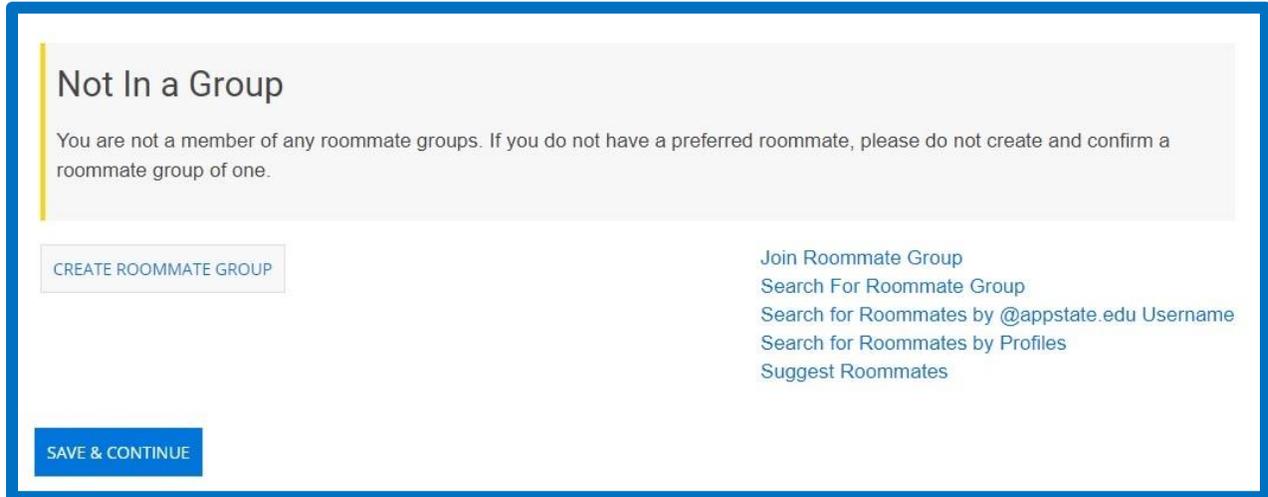


## Instructions for Roommate Groups

1. The first-time students land on the Roommate Groups page in the University Housing application, they will see that they are not in a roommate group.

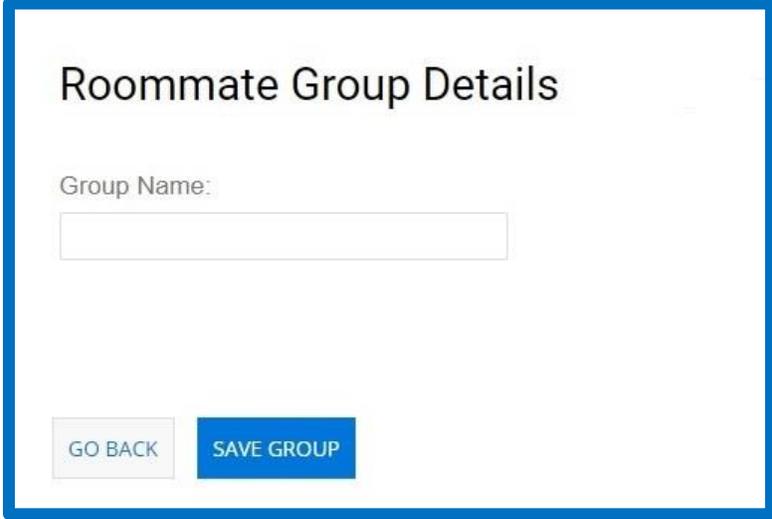


The screenshot shows a page titled "Not In a Group" with a light gray background. Below the title is a message: "You are not a member of any roommate groups. If you do not have a preferred roommate, please do not create and confirm a roommate group of one." To the left of this message is a button labeled "CREATE ROOMMATE GROUP". To the right are four links: "Join Roommate Group", "Search For Roommate Group", "Search for Roommates by @appstate.edu Username", "Search for Roommates by Profiles", and "Suggest Roommates". At the bottom left of the page is a blue button labeled "SAVE & CONTINUE".

2. Students may hit the "Save & Continue" button and continue through the rest of the application if they want to be randomly assigned a roommate by University Housing. However, there are many options for finding roommates in the University Housing Portal.
3. These instructions will provide instructions for 1) searching for specific roommates and 2) searching for potential roommates. Common roommate group issues are addressed on the last page.

