Room Selection Instructions

Overview
Room Selection for the 2018-2019 academic year will take place in Eaglesnest Housing. Please take some time to visit the Residence Life website (winthrop.edu/reslife) and click on the “Eaglesnest” button. Included on this website are detailed instructions and other resources.

If you have any questions, our staff is available to help!

Department of Residence Life (237 DiGiorgio Campus Center)
- Regular Office Hours: Monday-Friday, 8:30 AM – 5:00PM.
- Phone: 803-323-2223
- Email: residencelife@winthrop.edu

Two Phases During Eaglenest Room Selection
Eaglesnest has 2 separate phases. You must complete Phase One before attempting room selection in Phase Two.

Phase One: Application, establish PIN, select a meal plan, sign contract. You MUST complete Phase One in order to select a room in Phase Two. DO NOT WAIT until the day you select a room to complete Phase One.

Phase Two: Select Room.

Items to Note
- Eaglesnest Housing is in Wingspan.
- Log in and select Eaglesnest Housing under Student Tools, then scroll down to Eaglesnest Room Selection.
- You must complete Phase One before attempting room selection in Phase Two.
- Richardson, Phelps, and Lee Wicker will be open for breaks (excluding semester break).
- You may select a room only once during Phase Two.
- Members of your roommate/suitemate group need to be eligible to sign up on the same day as you.
- Read the 2018-19 Residence Hall Contract/Lease available online.

Phase One, PIN, and Roommate/Suitemates
Once logged in, click on the appropriate Phase One button. Follow the instructions on the screen.

PIN:
Establish a PIN. Keep it SIMPLE and BRIEF (we suggest limiting to no more than 4 characters). The PIN is used for the logged in member of a roommate/suitemate group to pull in the others in Phase Two.

Roommate/Suitemates:
- If you are planning to select a room with a roommate or suitemates, only one person in that group logs in during Phase Two. The roommate/suitemates will be pulled in by the person who logged in.
- Members of the roommate/suitemate group MUST have each other’s PIN plus either ID number (recommended) OR first and last name (exact spelling).

Phase Two Room Selection: Three Options
There are three different ways to select a room in Eaglesnest. Use the option that works best for your situation.

Each option occurs on a different date. See “Important Dates” on the back for details. Remember, you may only select a room once.

- Same Room (Only for those who have not fulfilled the 2-Year Academic Live On Requirement): You may select the room in which you currently reside. Only you and your current roommate are eligible to select your current room.

- Suite Fill-All: For suites in Lee Wicker, Thomson, or Phelps, AND if you have a group of 4 who can fill all four beds in the suite. If you do not have a group of 4, you will NOT be able to complete the Eaglesnest process during Suite Fill-All. Space is limited. If you log on to Eaglesnest during Suite Fill-All and you cannot find full suites, some full suites will be available during General Room Selection.

- General Room Selection: You can select from available rooms in Lee Wicker, Margaret Nance, Phelps, Richardson, Thomson, or Wofford. You can select individually or with a roommate and/or suitemates.

Please see other side for detailed instructions.
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Important Dates

Week of February 19: Current residents will receive an email in their Winthrop email account with Eaglesnest Information and General Room Selection individual access time.

Beginning Monday, February 19: Phase One – Application, establish PIN, select a meal plan, sign contract.

Those who need to fulfill the 2-Year Academic Live On Requirement Includes first, second, and third semester students, Winthrop Fellows scholarship recipients, and full-scholarship athletes:

- Thursday, February 22: Same Room
- Tuesday, February 27: Men Suite Fill-All. Starts at 11:00 AM.
- Thursday, March 1: Women Suite Fill-All. Starts at 11:00 AM.
- Tuesday, March 6: Men General Room Selection. (Individual access time received in email). The access time is generated randomly through Eaglesnest software. The person with the earliest time will be able to log in for others in the group. Ends Wednesday, March 7 at 6:00 PM.
- Thursday, March 8: Women General Room Selection (Individual access time received in email). The access time is generated randomly through Eaglesnest software. The person with the earliest time will be able to log in for others in the group. Ends Friday, March 9 at 6:00 PM

Those who have fulfilled the 2-Year Academic Live On Requirement Those currently beyond their third semester at Winthrop:

- Tuesday, March 20: Suite Fill-All. Women start at 11:00 AM. Men start at 11:30 AM. Ends at midnight.
- Thursday, March 22: General Room Selection. Women start at 11:00 AM. Men start at 11:30 AM. Ends Friday, March 23 at 6:00 PM.

Same Room Details

- Click the “Same Room” button on the Eaglesnest main page.
- Follow the simple prompts to select your room. You are not finished until you see a picture of Big Stuff at the end. You will receive a confirmation email.

Suite Fill-All Details

- Click the “Suite Fill-All” button on the Eaglesnest main page.
- Select your roommate/suitemates:
  - Click on the green +
  - Enter either WU ID number (With “W”) OR first and last name of roommate/suitemates.
  - Click “Search”
  - Enter the roommate’s PIN
  - Click “Select” (Repeat for the other 2 roommate/suitemates).
  - Click “Next Step”

SEE TOP RIGHT FOR FURTHER INSTRUCTION

Suite Fill-All Details (cont.)

- Search for available rooms:
  - Click the arrow to the left of the residence hall name to show floors
  - Click on the NAME of the floor and the floor will become highlighted. A list of available rooms will appear on the right screen.
  - Click “SELECT This Room.” Once you click “Select This Room,” you will need to monitor the Lock Status at the top of the screen and complete the process before time runs out.

- Select Bed Space:
  - Click the dropdown to place roommates
  - DO NOT CLICK THE RELEASE LOCK BUTTON UNLESS YOU WANT TO START OVER. IN ORDER TO SAVE YOUR SPACES SCROLL ALL THE WAY DOWN AND CLICK “Complete Room Selection”

- Once you see Big Stuff on the confirmation screen, you are finished! You will receive a confirmation email.

General Room selection

- Click the “General Room Selection” button on the Eaglesnest main page.

- Select your roommates: if you are not selecting with a roommate, click Next Step. Otherwise, click the green +
  - Enter either WU ID number (With “W”) OR first name and last name of roommate/suitemates.
  - Click “Search”
  - Enter roommate’s PIN
  - Click “Select” (Repeat for up to 2 more roommate/suitemates).

- Click “Next Step”
- Search for available rooms:
  - Click the arrow to the left of the building name to show floors
  - Click on the NAME of the floor and the floor will become highlighted. A list of available rooms will appear on the right screen.
  - If you are not selecting with a roommate, click the gray arrow to the left of the room you want, and then click the yellow padlock icon. If selecting WITH a roommate, click the gray "SELECT This Room" button to the right of the room list. DO NOT CLICK THE HYPER LINK. Once you click “Select This Room,” you will need to monitor the Lock Status at the top of the screen and complete the process before time runs out.

- Select Bed Space (if selecting WITH a roommate):
  - Click the dropdown to place roommates
  - DO NOT CLICK THE RELEASE LOCK BUTTON UNLESS YOU WANT TO START OVER. IN ORDER TO SAVE YOUR SPACE(S) SCROLL ALL THE WAY DOWN AND CLICK “Complete Room Selection”

- Once you see Big Stuff on the confirmation screen, you are finished! You will receive a confirmation email.

SEE TOP RIGHT FOR FURTHER INSTRUCTION

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