

Room Swap Process

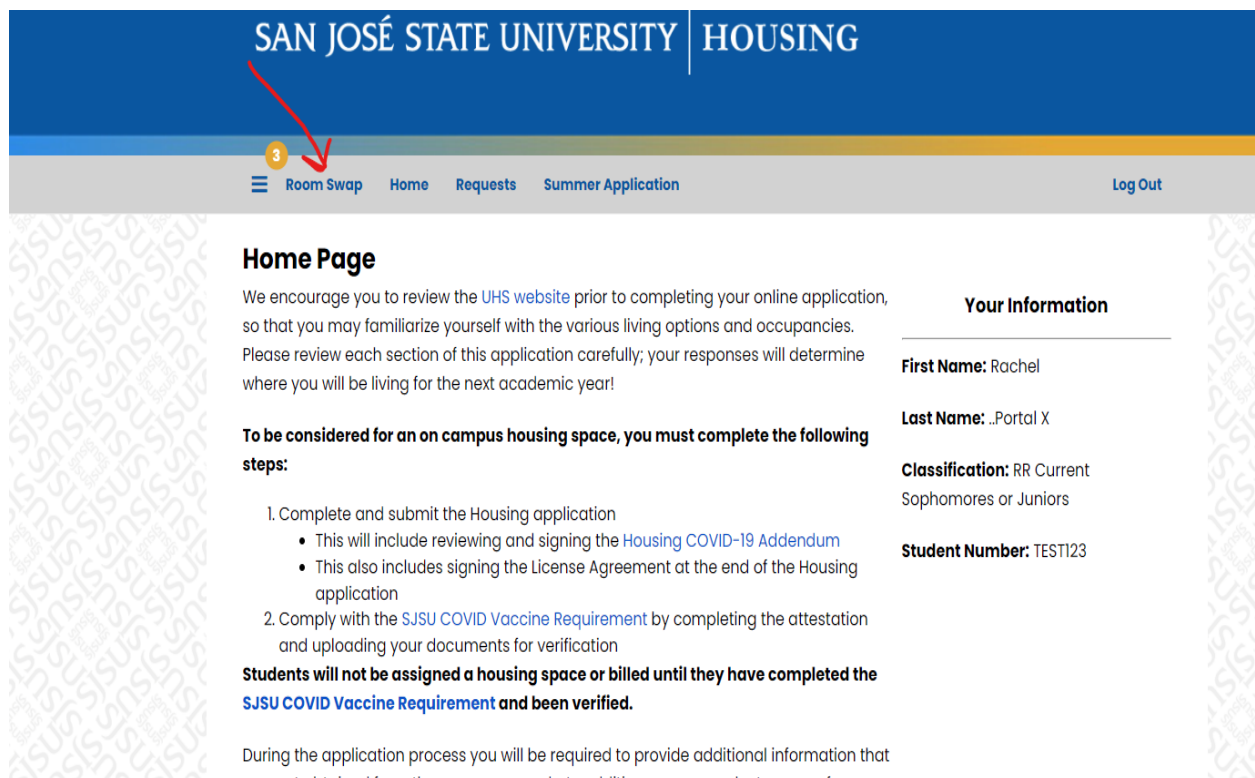
Step 1

Login to the housing portal

https://sjsu.starrezhousing.com/StarRezPortalX/0A747631/1/1/Home-Home_Page?UrlToken=4D4996A2

Step 2

Pick “Room Swap” from the portal menu bar



The screenshot shows the San José State University Housing portal. The header is blue with the text "SAN JOSÉ STATE UNIVERSITY | HOUSING". Below the header is a navigation bar with a hamburger menu icon, a notification badge with the number "3", and the following menu items: "Room Swap", "Home", "Requests", and "Summer Application". A red arrow points to the "Room Swap" menu item. On the right side of the navigation bar is a "Log Out" link.

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

San José State University HOUSING

Room Swap Home RR Application Requests Summer Application Log Out

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

SAN JOSÉ STATE UNIVERSITY | HOUSING

1 Room Swap Home RR Application Requests Summer Application Log Out

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	---Please Select---	<input type="text"/> Delete

You can add 5 more preferences.