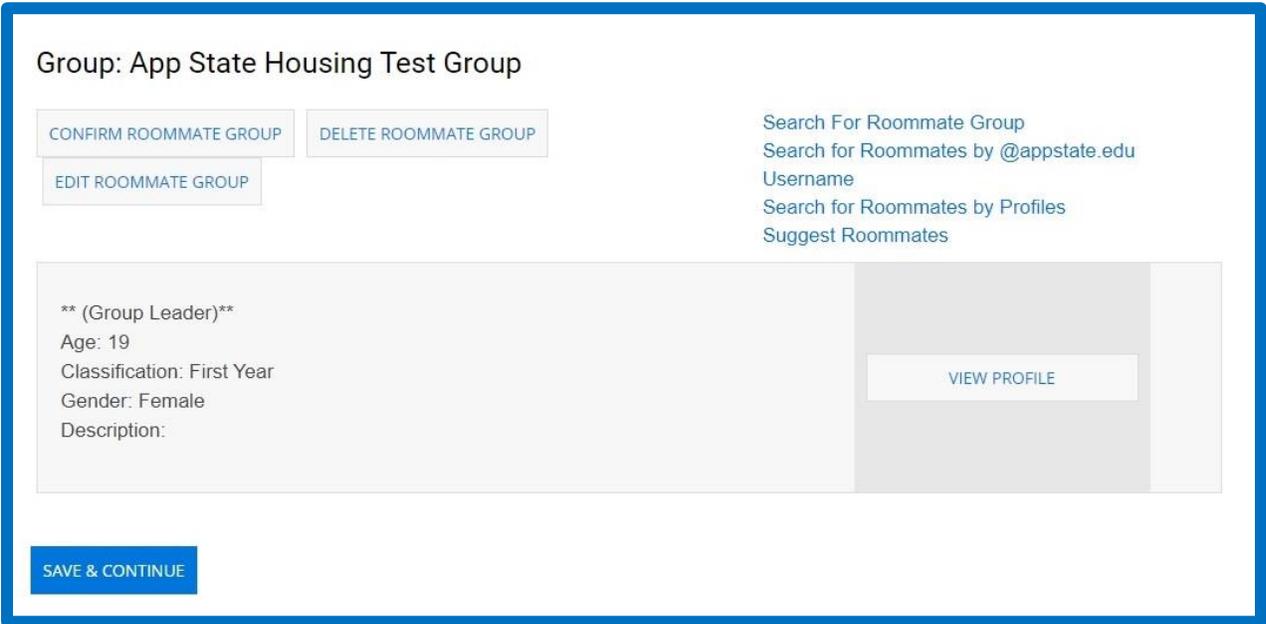
## Searching for Specific Roommates

1. Students who already have a specific roommate in mind can start by creating a roommate group. To do so, click the “Create Roommate Group” button. This will take you to the following page:



The screenshot shows a form titled "Roommate Group Details". It features a text input field labeled "Group Name:". Below the input field are two buttons: "GO BACK" and "SAVE GROUP".

2. To start, enter a group name in the box. For this example, we used “App State Housing Test Group”. To continue, click the “Save Group” button. This should bring students back to the following screen:



The screenshot shows a screen titled "Group: App State Housing Test Group". It contains several buttons: "CONFIRM ROOMMATE GROUP", "DELETE ROOMMATE GROUP", and "EDIT ROOMMATE GROUP". To the right, there are search options: "Search For Roommate Group", "Search for Roommates by @appstate.edu Username", "Search for Roommates by Profiles", and "Suggest Roommates". Below these is a profile card for a group leader with the following details: "Age: 19", "Classification: First Year", "Gender: Female", and "Description:". A "VIEW PROFILE" button is located to the right of the profile card. At the bottom left, there is a "SAVE & CONTINUE" button.

