Prucha Hall Room Sign Up
Friday, January 27, 2017, 7:00 a.m.–11:59 p.m.
(Reserve a single room for Academic Year 2017-18)

Note: Only single rooms will be available in Prucha Hall.

Step 1: Log into the Portal at: http://go.uwrf.edu/hallportal

Step 2: Complete the Res Hall contract before the day of your room sign up phase.
IMPORTANT NOTE

Prucha rooms are all single rooms - you cannot have a roommate in Prucha. If you have a mutually accepted roommate in the “Roommate Search” part of your contract (see below), then you will be unable to reserve a Prucha room.

At the bottom of the page...

Look to see if you have accepted a roommate request

Deleting a mutually accepted roommate allows you to reserve a Prucha room

Note: If you do not receive a Prucha room, you may log in and request a roommate again at any time.

Continue to Step 3 on the next page...
Step 3: (On day of sign-up) Search for a bed
(Log into the Portal and reenter your Res Hall contract to view the below page)

Select Prucha Hall at the bottom of this page to view empty beds

Your room is not reserved until you have chosen a bed and have continued to a page that states "You have successfully completed the housing contract process." That page will list your reserved room and roommate.

Halls Open for Room Sign-up
PRUCHA HALL (All single rooms. Requirement: Graduated high school to Fall 2017)

Wait Lists: Starting March 1, 12:01 a.m., you may request to be added to a Wait List for a room in Ames, South Fork Suites and Prucha Halls if you do not receive a room in one of those halls during the room sign-up phases prior to that date. See details at the bottom of the Room Sign Up web page.

Next Screen – Choose floor

# of empty beds

Choose a floor, Continue

Only Prucha Hall rooms are available to reserve during this sign up phase. Select this link.

Read
Next Screen - choose a room then continue

<table>
<thead>
<tr>
<th>Available Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 Prucha - M - 1/2</td>
</tr>
<tr>
<td>112 Prucha - M - 1/2</td>
</tr>
<tr>
<td>113 Prucha - F - 1/2</td>
</tr>
<tr>
<td>116 Prucha - M - 1/2</td>
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<tr>
<td>128 Prucha - F - 1/2</td>
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<tr>
<td>129 Prucha - F - 1/2</td>
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<tr>
<td>130 Prucha - F - 1/2</td>
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<tr>
<td>131 Prucha - M - 1/2</td>
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<tr>
<td><strong>132 Prucha - M - 1/2</strong></td>
</tr>
<tr>
<td>134 Prucha - F - 1/2</td>
</tr>
<tr>
<td>135 Prucha - M - 1/2</td>
</tr>
</tbody>
</table>

**Key:** Room - Gender (M: Male, F: Female, N: Neutral), Total Beds

Choose a room

Save and continue

One open bed in room designed for 2 residents

Female/Male room

Step 4: Reserve your bed

Time remaining for bed selection: 04:57

Select the bed you would like to have.

My Bed: 204A Prucha

Be quick

Select bed, then Reserve

Reserve Beds
Step 5: Next page, confirm that you have reserved your room
(Tip: Print this page if you would like to keep it for your records)

Scroll to bottom of page to view your reserved room...

<table>
<thead>
<tr>
<th>Account, Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term:</td>
</tr>
<tr>
<td>Dates:</td>
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</table>

<table>
<thead>
<tr>
<th>Room Reservation Details</th>
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<tbody>
<tr>
<td>Room:</td>
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<tr>
<td>Room Type:</td>
</tr>
<tr>
<td>Location:</td>
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<tr>
<td>Floor:</td>
</tr>
</tbody>
</table>

| Available Terms:         | Academic Year |

<table>
<thead>
<tr>
<th>Mandated Information</th>
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<tbody>
<tr>
<td>Test Account</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Beds</td>
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