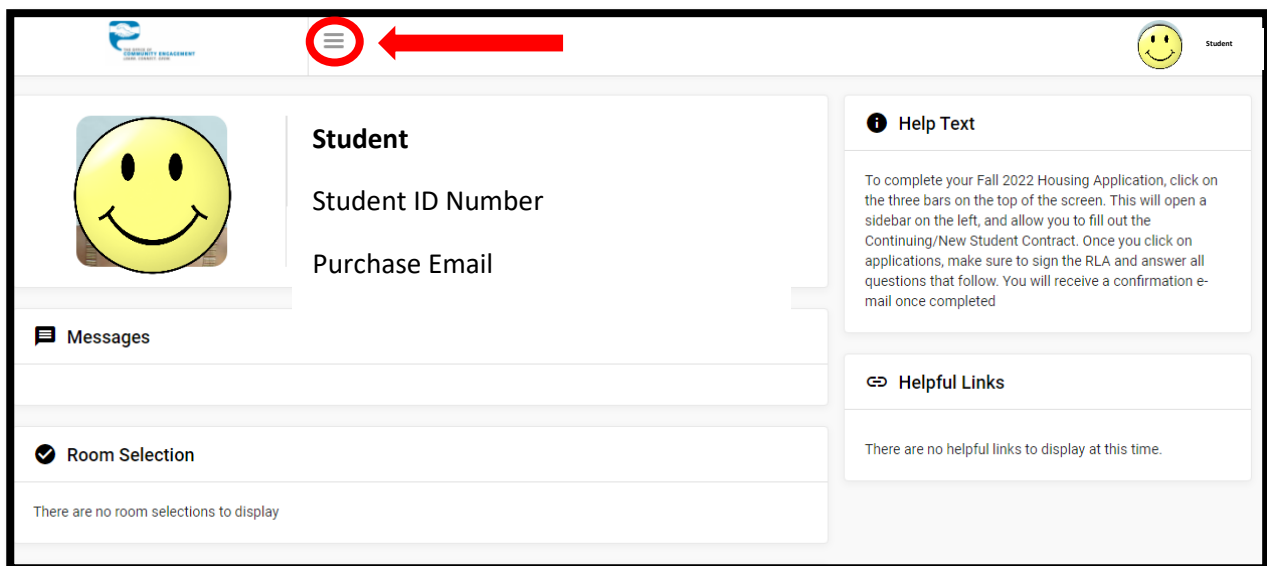
Click on **myHeliotrope** under the quick links tab

Sign in using your e-mail & password

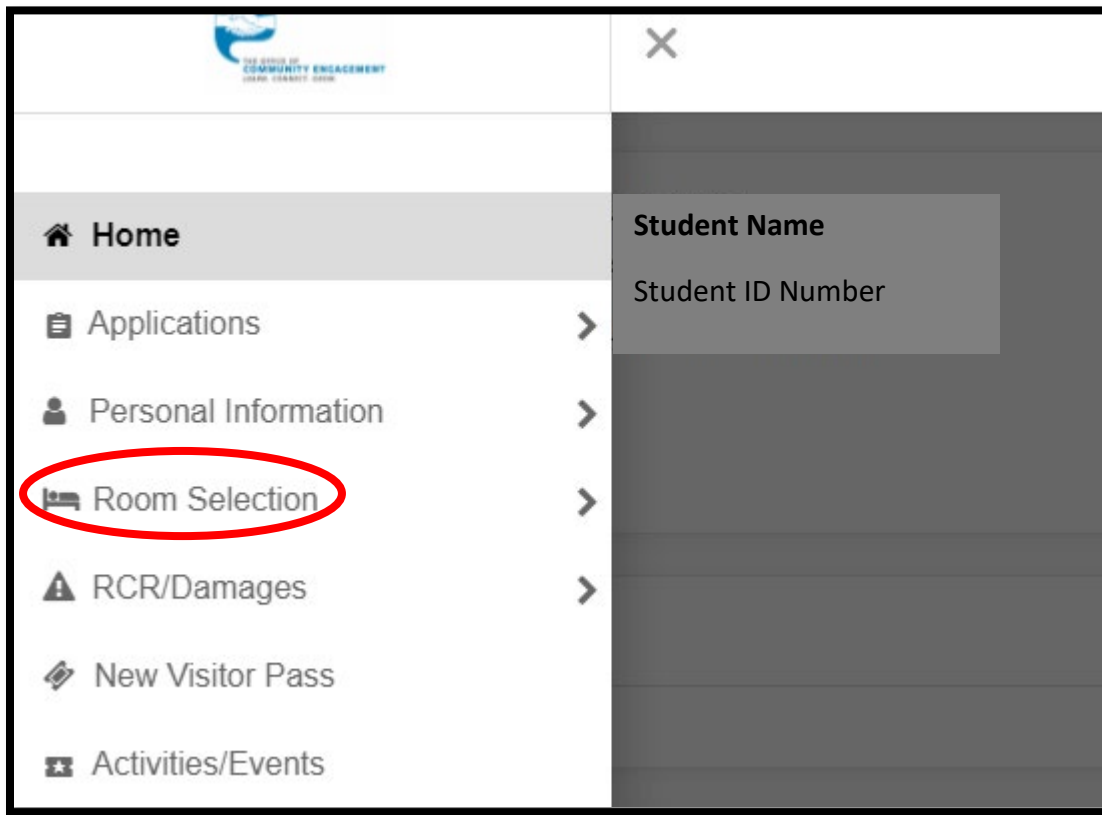
On **myHeliotrope**, select housing and meal plan and then click on **Housing**.



