

Select a Different Space Instructions

1. To begin Select a New Space click on the link titled “Select a Different Space”

The screenshot shows the SFASU Housing Student Home Page. At the top, there is a purple navigation bar with the 'mySFA' logo and the tagline 'Connecting the SFA Community'. Below this are several menu items: myNews, myCourses, myServices, myEvents, mySuccess, e-mail, calendar, and groups. A large blue callout bubble with the text 'STEP 1' is positioned in the upper left. Another blue callout bubble with the text 'To change your housing assignment, click on the "Returning Students Only: Select a Different Space" link during your classification's time.' points to a specific link in the 'FALL 2008' section. The page content includes a 'Welcome to your SFASU Housing Student Home Page!' message, a 'HOW DO I LEARN MY CLASSIFICATION?' link, contact information for housing@sfasu.edu, and a list of options for 'FALL 2008' and 'SPRING 2009'. The 'FALL 2008' section includes a link for 'Returning Students Only: Select a Different Space' which is highlighted with a red box. The 'SPRING 2009' section includes a link for 'New Students Only: HOUSING APPLICATION WITH PAYMENT'. The page footer reads 'SFASU - Housing Department'.

2. Click on the drop down box to choose a facility and then click on the “Search” button.
 - a. Your current assignment is at the top of the page.

3. To select a unit click on the name of the unit.
 - a. If no space is found, please refer to the list of possible reasons why.

STEP 3

mySFA Connecting the SFA Community

myNews myCourses myServices myEvents mySuccess e-mail calendar groups

Menu
[My Home](#)
[My Emergency Contacts](#)
[My Messages](#)
[Housing Services Help](#)
 Logout

Reminders

IMPORTANT NOTICE FOR CURRENT ON-CAMPUS STUDENTS:

PRIORITY SIGN-UP BEGINS MONDAY, APRIL 21 AND WILL CONTINUE THROUGH MAY 9. FOR MORE INFORMATION PLEASE VISIT OUR HOUSING WEBSITE AT www.sfasu.edu/housing.

If you have questions or need help you can contact a staff member or us at 936-468-2601.

SELECTION RESULTS - Page 1

Room Search in progress...

If your choice is not available/fails, possible reasons are:

- Male attempting to reserve a space in a female facility/unit
- Female attempting to reserve a space in a male facility/unit

The available spaces will show on this results page. To continue, click on the unit you wish to assign yourself to.

is the B-unit style which has a full kitchen and washer/dryer.

Please select your unit from the "Unit Name" column. Click on your choice.

To view more units, use the "Previous Page" or "Next Page" >>

| Unit Name | Facility Name | Unit | Unit Type |
|------------------------------------|----------------|------|-----------|
| 07 - Todd Hall 101 | 07 - Todd Hall | 101 | |
| 07 - Todd Hall 103 | 07 - Todd Hall | 103 | |
| 07 - Todd Hall 104 | 07 - Todd Hall | 104 | |
| 07 - Todd Hall 105 | 07 - Todd Hall | 105 | |
| 07 - Todd Hall 106 | 07 - Todd Hall | 106 | |

4. To verify your choice click on "Select this Room".
 - a. If you do not click it then you have NOT selected the space.

STEP 4

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myNews myCourses myServices myEvents mySuccess e-mail calendar groups

Menu
[My Home](#)
[My Emergency Contacts](#)
[My Messages](#)
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Selection Detail

Verify your choice by clicking on "Select This Room" below. Afterward, your web screen will display in bold, "You have successfully chosen a new ROOM!"

If you wish to choose a different facility/unit you may click on "My Home" or log-in again and click on "Select Space" to process a housing assignment change.

Room Details for 07 - Todd Hall 101

| Room | New Facility/Unit |
|----------------------------------|--------------------|
| Select This Room | 07 - Todd Hall 101 |

To continue with your choice, click on "Select This Room" link.

SFASU - Housing Department

5. If you have successfully chosen a room, you will receive this message “You have successfully chosen a new room!” You will also receive an email stating as such to your SFA email address.

- a. Listed is your new assignment.

STEP 5

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SELECT SPACE

Your chosen room is being reserved, please wait...
You have successfully chosen a new room!
You are currently assigned to: 07 - Todd Hall 101

Please select a new facility for a new facility/unit.

When you have completed your selection your web screen will display in bold, * **You have successfully chosen a new room!** *

If you are choosing a different space, you will receive this message. Your new assignment is then listed below.

If the facility you wish to choose is not showing any available spaces, then it is full. From June 1 (according to your classification) - August 1 (excluding Mondays and Tuesdays) you may login again, click on Select a Different Space and check availability in any facility.

*Facility 07 - Todd Hall

Search

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STEP 6

Housing Assignment Change - Message (Plain Text)

File Edit View Insert Format Tools Actions Help Adobe PDF

Reply

From:

To:

Cc: housing@sfasu.edu

Subject: Housing Assignment Change

Dear

You have successfully changed your unit assignment to 07 - Todd Hall 101.

If you have any questions, please email us at housing@sfasu.edu.
Thank you.

Please note that the new assignment (07 - Todd Hall 101) is on the list of available spaces (beginning August 2) and you must have a T-account to be charged. You will be charged whether or not you have checked in.

When you have successfully chosen a different space, you will receive an email to your SFA email address stating your new assignment.