

How to Request Roommates/Suitemates

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

23

Home Housing Application Commuter Student Meal Plan Sorority Leadership Program Log Out

me Personal Details Residence Hall & Room Preferences Housing Contract Roommate Profile Roommate Groups Request for Accommodation Online Payment Shopping Cart Checkout TouchNet C Pa Rv

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 application for the same term that you are applying for. If you do not wish to request any specific roommates, please click the "SAVE & CONTINUE" button below.

For more information about roommate groups, please click here.

Not In a Group

You are not a member of any roommate groups.

CREATE GROUP JOIN GROUP

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

SAVE & CONTINUE

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

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 application for the same term that you are applying for. If you do not wish to request any specific roommates, please click the "SAVE & CONTINUE" 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

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.

***PLEASE NOTE* The person you want to be your roommate should be the first person you add to the roommate group. If you also want to request suitemates, add them after adding your roommate to the group.**

Name: Bob Gender: Male Age: 21		<p>ADD TO GROUP</p> <p>SEND MESSAGE</p> <p>VIEW PROFILE</p>
--------------------------------------	--	---

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	<p>ACCEPT</p> <p>DECLINE</p>
---	------------------------------

- 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	↓
Name: Bob Gender: Male Age: 21	REMOVE ROOMMATE MAKE LEADER SEND MESSAGE VIEW PROFILE	↑

Outgoing Requests

Name: Rick Gender: Male Age: 23 Expiration Date: 9/15/2018 4:05 PM	CANCEL
---	------------------------

- 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

<p>Name: Pee-Wee Gender: Male Age: 17</p>	<p>VIEW PROFILE</p>	↓
<p>Name: Bob Gender: Male Age: 21</p>	<p>REMOVE ROOMMATE</p> <p>MAKE LEADER</p> <p>SEND MESSAGE</p> <p>VIEW PROFILE</p>	↑ ↓
<p>Name: Rick Gender: Male Age: 23</p>	<p>REMOVE ROOMMATE</p> <p>MAKE LEADER</p> <p>SEND MESSAGE</p> <p>VIEW PROFILE</p>	↑

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.