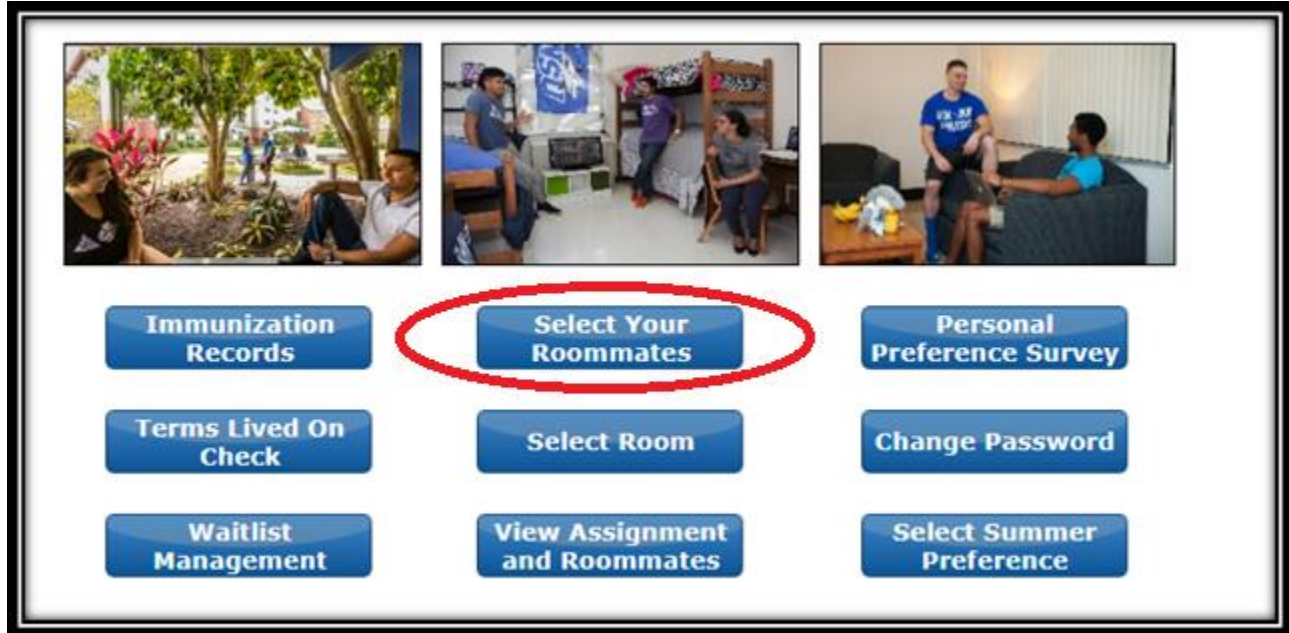


Step 1:

To begin the roommate matching process, please click “Select Your Roommates” from within the Housing Portal.



Step 2:

Review roommate matching criteria, then select and click “Next Step”.

Welcome to Roommate Group Process

Welcome to the roommate selection process! As part of the room selection process, we allow you the opportunity to invite others to be your roommate(s). Of course, you do not have to request specific people to be your roommate in order to complete the housing selecting process.

The process works as follows:

1. You identify your choice of roommate(s) by searching for them using their RMS ID number.
2. Once found, select them and an invitation is automatically emailed to them.
3. The student(s) invited to be your roommate(s) will then have the opportunity to accept or decline your invitation.
4. Once a student accepts/ declines your invitation, you will be sent a email.

Please note, a student may drop out of the roommate process at any time prior to the room selection process, as you have the ability to drop anyone within the same time frame. You are allowed to select up to 4 roommates since we have 5 person rooms available for you. However, you should only request the number of roommates that your desired room type can hold.

Below are the roommate groups. Each group below can only request other members who are in the same group.