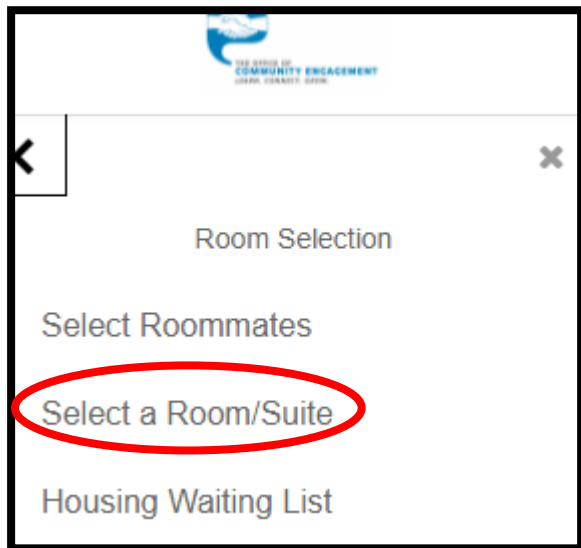
On your profile page you will see a button with **three lines** on the top of the page



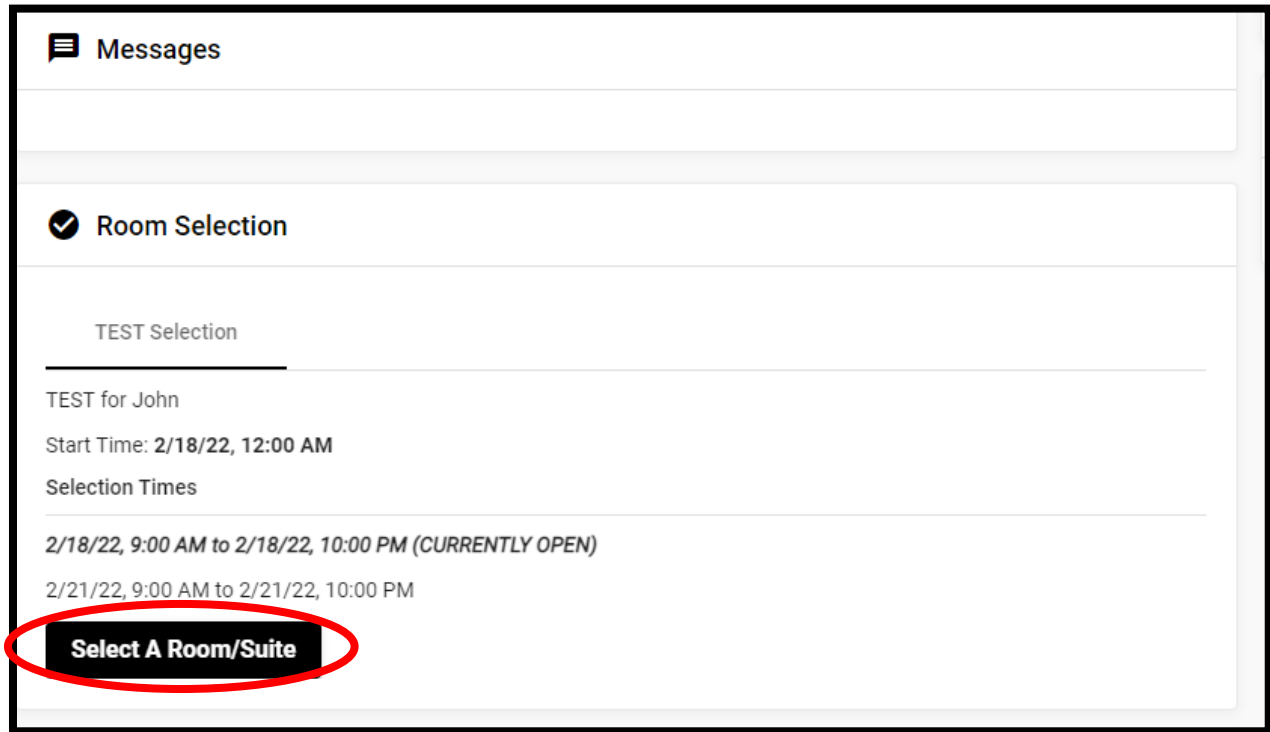
Once you click on the 3 line button a side bar will open on the left hand side of the screen- Click the **Room Selection** tab