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

Save & Continue

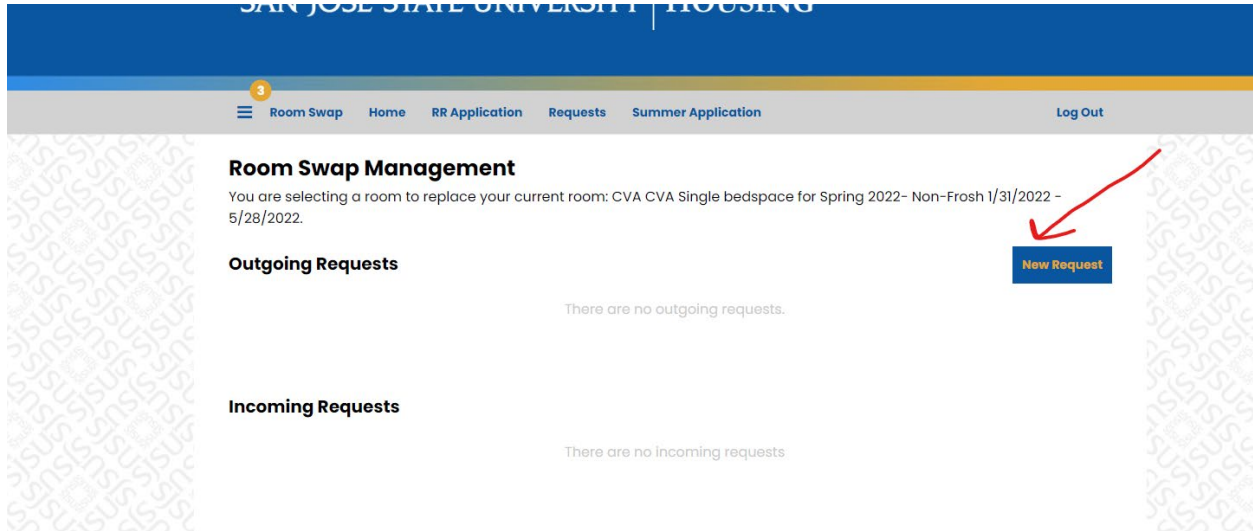
Step 5

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”



SAN JOSE STATE UNIVERSITY HOUSING

3 Room Swap Home RR Application Requests Summer Application Log Out

Room Swap Management

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

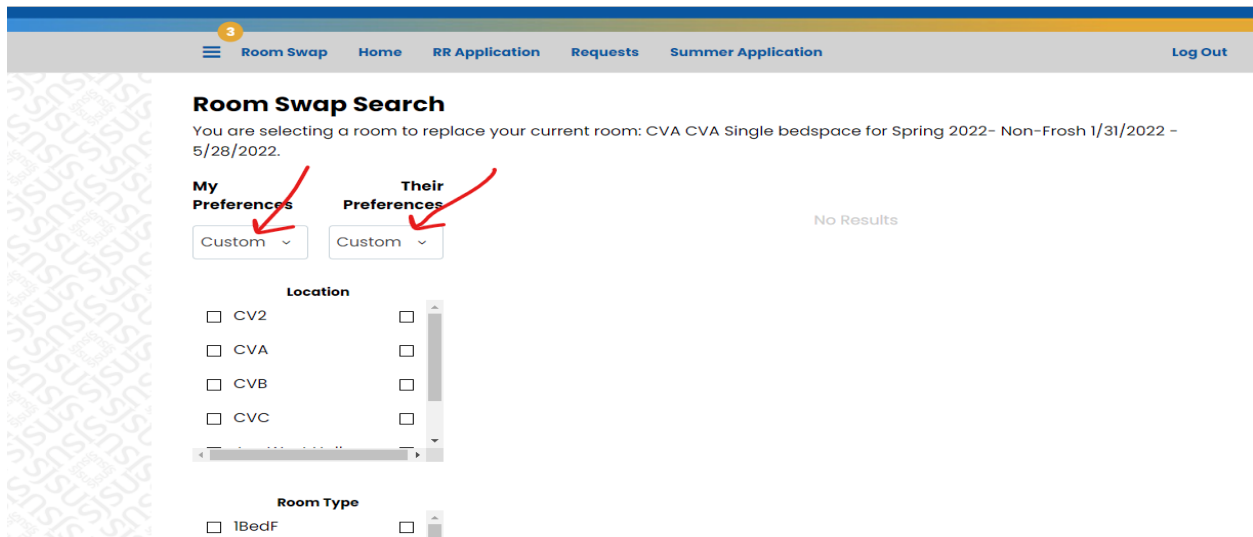
There are no outgoing requests.

Incoming Requests

There are no incoming requests.

New Request

Choose “Custom” under My preferences and their preferences



SAN JOSE STATE UNIVERSITY HOUSING

3 Room Swap Home RR Application Requests Summer Application Log Out

Room Swap Search

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.

My Preferences Custom **Their Preferences** Custom

Location

CV2

CVA

CVB

CVC

Room Type

1BedF

No Results

You will then see available rooms

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

SAN JOSE STATE UNIVERSITY | HOUSING

Room Swap Home RR Application Requests Summer Application Log Out

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 Custom **Their Preferences** 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.

Room Swap Management

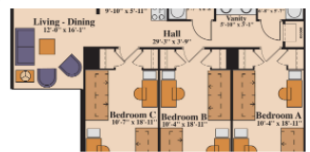
You are selecting a room to replace your current room: CVA CVA Single bedspace for Spring 2022- Non-Frosh 1/31/2022 - 5/28/2022.

Outgoing Requests

[New Request](#)

There are no 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