Step-by-Step instructions for Room Selection

Step 1: A student will log onto the Gateway portal at https://deaconhousing.rlh.wfu.edu/ on a ThinkPad (PC) using IE only.
DO NOT attempt to log-on before your appointment time. Clocks are synchronized with the Thinkpads so you will not be successful.

Step 2: Student enters log on and password and clicks continue. (same username and password as they use in WIN)
Step 3: Once the student logs in they will click Self Assignment then Room Selection in the left hand menu bar.

Note: Students can click on Room & Dining History to see their past meal plans and roommates.

Step 4: Student will see steps to selecting a room. Then clicks Continue.
Step 5: Student view the Terms and Conditions (Housing Contract) and clicks on Continue to agree.

Step 6: Student can view floor plans and rates. If they want to skip this they can just click Continue.
Step 7: Student will see the terms he/she is booking a room for and will select building, room type, housing type and gender. Note: they do not have to select all drop down choices. They can select one, two or all (often less is better, but always include gender) Click Continue.
Step 8: There will be a list of rooms the student can select. They will click on GO to lock the room.

NOTE: singles and doubles in an apartment of block will be listed as two separate lines. (e.g. NEWT425 which has 6 spaces, 2 Double rooms and 2 single rooms) will be listed as:
NEWT425  NEWTSGL  2 Spaces
NEWT425  NEWTDBL  4 spaces
Click “GO” on either NEWT 425 option and you will be able to select all 6 spaces
Step 9: Once a student locks a room they have 10 minutes to complete the process. A student will assign themself to a bed space by clicking the check box then clicking Continue. If a student has selected a double room or a block this is also where they would enter the roommate’s/block mate’s pull in pin and password. (another screen will appear after they click continue. to assign each of the roommates to specific rooms) If they didn’t want a double they would click on Back to Room Search Results to search for another room.
Step 10: Once a room is booked it will list both semesters booked. Then they will click Continue to select a meal plan.

Step 11: Student selects a meal plan and/or all plans for pull-ins. Click Continue.
Step 11: The terms the meal plan is booked for will show. Then the student will click on Confirm. An email will be sent to the student.