Next you will click on **Select a Room/Suite**



You will see there is an active room selection button under – Room Selection- **this will only show up the day before your selection.**



Your room selection time is noted on the top of the screen- The selection may be open but you have a specific time assigned to you. You must wait until that time to select. **You will not see a select button if you click on a room until your time is active.**

Important Message

The room selection process 'TEST Selection' is now active.
However, you are not eligible to select a room until 2/18/2022 at 05:00 PM (US/Eastern).



Roommate Group (1)

	Name	Assigned	Student Number
<input checked="" type="checkbox"/>	You		P00319574

Select from Room List

Use the drop down arrow to select from Room List

Select from Room List

Hall	Hall (no filter)	
Floor	Floor	
Kitchen	<input checked="" type="radio"/> (no filter) <input type="radio"/> Yes <input type="radio"/> No	
Non-community bathroom	<input checked="" type="radio"/> (no filter) <input type="radio"/> Yes <input type="radio"/> No	

Search Available Rooms

You can filter by hall, floor, kitchen or non-community bathroom – click search available rooms once you filter

On the right hand side it will list spots and suite spots- the first number is how many beds are available in that room, the second number is how many beds are available in the apartment/suite.

Room type will let you know if the room is a single, double or triple

Once you find an apartment/room you will click on- **select room/suite**

Available Rooms: (95)

Commons - K016A

Room Type: Apartment Double
Spots: 2
Suite: K016 Spots: 6

Select Room/Suite

Commons - K016B

Room Type: Apartment Double
Spots: 2
Suite: K016 Spots: 6

Select Room/Suite

The screen will list all the available spaces within the room. You can place yourself in the bedroom that you want. If you are matched up with other group members and they are eligible to select the same day you are, you will also be able to place them in a bedroom. Remember if they are not eligible while you pick it will not pull the other student in and it will not save them a space in the apartment.

Room Commons K016A ^

Room K016A Bed A John Doe	>	Room K016A Bed B < Leave Empty >	>
Room K016B Bed A < Leave Empty >	>	Room K016B Bed B < Leave Empty >	>
Room K016C Bed A < Leave Empty >	>	Room K016C Bed B < Leave Empty >	>

Make sure all the information is correct and this is the room you want. Once you click **Submit Room Selection** your choice is final.

Room Alumni Village V013A ^

Room V013A Bed A John Doe	>	Room V013B Bed A < Leave Empty >	>
Room V013C Bed A < Leave Empty >	>	Room V013D Bed A < Leave Empty >	>

Please make sure that this is correct (You will not be able to change this yourself)

Submit Room Selection

If you scroll to the top of the page you will receive a Congratulations message that your selection has been processed.

Your Room Selection

Congratulations! Your room selection process is complete! Your room assignment has been saved. You will receive a confirmation e-mail shortly.

You will also receive an e-mail informing you that you have selected a room. If you do not receive an e-mail your selection did not go through. A way to double check this is to go to your housing portal page and view your Fall 2023 assignment. You should see your room assignment and the other people living within the room/apartment.

Assignments

Spring 2023 **Fall 2023**

Hall Name: Alumni Village	Roommates/Suitemates: 2
Room: V012C	Johnson, Dwayne - Room: V012A
Bed: 1	Bed: 1
Room Type: Alumni Village Single	Smith, Bill - Room: V012B
	Bed: 1