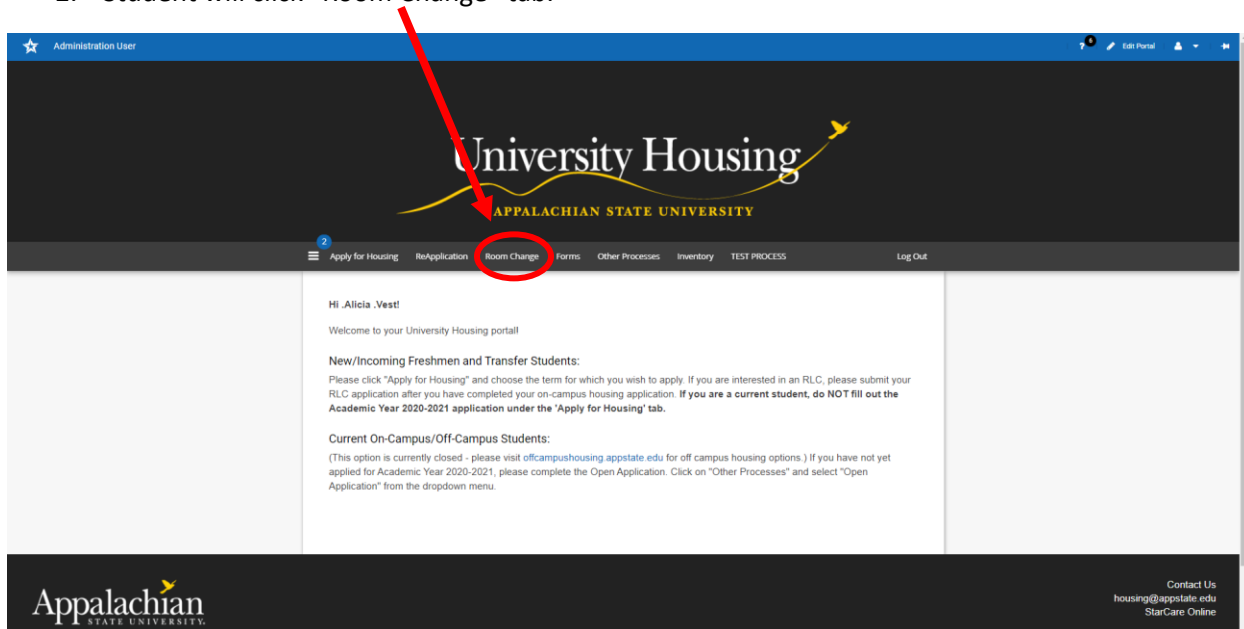
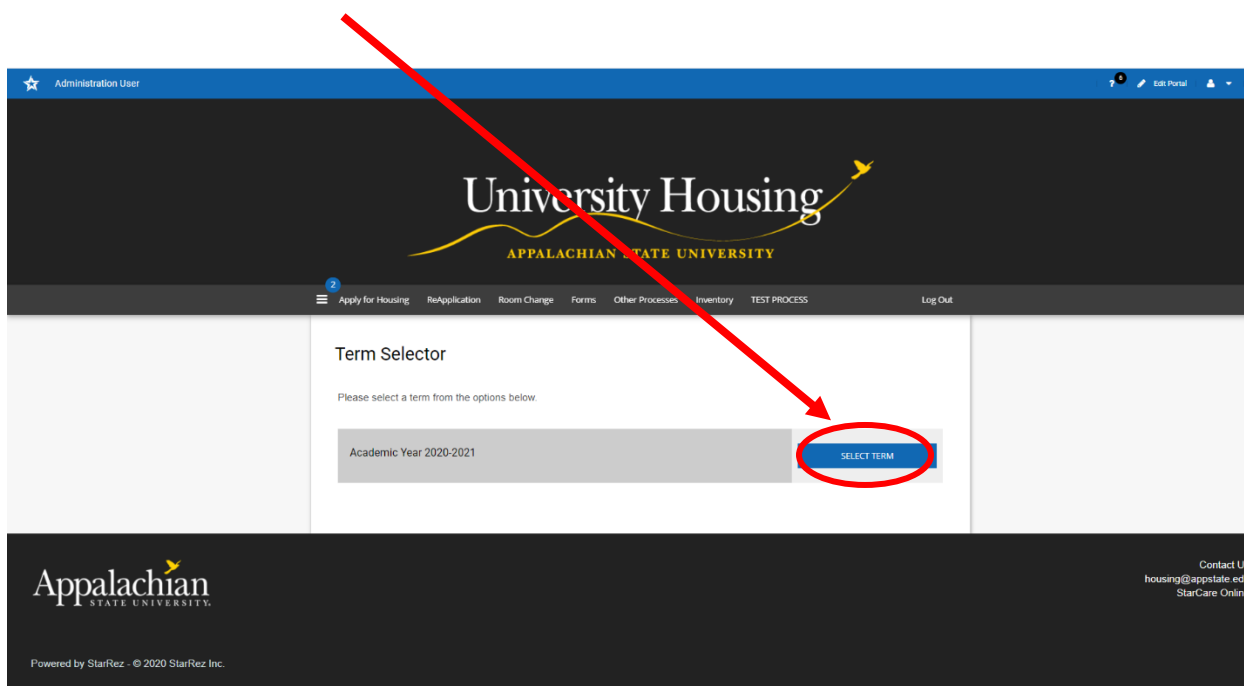


