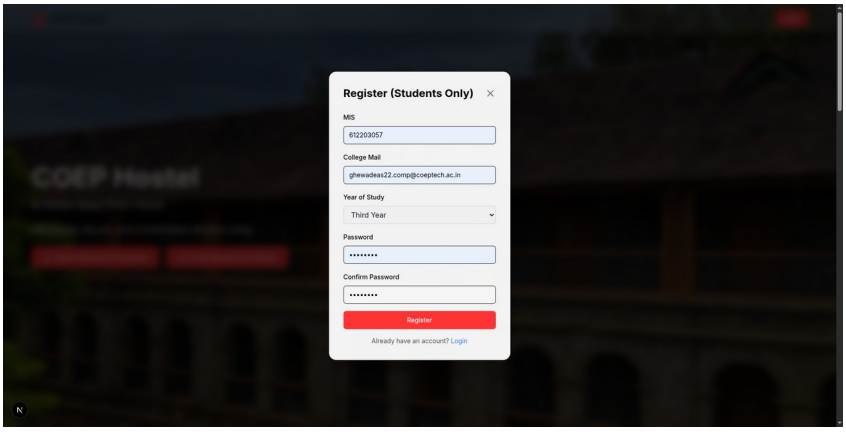
Hostel Room Preference Submission

Step 1. Register

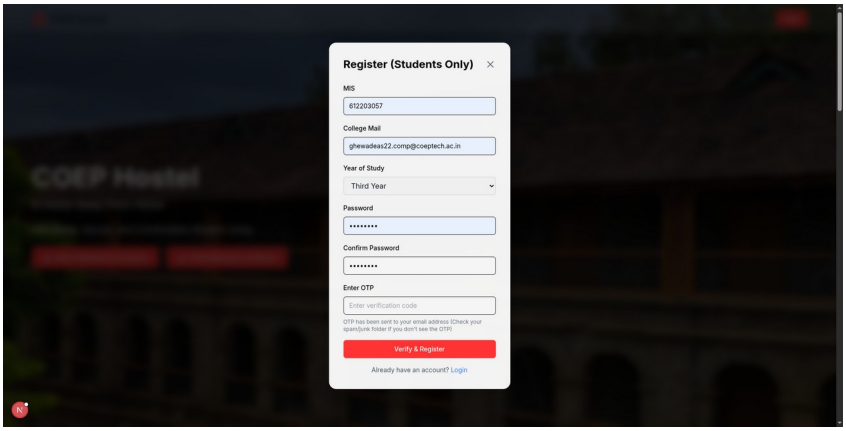
Enter MIS, college email, year of study, and password. Click Register.



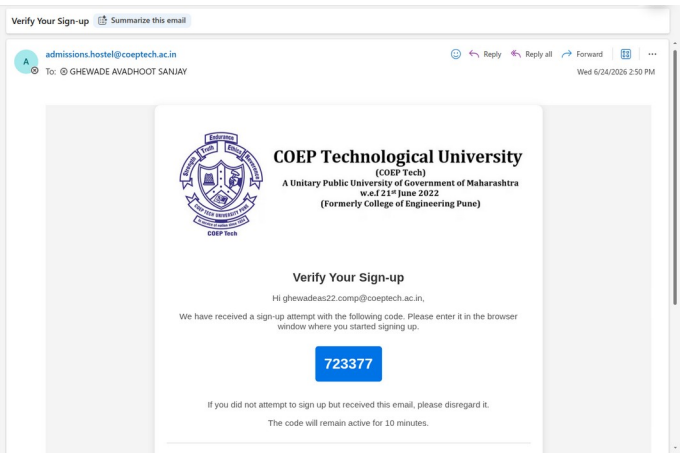
Registration form

Step 2. Verify with OTP

If you're on the provisional allotment list, an OTP arrives on your college email. Enter it and click Verify & Register. Valid for 10 minutes.