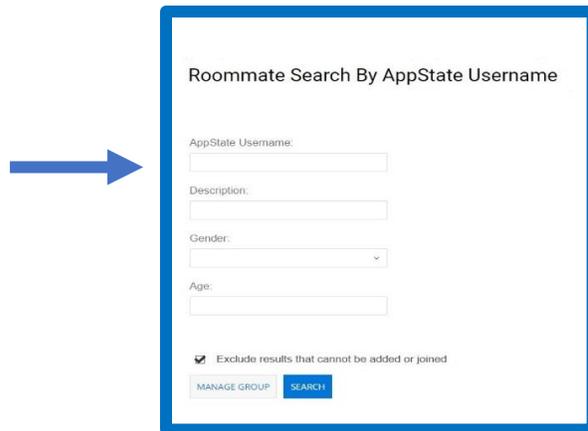
3. To continue, click “confirm roommate group”. The following screen should appear:

The screenshot shows a confirmation screen for a roommate group. At the top, it says "Verified" and "Your roommate group has been verified." Below this, the group name is "App State Housing Test Group". There are two buttons: "DELETE ROOMMATE GROUP" and "EDIT ROOMMATE GROUP". To the right, there are three links: "Search For Roommate Group", "Search for Roommates by @appstate.edu Username", and "Search for Roommates by Profiles". Below these links is a "Suggest Roommates" link. In the center, there is a profile card for a group leader with the following details: "\*\* (Group Leader)\*\*", "Age: 19", "Classification: First Year", "Gender: Female", and "Description:". A "VIEW PROFILE" button is located to the right of the profile card. At the bottom left, there is a "SAVE & CONTINUE" button.

4. Students can submit their application in full and return to make roommate group changes until May 31 at 11:59 PM. Beginning June 1, students may still submit applications, but they will not be able to edit or delete roommate groups.
5. After creating a roommate group, students have two options: 1) they can search for their preferred roommate and request that student join the group OR 2) they may share the group name with other students who they want to join the group. Students who are still waiting on preferred roommates to be accepted to App State may choose the second option. **Please note, roommate groups are limited to two members only.**
6. To send a roommate, who has been accepted to App State AND started a University Housing application, a request to join a verified group, please follow these instructions. Be aware that students need to have started their application and be searchable in order to use this feature. If students have been admitted to App State, but they have no University Housing application on file OR have not made themselves searchable in the University Housing portal, then searching for roommates by their @appstate.edu username won't be possible.
7. To start, click the “Search for Roommates by @appstate.edu Username” link from the Roommate Groups page.

The screenshot shows a screen for joining a roommate group. On the left, there is a "CREATE ROOMMATE GROUP" button. On the right, there are four links: "Join Roommate Group", "Search For Roommate Group", "Search for Roommates by @appstate.edu Username", and "Search for Roommates by Profiles". Below these links is a "Suggest Roommates" link. At the bottom left, there is a "SAVE & CONTINUE" button. A blue arrow points to the "Search for Roommates by @appstate.edu Username" link.

8. This will bring you to the following page:



Roommate Search By AppState Username

AppState Username:

Description:

Gender:

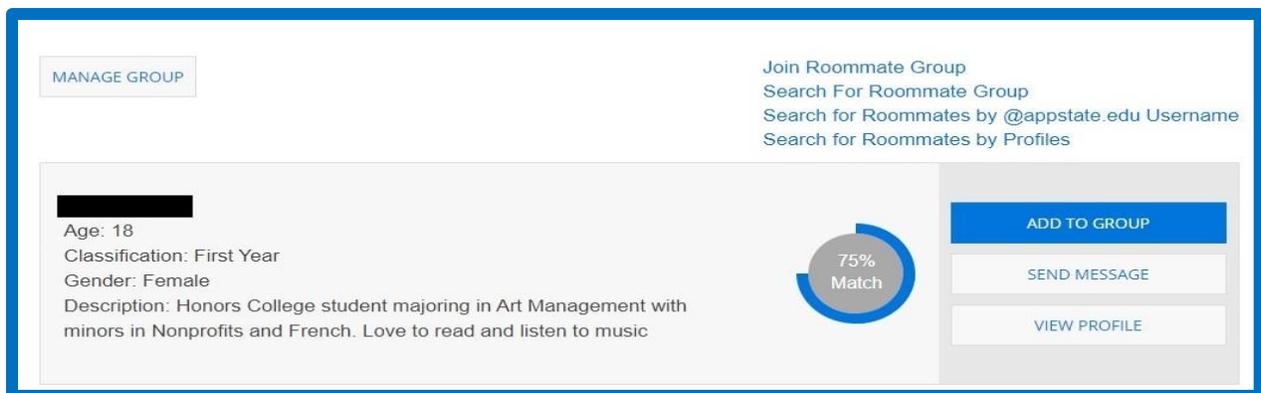
Age:

Exclude results that cannot be added or joined

[MANAGE GROUP](#) [SEARCH](#)

9. Enter the first part of a student's @appstate.edu email address in the box labeled App State Username. This is usually the person's last name followed by a first and middle initial (if they have one). Leave the rest of the boxes blank and hit the "Search" button.

