

## Room Swap Process

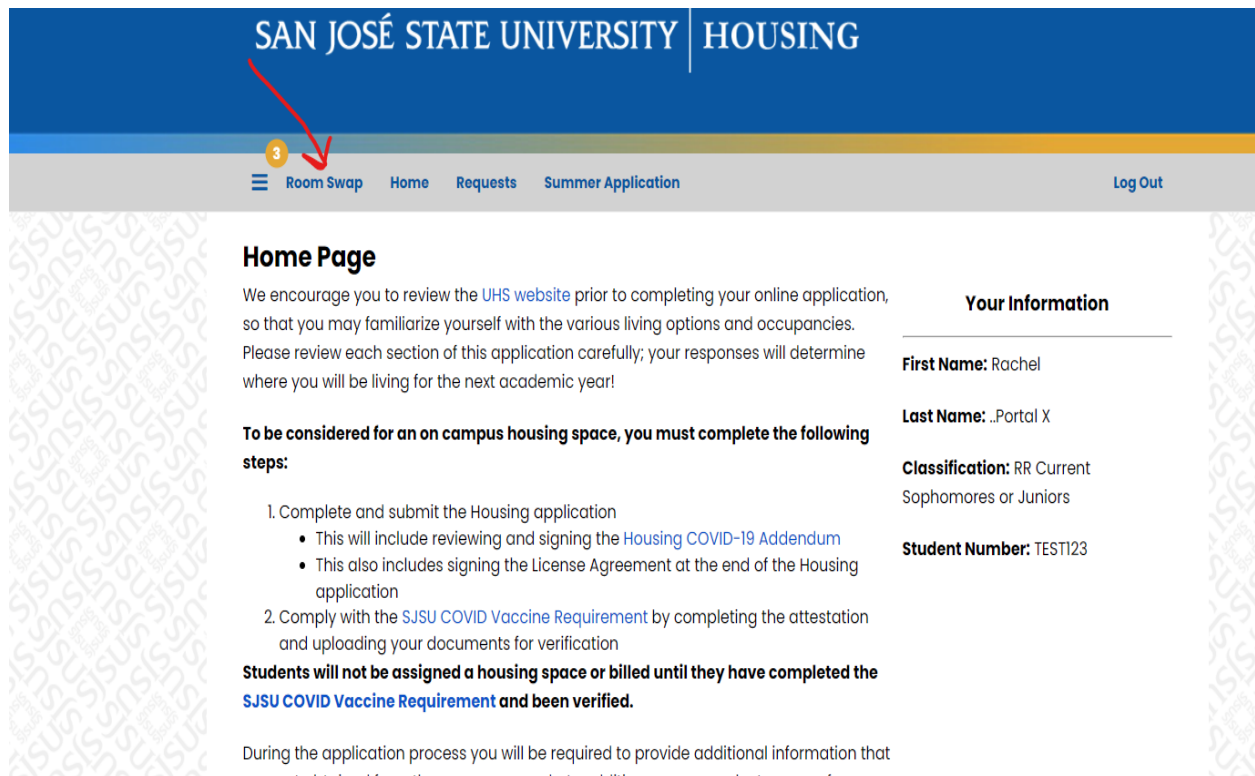
### Step 1

Login to the housing portal

[https://sjsu.starrezhousing.com/StarRezPortalX/0A747631/1/1/Home-Home\\_Page?UrlToken=4D4996A2](https://sjsu.starrezhousing.com/StarRezPortalX/0A747631/1/1/Home-Home_Page?UrlToken=4D4996A2)

### Step 2

Pick “Room Swap” from the portal menu bar



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### Home Page

We encourage you to review the [UHS website](#) prior to completing your online application, so that you may familiarize yourself with the various living options and occupancies. Please review each section of this application carefully; your responses will determine where you will be living for the next academic year!