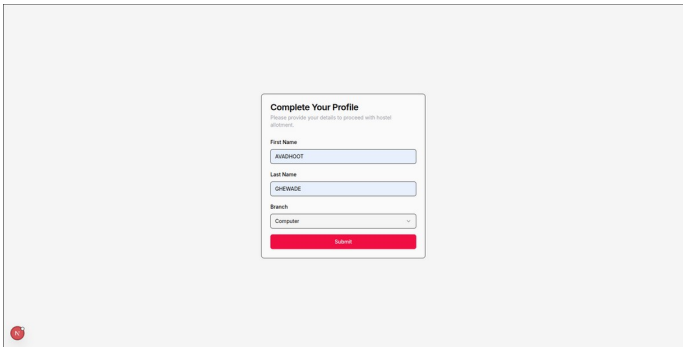
OTP entry



Verification email

Step 3. Complete Profile

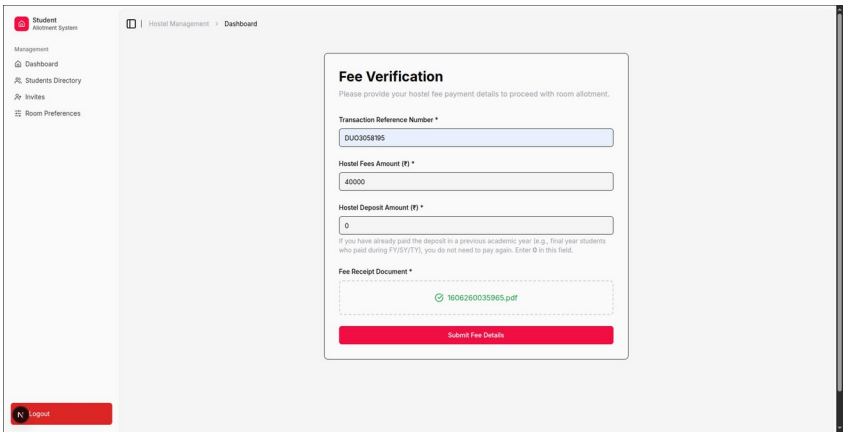
Confirm name and branch, then Submit.



Profile form

Step 4. Submit Fee Details

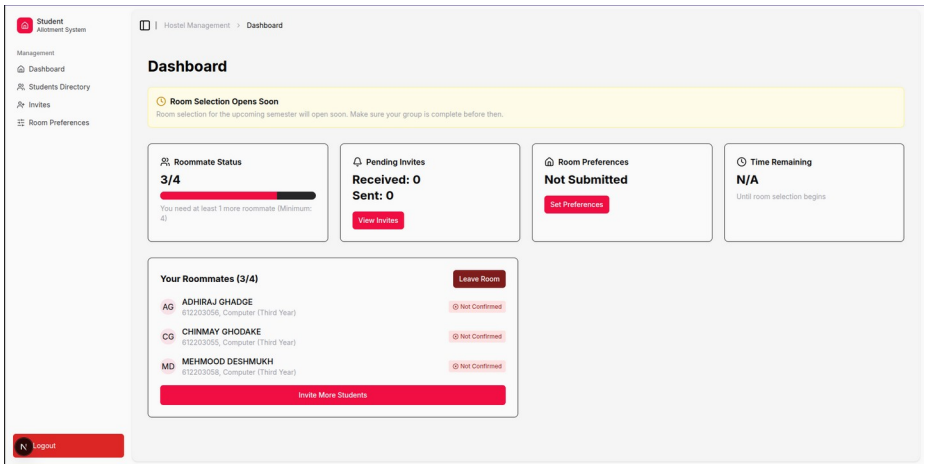
Enter the SBI Collect transaction reference, fee amount, and deposit amount (0 if already paid). Upload the receipt and click Submit Fee Details.