10. If the username is correct, it should return that student.



[MANAGE GROUP](#)

[Join Roommate Group](#)  
[Search For Roommate Group](#)  
[Search for Roommates by @appstate.edu Username](#)  
[Search for Roommates by Profiles](#)

**[Redacted]**  
Age: 18  
Classification: First Year  
Gender: Female  
Description: Honors College student majoring in Art Management with minors in Nonprofits and French. Love to read and listen to music

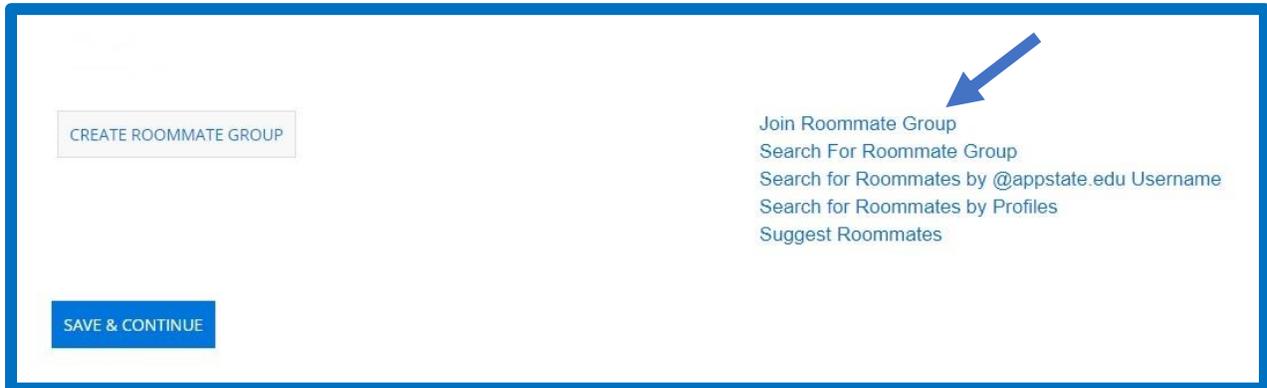
75% Match

[ADD TO GROUP](#)  
[SEND MESSAGE](#)  
[VIEW PROFILE](#)

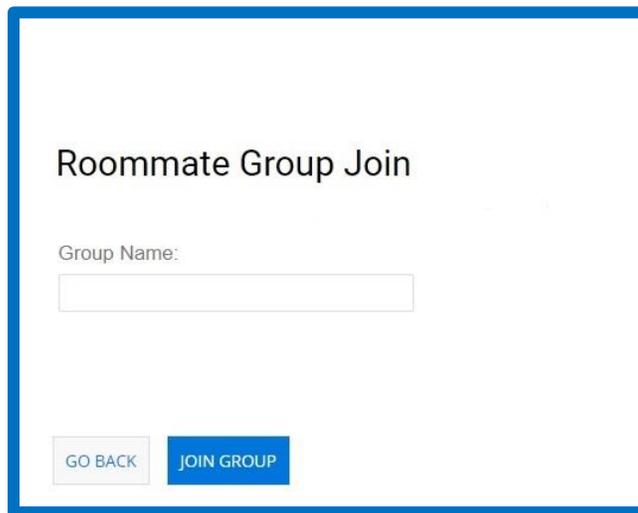
11. From there, students will see a button to add that student to their roommate group or send them a message through the portal. Clicking "Add to Group" will send an email to the other student, which prompts them to login to their portal and accept.

## Joining a Roommate Group

1. To join a roommate group, students who know the roommate group name will click on the “Join Roommate Group” link from the Roommate Group page.



2. This will take you to the following page:

A screenshot of a web page titled "Roommate Group Join". It features a text input field labeled "Group Name:" with a light blue border. Below the input field, there are two buttons: a light blue button labeled "GO BACK" and a dark blue button labeled "JOIN GROUP".

