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

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.
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.

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.
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.

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