Fee verification form

Step 5. Dashboard

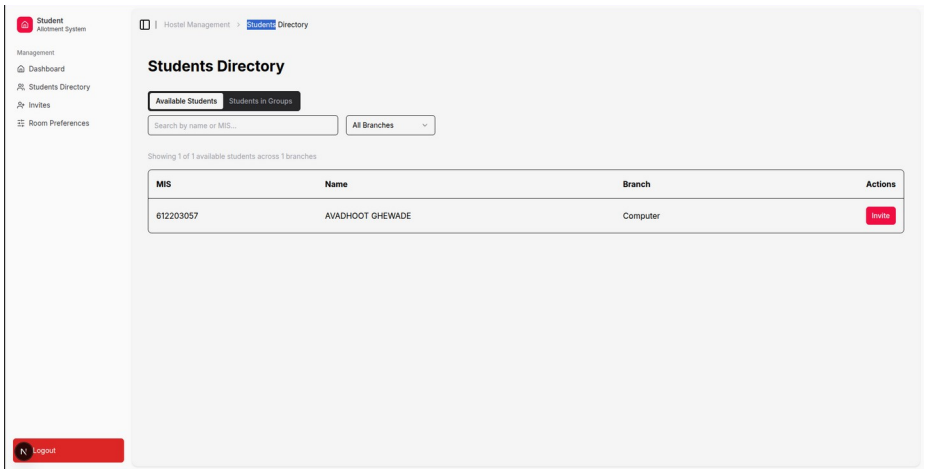
Shows roommate status, invites, and preference status.



Dashboard

Step 6. Invite Roommates

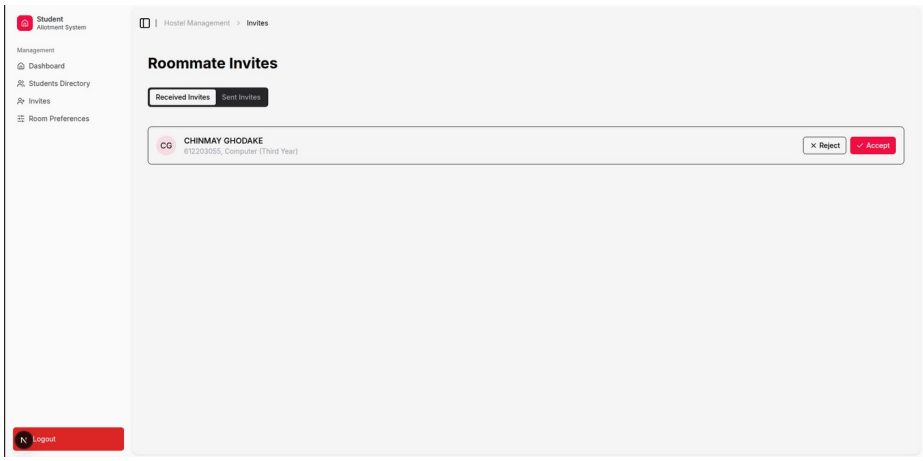
Search Students Directory by name or MIS, then click Invite. Groups need a minimum of 4 confirmed members.



Students Directory

Step 7. Accept Invites

Accept or reject under Invites → Received Invites.



Received invites

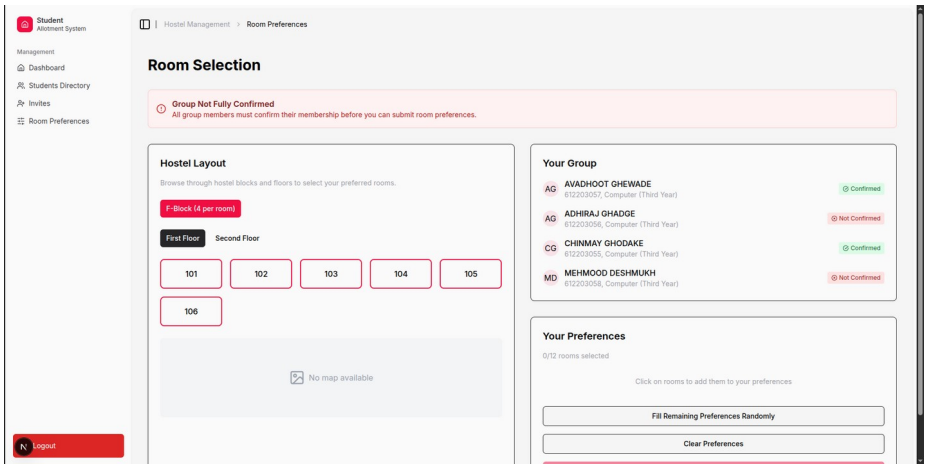
Step 8. Confirm Group Membership

Each member confirms from the Dashboard or Room Preferences page.