3. To continue, type in the name of the roommate group and click the “Join Group” button. For this example, the student would type in “App State Housing Test Group” and click “Join Group”. Afterward, the student who created the group, or “Group Leader”, would receive an email notifying them that a student wants to join the group. The student would follow the directions in the email to confirm that student can join the group. Once this is done, both students will receive an email confirming the student has joined the roommate group (in this example, “App State Housing Test Group”).
4. If students do not remember the name of the group, they can “Search for Roommate Group” by clicking on the link of the same name at the bottom of the Roommate Group page. This will take you to the following page:

The image shows a web form titled "Roommate Group Search" enclosed in a blue border. The form contains three input fields: "Group Name" (a text box), "Member Name" (a text box), and "Mandatory Profiles" (a dropdown menu with "All" selected). A "GO BACK" button is located at the bottom left of the form area.

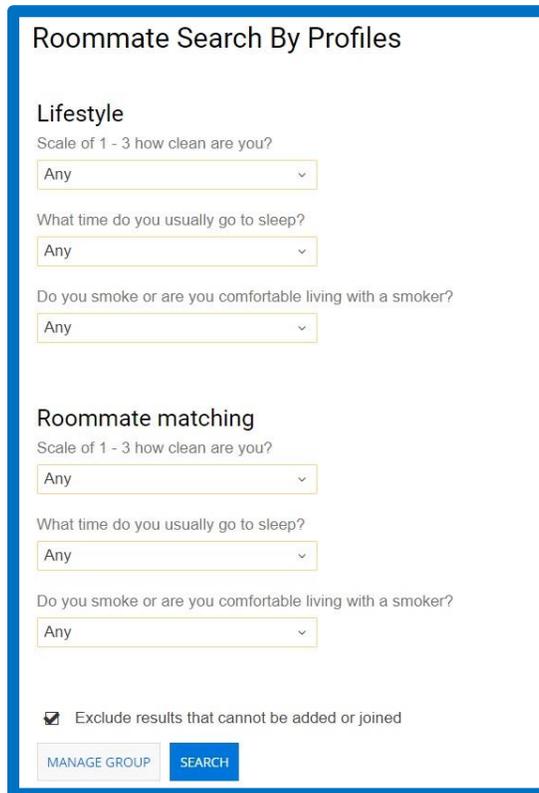
5. On this page, students can search by group name, member name, or mandatory profile. Member name will be the @appstate.edu username that appears in a student's App State email address. The mandatory profile is only for student who are in special populations like the Honors College, Watauga Residential College, ACES, etc. Typically, these students know they are members of these special populations before they even fill out the University Housing application.

## Searching for Potential Roommates

1. For students who do not have a specific roommate in mind, but would like to search for potential roommates, there are two options: 1) search for roommates by profile OR 2) have the system suggest roommates.
2. To search for potential roommates by profile, click on the link of the same name on the Roommate Groups page.



3. This will bring students to the following page:

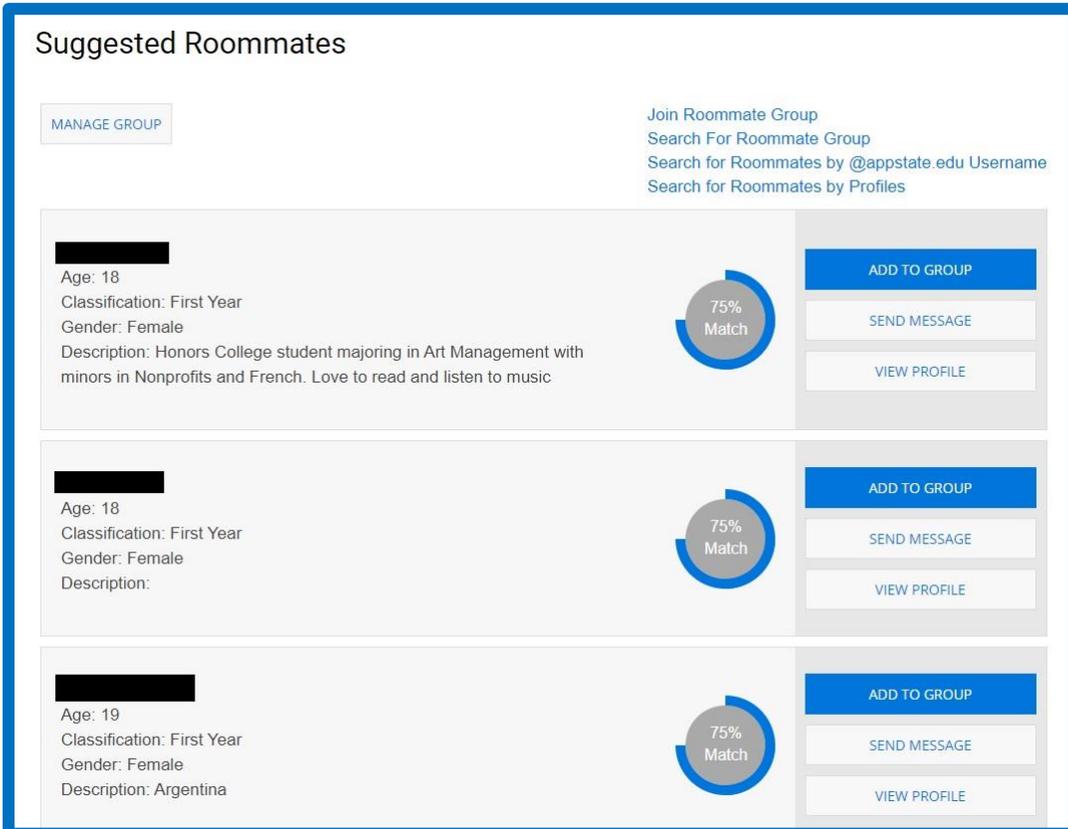
A screenshot of the "Roommate Search By Profiles" page. It features two identical sections for filtering roommates. The first section is titled "Lifestyle" and includes three dropdown menus: "Scale of 1 - 3 how clean are you?" (set to "Any"), "What time do you usually go to sleep?" (set to "Any"), and "Do you smoke or are you comfortable living with a smoker?" (set to "Any"). The second section is titled "Roommate matching" and includes the same three dropdown menus. At the bottom, there is a checked checkbox labeled "Exclude results that cannot be added or joined" and two buttons: "MANAGE GROUP" and "SEARCH".

