### WMU Residence Life
How to Change Your Room Assignment Guide

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Go to the Residence Life Housing link in GoWMU. The link is located in the Self-Service area in the upper left box on GoWMU's homepage. You will need your Bronco Net ID and password to access GoWMU. If you don’t know your Bronco Net ID, contact the Helpdesk at <a href="mailto:helpdesk@wmich.edu">helpdesk@wmich.edu</a> or (269) 387-4357, option 1.</th>
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<tbody>
<tr>
<td>Step 2</td>
<td>Click on the Residence Hall text or image.</td>
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<tr>
<td>Step 3</td>
<td>Click on the second green button next to “Fall and Spring Room Assignment Change”. Use this same button if you’re looking for an empty room so you and a friend can room together.</td>
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<tr>
<td>Step 4</td>
<td>This screen summarizes your current housing assignment and meal plan. Click “View Available Rooms”.</td>
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</table>
Step 5
Here’s where you start selecting the hall or learning community you want to check for space.

Space in halls other than those listed below.

Space in Western Heights, Shilling Transfer Community or our halls for those sophomore credit status or above.

Space in a learning community – choose the one you want from the list.

Note: If the roommate you want is not eligible for the learning community, contact Residence Life. For example, and aviation student living in Aviation House wants to room with a political science major. The political science major won’t be able to access Aviation House open rooms. Contact our office and we can help.

Step 6
Click on the boxes showing fall and spring term.

Step 7
To find a room, you can do one of the following.

A: Use the room type search to filter for single or double rooms.

B: Use the left dropdown menu. Click the arrow to open menus for Neighborhood ▶ Hall ▶ Floor ▶ Choose an open space

Hint: The number in ( ) shows the number of available spaces in the hall or on the floor.

C: Use the map. Click on the colored outline to choose a neighborhood and then a hall. You’ll see a photo of the building. Floors outlined in green are available to review. Choose a floor and a new screen will open (see below).

Option C is the easiest visual way to search for a room. The arrow menu will follow what you do if you want to check how many space are open with the number in ( ).

Troubleshooting: If a hall or floor does not appear, then there are no open spaces on it at this time. Keep checking in case something opens later.
Step 8  Once on a floor, you’ll see a diagram of it and the rooms. Available beds are in green. Occupied beds are in red with an X.

Click on a green bed to select it.

**Will I know who’s in the other bed?**

No, you can’t see a roommate’s name. However, if you click on the occupied bed with the X over it, you’ll see the person’s answers to the living habits questions. That can help with finding a compatible roommate.

Step 9  Once you choose a bed, you’ll see it summarized on a new screen.

You’ll have 10 minutes to do one of the following.

- Change to a different room to go back and look again
- Cancel change to keep your current room
- Save change to lock in your new room

Step 10  Once you hit “Submit Change”, a confirmation screen will appear.

Please contact Residence Life if you have any questions at WMU-Housing@wmich.edu or (269) 387-4735.