**To be considered for an on campus housing space, you must complete the following steps:**

1. Complete and submit the Housing application
  - This will include reviewing and signing the [Housing COVID-19 Addendum](#)
  - This also includes signing the License Agreement at the end of the Housing application
2. Comply with the [SJSU COVID Vaccine Requirement](#) by completing the attestation and uploading your documents for verification

**Students will not be assigned a housing space or billed until they have completed the [SJSU COVID Vaccine Requirement](#) and been verified.**

During the application process you will be required to provide additional information that

### Your Information

**First Name:** Rachel

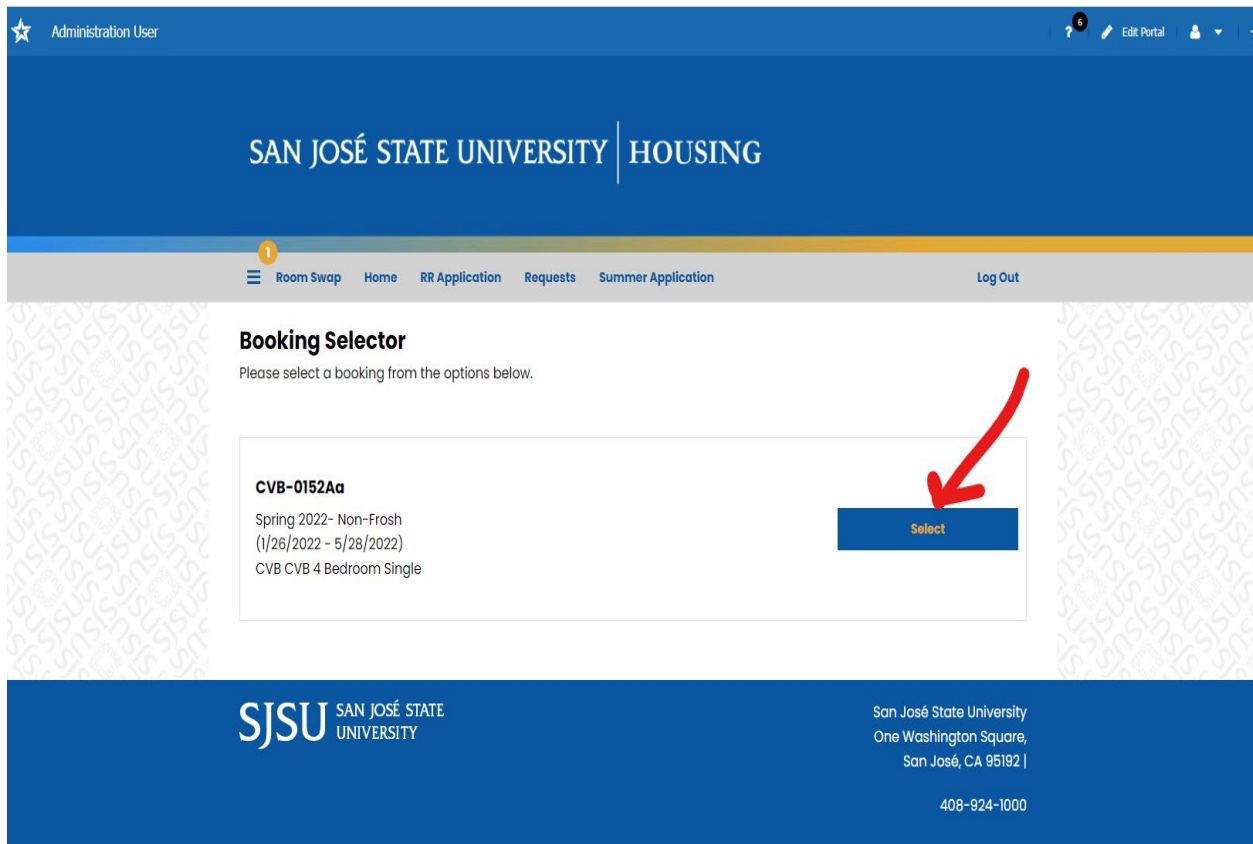
**Last Name:** ..Portal X

**Classification:** RR Current  
Sophomores or Juniors

**Student Number:** TEST123

### **Step 3**

Select the room you would like to swap in the Booking Selector page and click “Select”



Administration User

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Edit Portal

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### Booking Selector

Please select a booking from the options below.

**CVB-0152Aa**  
Spring 2022- Non-Frosh  
(1/26/2022 - 5/28/2022)  
CVB CVB 4 Bedroom Single

Select

**SJSU** SAN JOSÉ STATE UNIVERSITY

San José State University  
One Washington Square,  
San José, CA 95192 |  
408-924-1000

## Step 4

Add room preferences for the type of room you are looking for, to replace your current room. Add preferences by clicking on the “Add Preference” Button. You must add at least 2 preferences. Click “save and continue” after adding at least 2 preferences.