- 4+ terms lived on
- 1-3 terms lived on and New Transfers
- 0 terms lived on (20 years and older)
- 0 terms lived on (under 20 years old)
- Razors Edge year 1 (freshmen)
- Razors Edge year 2 (sophomores)
- Fischler Academy and Huizenga year 1 (freshmen)

Step 3:

Please see below for building and room type configurations:

<u>The Commons</u> <u>(0-2 terms lived on)</u> Single Room Double Room	<u>Leo Goodwin</u> <u>(0 terms lived on)</u> Double Room Tripple Room	<u>CLC /FFV</u> <u>(1-3 terms lived on and Transfers)</u> Single Double
<u>Rolling Hills A</u> <u>(4+ terms lived on and graduate students)</u> Single	<u>Rolling Hills C</u> <u>(4+ terms lived on)</u> Single Small Single Quad Quad Room (A&D) Quad Quad Room (B&C)	<u>Mako Hall</u> <u>(4 terms lived on)</u> Studio 1 Bedroom 2 Bedroom 4 Bedroom

 [Cancel](#)

 [Next step](#)

Step 4:

Select create group

Roommate Group Requests

[Create Group](#)

You must click the **Finish** button to complete this process. If you do not hit finish, your process will not be saved.

 [Cancel](#)  [Finish](#)

Step 5:

Click invite

Roommate Group Requests

<u>Lauren Santana's group</u>	<u>Roommate</u>	<u>Status</u>
Leave	Your Name Here	Leader
Invite		

You must click the **Finish** button to complete this process. If you do not hit finish, your process will not be saved.

[!\[\]\(4729e517bc6a7cd81c8025b9646574fb_img.jpg\) Cancel](#) [!\[\]\(90a2fb2f2c617b26262139ae4159c0a0_img.jpg\) Finish](#)

Step 6:

Enter your selected roommate(s) RMS ID numbers, then select search. *Only 1 person from the roommate group needs to collect the RMS ID numbers to create a roommate group.*

Roommate Group Requests

<u>Your Name Here</u>	<u>Roommate</u>	<u>Status</u>
Leave	Your Name Here	Leader
Invite		

Roommate Search Criteria

RMS ID:

[!\[\]\(4740465cbf96302b4aff44334d67726c_img.jpg\) Cancel](#) [!\[\]\(42ae164f6974c01de310f77f1653e44b_img.jpg\) Search](#)

You must click the **Finish** button to complete this process. If you do not hit finish, your process will not be saved.

[!\[\]\(870f5d5e9c0d57485634be3ecf52f3ca_img.jpg\) Cancel](#) [!\[\]\(66b14d8ba452f6f18b47935355b6120a_img.jpg\) Finish](#)

Step 7:

Invitations will be sent automatically to your searched roommate(s). Once an invited roommate receives an invitation, they must log into their housing portal to confirm or decline your invitation to be roommates.

Roommate Group Requests		
John Smith's Group	<u>Roommate</u>	<u>Status</u>
<input type="button" value="Leave"/>	John Smith	Leader
<input type="button" value="Remove"/>	Matt Brown	Member
<input type="button" value="Remove"/>	Steven Phillips	Invited
<input type="button" value="Invite"/>		
Phil Jamison's Group	<u>Roommate</u>	<u>Status</u>
	Phil Jamison	Leader
	Steve Brown	Member
<input type="button" value="Accept"/>	<input type="button" value="Decline"/>	John Smith
<input type="button" value="Invited"/>		
<input type="button" value="Create Group"/>		
<p>You must click the Finish button to complete this process. If you do not hit finish, your process will not be saved.</p>		
<p align="center"> <input type="button" value="Cancel"/> <input checked="" type="button" value="Finish"/> </p>		

Step 8:

After your selected roommate(s) have confirmed that they want to be in your roommate group, you will receive a confirmation email confirming your matched roommate(s) and readiness for room selection.

Step 9:

After you receive your personal self-selection time via email, you and your confirmed roommates should discuss who has the best selection time and that person should sign up the entire roommate group during self-selection. Only one person needs to sign up the confirmed roommate group. After that person selects a room for the group, everyone in the group will get a confirmation email sent to them with their assignment and roommates.

You will receive a confirmation email to your NSU email address shortly after you finish.