> **Irreversible**
> Once confirmed, you cannot leave the group.

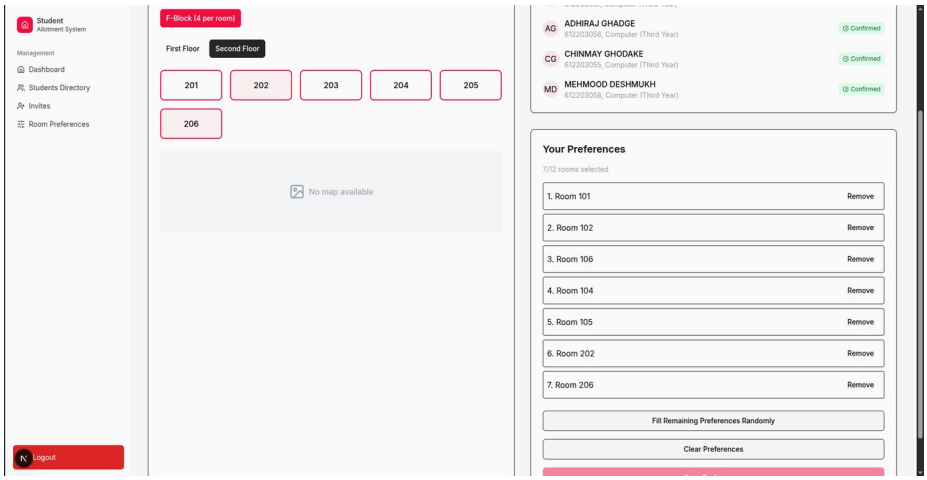
Step 9. Select Room Preferences

Room Preferences stays locked until the group is full and everyone has confirmed.

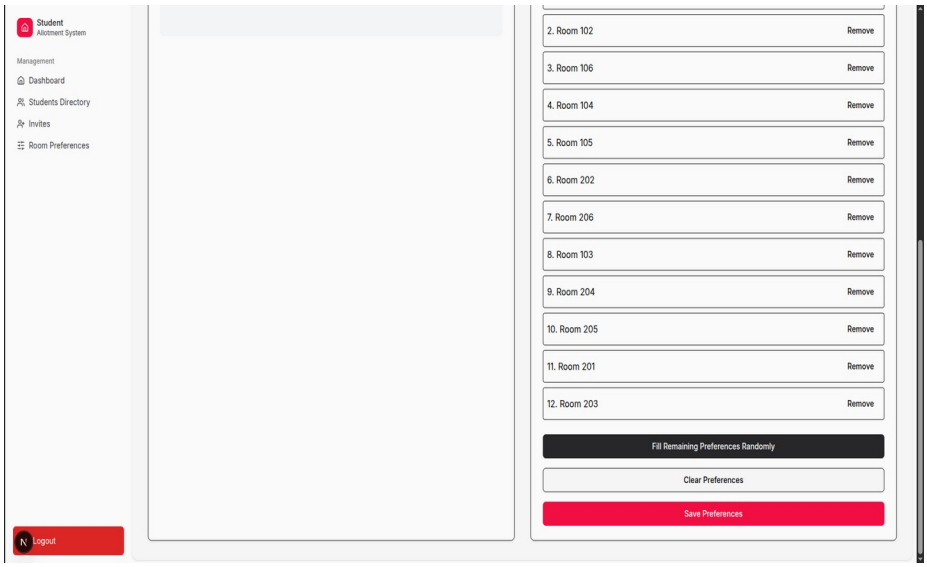


Group not yet confirmed

Click rooms in order to rank them by preference. Use Fill Remaining Randomly or Clear Preferences as needed.