Administration User

6 ? Edit Portal

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## Room Swap Preferences

You are selecting preferences for a room to replace your current room: CVB CVB 4 Bedroom Single for Spring 2022- Non-Frosh 1/26/2022 - 5/28/2022.

[Add Preference](#)

Order	Location	Room Preference
1	<input type="text" value="---Please Select---"/>	<input type="text" value=""/> <a href="#">Delete</a>

You can add 5 more preferences.

Please add at least 2 preferences. Please select at least 1 unique locations.

[Save & Continue](#)

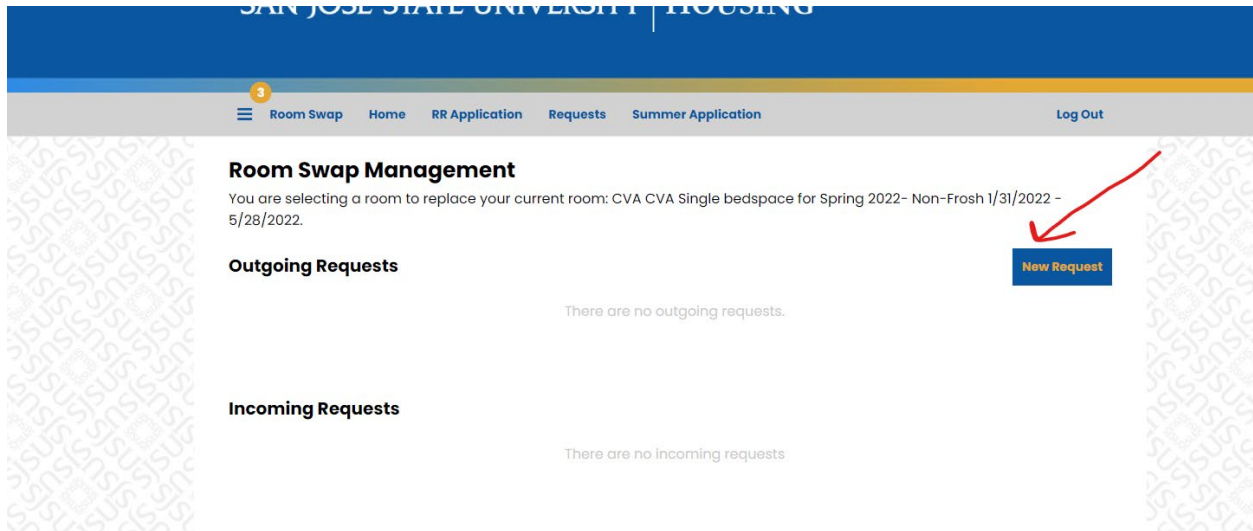
## Step 5

### *Room Swap Management*

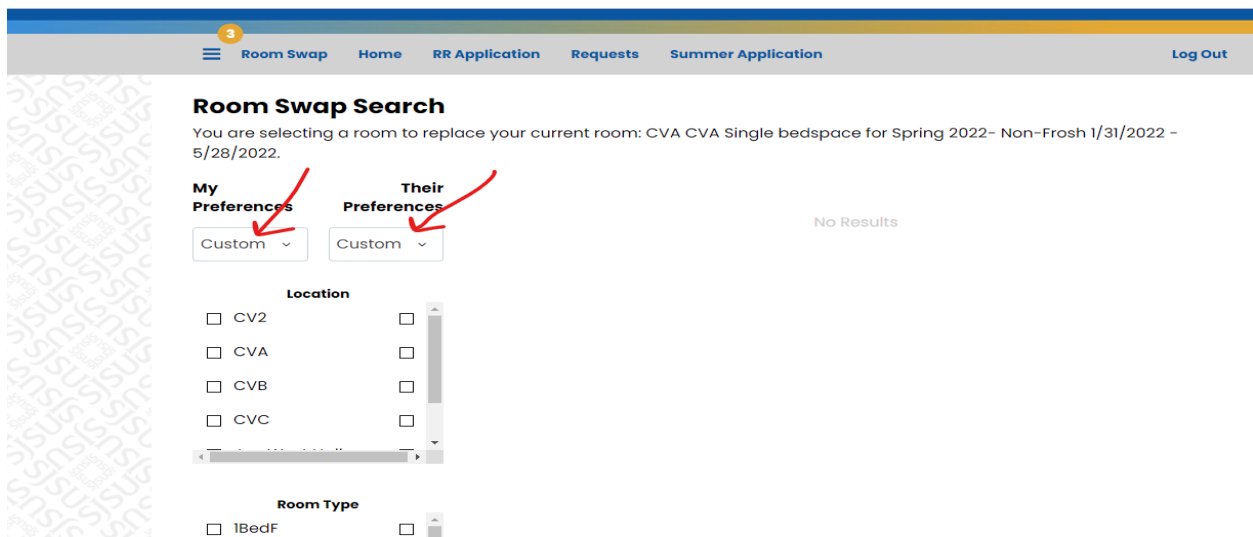
Once here, you may wait to see if you get requests. Outgoing or incoming requests for room swaps will be listed on this page.

