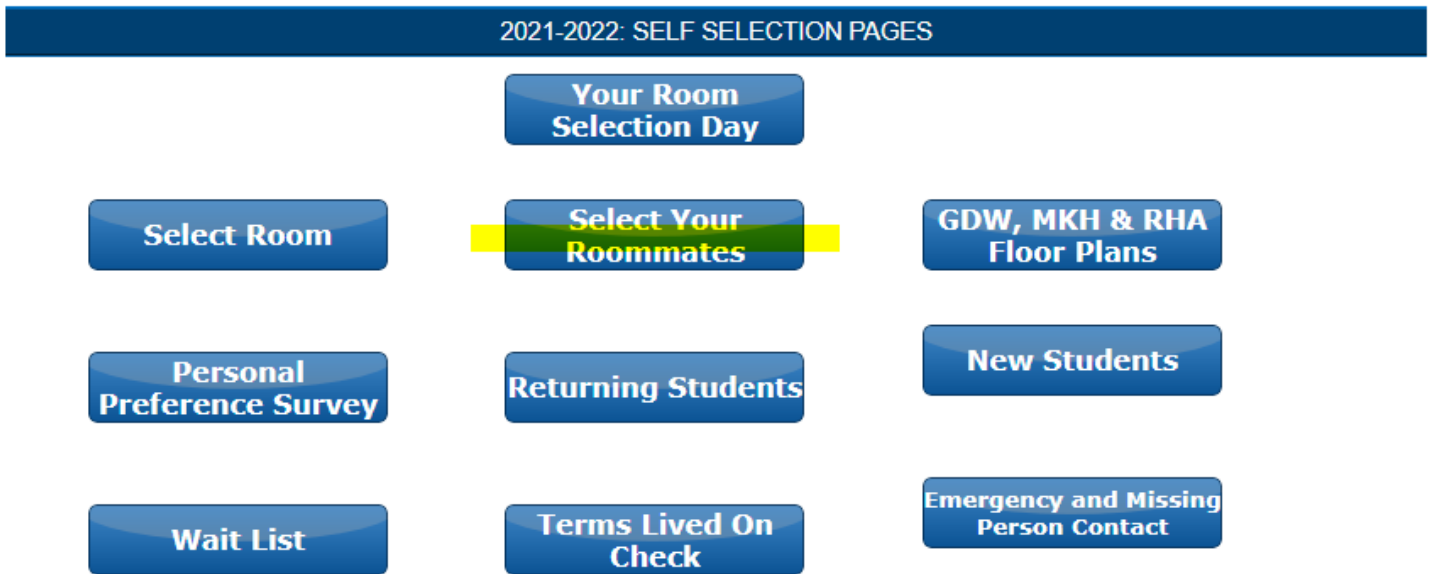


## How to Select Roommates

### 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** (this number is located on the email you received with your self-selection day and time).
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 an email.
5. You will NOT be able to roommate match, once you have an assignment (aka selected a room).

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.

- o Razors Edge Incoming Freshmen
- o Razors Edge Rising Sophomores
- o Fischler Academy and Huizenga Incoming Freshmen
- o Incoming Student Athlete
- o 0 Terms (Semesters) Lived on Campus and Who Under 20 Years Old
- o 0 Terms (Semesters) Lived on Campus and Who 20 Years and Older
- o 1-3 Terms (Semesters) Lived on Campus
- o 4+ Terms (Semesters) Lived on Campus

### Step 3:

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 4:

Click invite

## Roommate Group Requests

<u>Lauren Santana's group</u>	<u>Roommate</u>	<u>Status</u>
<a href="#">Leave</a>	<b>Your Name Here</b>	Leader

Invite

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:

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

## Roommate Group Requests

<u>Your Name Here</u>	<u>Roommate</u>	<u>Status</u>
<a href="#">Leave</a>	<b>Your Name Here</b>	Leader
<a href="#">Invite</a>		

Roommate Search Criteria

RMS ID:

[Cancel](#)  [Search](#)

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 6:

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

<u>John Smith's Group</u>	<u>Roommate</u>	<u>Status</u>
<a href="#">Leave</a>	John Smith	Leader
<a href="#">Remove</a>	Matt Brown	Member
<a href="#">Remove</a>	Steven Phillips	Invited
<a href="#">Invite</a>		
<u>Phil Jamison's Group</u>	<u>Roommate</u>	<u>Status</u>
	Phil Jamison	Leader
	Steve Brown	Member
<a href="#">Accept</a> <a href="#">Decline</a>	John Smith	Invited
<a href="#">Create Group</a>		

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 7:**

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 8:**

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.\***