

HOW TO CHECK YOUR ROOM ASSIGNMENT

1) Log on to the StarPortal using the Username and Password included in our email

2) Choose → **Applications** → ☐ **SMC - Academic Year 2016-2017** [Save & Continue](#)

3) You should be automatically directed to the “Application Status” page. If you are not automatically directed to this page, click on “Application Status” in the top right corner.

4) Your Room information will be displayed under “Room Reservation Details”

Room Reservation Details

THIS IS AN EXAMPLE

Room:	T39	← Your Room Number
Room Type:	SMC-QPS	← The last digit is your Room Type (see below)
Location:	SMC-Queen's Park Building	
Floor:	Teefy-3	← Your Building & Floor

Room Types:

The last letter in your room type indicates what kind of room you will be in.

S = Single Room

D = Double Room

T = Triple Room

SE = Single Room with ensuite washroom (Extra \$1000 charge)

HOW TO CONTACT YOUR ROOMMATE

If you're assigned to a double or triple room and would like to contact your future roommate(s), please login into your StarPortal Account:

1) Choose → **Applications** → ☐ **SMC - Academic Year 2016-2017** [Save & Continue](#)

2) Click Application Status



3) Scroll down to the bottom of the page where the following information will be found:

The screenshot shows the 'Application Status' page. At the top is a navigation bar with 'Home' and 'Applications' tabs. Below the tabs is a breadcrumb trail: 'Applications Menu | Applying for SMC - Academic Year 2016-17 - New Applicant | Application Status | Cancel Application'. The 'Application Status' link is highlighted with a red rectangle. Below the breadcrumb is a progress bar with 12 numbered steps. The steps are: 1 Welcome, 2 Privacy Policy, 3 Personal Information, 4 Building Preferences, 5 Accommodation Preferences, 6 Personal Profile, 7 Upload Photo, 8 Medical & Emergency Contact Info, 9 Roommates, 10 Meal Plan Preference, 11 Online Contract for 16 and over, and 12 Alcohol ABC's. Step 7 is currently selected.

Application Status

If your 'Current Status' is listed as "Submitted", you have completed the first step in our application process and there is nothing more you need to do until you receive an official Offer of Residence from the Dean's Office.

Only once you've received an offer, accepted it and paid your deposit will your status be updated to "Contract Signed" and "Application Complete".

Your application is currently complete. Please check the menu for steps that are still open. You may cancel the application by selecting the 'Cancel Application' step.

Smith, John

Term:	SMC - Academic Year 2016-17
Dates:	05/09/2016 - 29/04/2017
Status:	<div><div>✓ Applied : 03/31/2016 5:55 PM</div><div>✓ Online contract signed</div><div>Current Status: Offer Accepted</div></div>

Room Reservation Details

Room:	EH319
Room Type:	SMC-ELMD
Location:	SMC-Elmsley Hall
Floor:	EH319

Occupancy Information

Beds	Occupants	
EH319A		View Profile
EH319A		View Profile
EH319B		View Profile <- Click View Profile
EH319B		View Profile

4) Click "View Profile" – which will show you your roommate's email address.

Please note that our office does not provide you with any of your roommate's contact information – this can be found on your StarPortal application. Unfortunately, there is no way for us to ensure that everyone will regularly check their email and see messages from their future roommate. For this reason, we kindly request that you do not contact us to ask what your roommate's contact information is and why they may not have responded.