Step One: Log into your MaineStreet account (use Internet Explorer as your browser for best functionality – other browsers are buggy in this selection program). Go to Student Self Service. From Main Menu, choose Self Service > Residence Life > View My Lottery Numbers.
Step Two: Your Lottery Status will have a link that says “Lottery is available” on your selection day. Click on the hyperlink. If you have not been activated to select, it will say “Lottery is not available”. If you have already been pulled in to a room, it will say “Lottery is not available”. (Lottery numbers have nothing to do with the order in which you choose. This is first come, first served, and the lottery number is just a placeholder.) If your lottery says “Lottery is not available” and it is your selection day, and nobody has pulled you in to a room, contact Residential Life immediately at 207-780-5240 between the hours of 8am and 4:30pm, Monday through Friday. You will not be activated if you have a financial or immunization HOLD on your account.
Step Three: Available rooms are listed by building and then room number. People retaining rooms must only select their current room as a choice. You can see any special “Theme”, the room gender (if it says Coed, either men or women can select it, but not both), the total “Capacity” of the room, how many people are signed up under “Occupancy”, and current occupants. Use the left and right arrows on the screen to scroll through the list until you find the room you want, and click on the hyperlinked room number. Have back up rooms in mind, because the room you want might be taken already. Communicate clearly with any roommates you want to pull in that they may not get the first choice you initially discussed, and decide on other rooms you might want, or what to do if you need to break up into smaller groups if all four person rooms are taken.
Step Four: You will see a message in red: “Click Submit to create your room assignment, those of any roommates you have entered, and your meal plan assignment. Or select a different room and/or meal plan.” If you have a roommate you’d like to pull in, enter their MaineStreet ID number and click “Save Roommate”. If you want to add another roommate, click “Add Roommate” to bring up another ID field and enter their ID number. Hit “Save Roommate”. Select a meal plan from the list and click on the hyperlink.
**Step Five:** Once you are sure of your room, roommate and meal plan, click “Submit”. You can see your room type (double, single, etc.) on this screen under Selected Room. **WARNING!!** DO NOT click Submit until you have entered your roommate’s ID number (if you have a roommate in mind) and picked a meal plan. **Be sure BEFORE you click Submit.** Once you click Submit, you CANNOT undo it to choose another room, roommate or meal plan! You will be locked out of Room Selection and will not be able to choose another room. If you are sure, click “Yes” to finalize your selection, or click “No” to go back and change your choices.
**Step Six:** You will then see that your Lottery Status is Complete. You’re done! If you want to see your selection, go to Self Service > Residence Life > View My Contracts. Here you will see your room assignment and meal plan. You will not see your roommate(s) listed, but they can log in and check their own accounts.