4. Students may enter their information in the "Lifestyle" section and what they are looking for in a roommate from the "Roommate Matching" section. Then, click the "Search" button. This will generate a list of potential roommates. Should students find potential roommates they like, they may contact these students by clicking the "Send Message" button. Students may then begin corresponding with this student through email.

- To search for potential roommates by having the system suggest roommates, click on the “Suggest Roommates” link on the Roommate Groups page. The system will calculate a “match” based on the Lifestyle questions previously answered in the University Housing application. These questions are based on three criteria: 1) cleanliness, 2) bedtime, and 3) smoking or nonsmoking preference.



- This will bring you to the following page:



- Should students find potential roommates they like, they may contact these students by clicking the “Send Message” button. Students may then begin corresponding with this student through email.

## Common Roommate Group Issues

Some common problems students run into with roommate groups are:

1. The person you are looking for either has not started their housing application, or opted out of being searchable in the system. Then, click the “Save & Continue” button.

The screenshot shows a web form titled "Tell us about yourself!". The form contains the following elements:

- A heading: "Tell us about yourself!"
- Introductory text: "This information may be used to match compatability with a potential roommate. Some helpful things to include may be your likes/dislikes, interests, major, Learning Community or Honors status, etc."
- A note: "Please note: If you have a specific roommate preference, you and your roommate(s) must choose 'Yes' for the 'Do you want to be searchable...?' question below. You will be unable to locate them in the system to create your roommate group otherwise. You will be able to search for a roommate by profile answers or their @appstate.edu username on the following 'Roommate Group' page."
- A deadline notice: "The option to choose a roommate ends on May 31! Applications received beginning June 1 will have a randomly assigned roommate."
- A prompt: "Please describe yourself (this will be searchable information)"
- A large text input field containing the placeholder text "<empty>". A blue arrow points to this field from a text box on the right.
- A dropdown menu labeled "Display in Roommate Search results" with a downward arrow. A blue arrow points to this dropdown from the left.
- A link: "+ Add a new Field"
- A blue button at the bottom left labeled "SAVE & CONTINUE".

A text box on the right side of the form contains the following text: "This is **not** where students should type the name or username of their roommate. This information is specific to the student completing the application (hobbies, interests, major, etc.) and is searchable by other students. It is not a search function."

2. The person that you are trying to find is already in a roommate group. Students can only be in one group at a time. They will need to leave or delete their group to join another group. Students can do so by returning to the Roommate Groups page in the University Housing application and clicking on the “Leave Group” or “Delete Group” button, whichever is applicable to their situation.

3. You are attempting to search for a person using their entire @appstate.edu email, instead of just the username. Remember, you only need to the first part of a student’s @appstate.edu email address in the box labeled App State Username. This is usually the person’s last name followed by a first and middle initial (if they have one).