



Obtaining Your Fall 2009 Housing Assignment

Dear First Year Resident:

Welcome to on campus housing at Ramapo College!

We look forward to having you on our campus and hope that you have a wonderful housing experience.

Residents who DID NOT complete an online housing application must first complete the Personal Details screen. This screen will appear after you have logged in to the housing portal. All residents are required to complete the Emergency Address portion of the screen. Once this is completed, you will be directed to the application status.

To access information regarding your Fall 2009 housing assignment and roommate(s):

1. Please log onto: <http://www.ramapo.edu/students/reslife/>
2. Click on the "Fall 2009 First Year Student Housing Information button".
3. Please enter your banner ID number (this is your R- Number/ Student ID Number)
4. Enter your birth date in the form of Month/Day/Year. Please include the slashes. Example: 04/17/1980
5. In order to proceed to the next step, please click on Application Button which says "Click HERE"
7. Please select Academic Year 09-10 (9/3/09-5/12/10)
8. Click the "CONTINUE" Button and proceed to the next step

This will take you to the application status page. Here you will be able to view your Fall 2009 housing assignment and roommate(s) information. Please click on "View Profile" to see your roommate(s) name and profile.

Please log onto your Ramapo webmail account to obtain your roommate/ suitemates email address. You may want to contact each other to make

plans regarding who will be bringing what items for your residence space or you may want to get to know each other prior to your arrival on campus. Please note that individuals often withdraw after placement letters have been sent out, therefore a change in roommate(s) may occur. Due to time constraints, we are unable to notify students if this occurs.

How To Obtain Your Roommate/ Suitemate Email Address Using Webmail:

1. Please log onto: <http://www.ramapo.edu/>
2. Under the Quicklink Section scroll down and click on the Webmail Link (located near the bottom of the page on the left side of page)
3. Once on the Webmail home page enter your user name and password then hit enter
4. Once you have successfully logged into webmail click on CONATCTS on the left side of page
5. Under Directory Services click on Ramapo Address Book
6. In the name box, an asterisk will appear. **DO NOT REMOVE ASTERISK.** Type in the first roommate complete name in front of the asterisk: last name and first name then hit enter (Example: Smith, John*). Please note: You can search for individuals using either their first or last name only
7. Click on your roommates email address and begin typing! Your email should include a brief introduction. Good Luck!!!