How to Request Roommates/Suitemates

1. On the Roommate Groups page, click the "CREATE GROUP" button.

2. Name your Roommate Group, create and confirm a group password, then click the "CREATE GROUP" button.

Roommate Group Create

Group Name:

TEST GROUP

Password:

••••••••••

Confirm Password:

••••••••••

GO BACK   **CREATE GROUP**

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3. To add a specific person to your roommate group, click the "Search for Roommates by Details" link.

Roommate Groups

If you would like to request specific roommates, you will need to start a roommate group. Please note that in order to find a potential roommate in our system they will need to have started a housing applicaiton for the same term that you are applying for. If you do not wish to request any specific roommates, please click the "SAVE & CONTINUIE" button below.

For more information about roommate groups, please click here.

Group: TEST GROUP

VERIFY GROUP   DELETE GROUP

Search for Roommates by Details
Search for Roommates by Profiles
Suggest Roommates

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4. Enter as much information as you have about the person you would like to add to your roommate group and then click the "SEARCH" button. If the person you are looking for has not started an application for the same term you are applying for, you will not be able to find them.

Roommate Search By Details

Name First:

Bob

Name Last:

Test-Ross

Date of Birth:

☐   🗓

GCID:

<empty>

MANAGE GROUP   SEARCH

Search for Roommates by Profiles
Suggest Roommates

5. If someone that matches the information you entered has applied for this term, they will show up at the bottom of the screen. Once you find the correct person, click the "ADD TO GROUP" button.

Name: Bob
Gender: Male
Age: 21

23% Match

ADD TO GROUP

SEND MESSAGE

VIEW PROFILE

6. To add additional roommates/suitemates repeat steps 4 and 5. All of your requested roommates will need to log into their housing applications and confirm your request by going to the Roommate Groups page and clicking the "ACCEPT" button.

TEST GROUP
Leader: Pee-Wee
Members: Bob, Pee-Wee
Expiry Date: 9/7/2018 2:08 PM

ACCEPT

DECLINE

7. Other students that have confirmed your roommate request will show up in the Roommate Group with you. Students who have not confirmed your roommate request will show up in the "Outgoing Requests" Section.

Name: Pee-Wee
Gender: Male
Age: 17

VIEW PROFILE

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REMOVE ROOMMATE

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MAKE LEADER

Name: Bob
Gender: Male
Age: 21

SEND MESSAGE

VIEW PROFILE

Outgoing Requests

Name: Rick
Gender: Male
Age: 23

CANCEL

Expiration Date: 9/15/2018 4:05 PM

8. Once everyone in your group has accepted their requests you can click the "VERIFY GROUP" button to make sure your Roommate Group meets the necessary criteria.

Group: TEST GROUP

VERIFY GROUP   DELETE GROUP

Search for Roommates by Details
Search for Roommates by Profiles
Suggest Roommates

Name: Pee-Wee
Gender: Male
Age: 17

VIEW PROFILE

⬇

REMOVE ROOMMATE

MAKE LEADER

Name: Bob
Gender: Male
Age: 21

SEND MESSAGE

VIEW PROFILE

⬆

⬇

REMOVE ROOMMATE

MAKE LEADER

Name: Rick
Gender: Male
Age: 23

SEND MESSAGE

VIEW PROFILE

⬆

9. If there are no issues with your Roommate Group, a message will be displayed stating that your group has been verified.

Verified

Your roommate group has been verified.

10. Once your group has been verified, the process is complete. If you are not able to verify your Roommate Group, please contact University Housing at 478-445-5160.