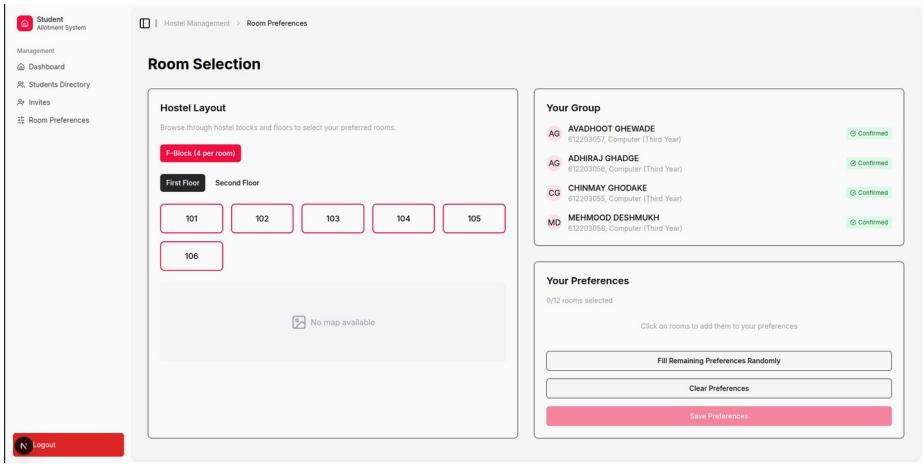
Ranking rooms



Completed ranking

Step 10. Save Preferences

Any one confirmed member can click Save Preferences for the group.

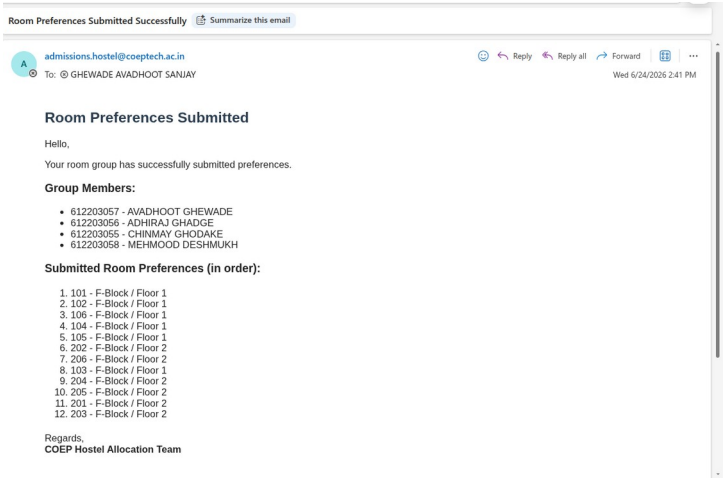


Save Preferences

> **Final**
> No edits after submission. Confirm the ranking with your group first.

Step 11. Confirmation Email

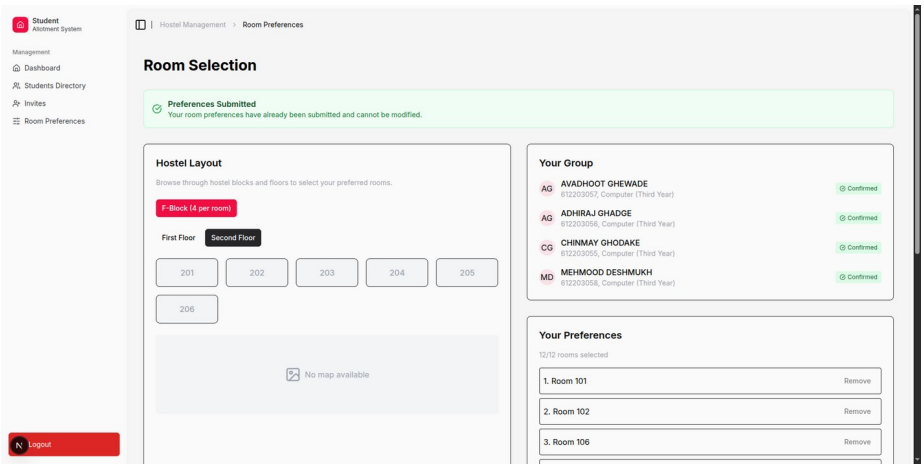
Sent to all group members with the final ranked list.



Confirmation email

Step 12. Submitted

Room Preferences shows a locked, read-only state.



Submitted state