Or, you may make a request.

Click on “New Request”



Choose “Custom” under My preferences and their preferences



You will then see available rooms

If you want one of the rooms, select one (or more) and click on “Request Swap”

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are acting on behalf of ..Candy ..PortalX

### Room Swap Search

You are selecting a room to replace your current room: CVB 3 Bedroom Double for Spring 2022- Non-Frosh 1/31/2022 - 5/28/2022.

**My Preferences** **Their Preferences**

Custom Custom

**Location**

☐ CV2 ☐

☐ CVA ☐

☐ CVB ☐

☐ CVC ☐

**Room Type**

☐ 1BedF ☐

**Room Details**

**Spring 2022- Non-Frosh**  
1/31/2022 - 5/28/2022  
CVA CVA Single bedspace  
**Currently booked by:**  
R. ..Portal X

[Room Details](#) [Send Message](#)

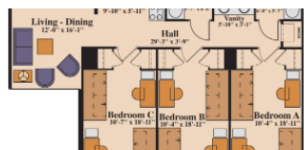
**Request Swap**

The person you are requesting to swap with will receive an email and the room will show up in their “Incoming requests.” This person will then Accept or Decline the request.

You are selecting a room to replace your current room: CVA CVA Single bedspace for Spring 2022- Non-Frosh 1/31/2022 - 5/28/2022.

## Outgoing Requests

## Incoming Requests



1st 2nd

Spring 2022- Non-Frosh

1/31/2022 - 5/28/2022

CVB 3 Bedroom Double

**Status:** Requested

**Currently booked by:**

### Room Details

[Send Message](#)

Accept

## Decline

If the participant accepts the request, you will get an email to go back into the portal to outgoing requests and click on “Finalize Room Swap request” and “Save and Continue”

## Room Swap Management

You are selecting a room to replace your current room: CVB 3 Bedroom Double for Spring 2022- Non-Frosh 1/31/2022 - 5/28/2022.

## Outgoing Requests

**New Request**



2nd 1st

Spring 2022- Non-Frosh

1/31/2022 - 5/28/2022

CVA CVA Single bedspace

**Status:** Accepted

**Currently booked by:**

R. ..Portal X

### Room Details

[Send Message](#)

## Finalize Room Swap Request

## Cancel Request

## Room Swap Confirmation

### Room To Swap

Spring 2022- Non-Frosh

1/31/2022 - 5/28/2022

CVB 3 Bedroom Double

### New Room

Spring 2022- Non-Frosh

1/31/2022 - 5/28/2022

CVA CVA Single bedspace

**Currently booked by:**

R. ...Portal X

**This booking matches my 2nd preference.**

**My booking matches their 1st preference.**

Go Back

Save & Continue

Both you and the participant will now get emails saying the Room Swap request is complete. At this time, **you must wait for an approval email and instructions on how and when to move to your new space. You will receive this information via email by September 12, 2024 at 5pm.**

## Room Swap Complete

### Room Swap Complete

**The room swap has successfully completed.**

All room swap requests will be reviewed and you will be notified by email on February 16, or 17, with instructions on when and how to move to your new space on February 18-20th. Please do not move without these instructions, and please do not move early.

If you have questions, or do not receive your instructions by February 17th, please contact the Housing Office at uhs-frontdesk@sjsu.edu. Thanks