Student Room Change Process StarRez Portal

1. Student will log in using their appstate.edu credentials at: appstate.starrezhousing.com/starrezportal.
2. Student will click "Room Change" tab:



3. Student will "Select Term".



4. Student will confirm current assignment:

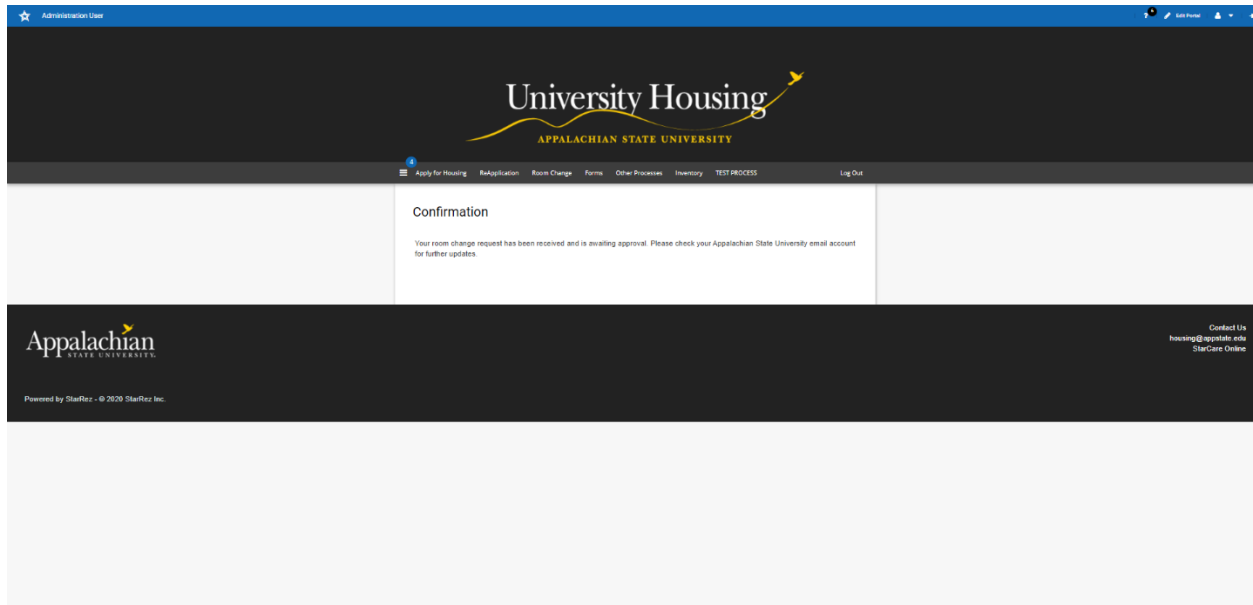
The screenshot shows the University Housing portal for Appalachian State University. The page title is "University Housing" with the university name below it. A navigation menu includes "Apply for Housing", "ReApplication", "Room Change", "Forms", "Other Processes", "Inventory", "TEST PROCESS", and "Log Out". The main content area is titled "Current Assignment" and displays a card for "TH BedRm 2 02344" for "Fall 2020" (8/28/2020 - 11/25/2020). A blue "CONFIRM" button is circled in red, and a red arrow points from the instruction above to this button. The footer contains the Appalachian State University logo and contact information: "Contact Us housing@appstate.edu StarCare Online".

5. Student will read information about room changes and fill in preferences.

The screenshot shows a web interface for a 'Room Change' process. At the top, there is a navigation bar with links: 'Apply for Housing', 'ReApplication', 'Room Change', 'Forms', 'Other Processes', 'Inventory', 'TEST PROCESS', and 'Log Out'. The main heading is 'Room Change'. Below it, there is a section titled 'A few important notes first...' followed by a bulleted list of instructions. The current room being changed is 'TH BedRm 2 02344'. The form includes two 'Building Preference' dropdown menus, a text input for 'Request a specific room (optional)', a 'Reason' section with a text input for 'Room Change Reason', and a 'SAVE & CONTINUE' button. Annotations include a blue oval around the first dropdown, a purple oval around the second dropdown, a green oval around the 'Room Change Reason' input, and a red oval around the 'SAVE & CONTINUE' button. A blue arrow points from the text '(Drop Down list of halls)' to the first dropdown. A purple arrow points from the text '(Drop Down list of halls)' to the second dropdown. A green arrow points from the text '(Drop Down list of halls)' to the 'Room Change Reason' input. A red arrow points from the text '(Drop Down list of halls)' to the 'SAVE & CONTINUE' button.

(Drop Down list of halls)

6. Students can preference a hall.
7. Students can request a specific space (optional).
8. Student should list reason for wanting room change.
9. Student will hit "Save and Continue."



10. Student will land on confirmation page and receive a confirmation email that their request has been submitted.