

Roommate Matching Tutorial

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How to pick your roommate
March 1st(8:30 am)– June 17th (4:30 pm)

Step by Step Instructions

- Log-on to your MyHousing Page
- Select Room Selection → Roommate/Suitemates
- Select the upcoming term (Fall 2022)
- Search for your roommate using **Last Name** and **First Name**.
 - If you cannot find your roommate, try searching by **last name only**.
- Select your appropriate roommate and continue.
- Remind your roommate that they need to confirm your request.
- Optional Steps below if you do not have a specific roommate in mind.**
- Optional:** Select Personal Information → Roommate Profile
- Optional:** Fill out Roommate Profile and save.

Picture tutorial on the next few pages!

Roommate matching is a process that lets you choose your roommate for the upcoming semester.
All roommate matches must be mutual!

To pick your roommate, you will first need to log-on to your MyHousing page.

The screenshot shows the Fredonia MyHousing user interface. At the top left is the Fredonia logo with the tagline "RESIDENCE LIFE". The user's name "George Grissom" is displayed in the top right corner. A navigation sidebar on the left contains the following items: Home (selected), Apply Now!, Personal Info, Room Selection, and RCR/Damages. The main content area is divided into several sections: a profile card for George Grissom (TEST123), a Messages section, a Room Selection section (checked) with the message "There are no room selections to display", and an Assignments section with the message "There are no active room assignments to list". On the right side, there are two utility boxes: "Help Text" with the message "There is no help text for this screen" and "Helpful Links" with the message "There are no helpful links to display at this time.". A "Logout" button is located at the bottom left of the page.

Before searching for a roommate, you may want to fill out your roommate profile. By clicking Roommate Profile under Personal Information, you can type a little blurb about yourself. This will allow students to read your profile when they are searching for a roommate. **Please note that this is optional!**

Personal Info

My Info

Addresses/Contacts

Roommate Profile

My Information

For the Term:

4. Do you smoke? Yes No

1. What is your age?
0 of 300 characters

5. How would you describe your level of cleanliness?

7. Do you prefer to go to bed before or after midnight?

8. How studious are you?

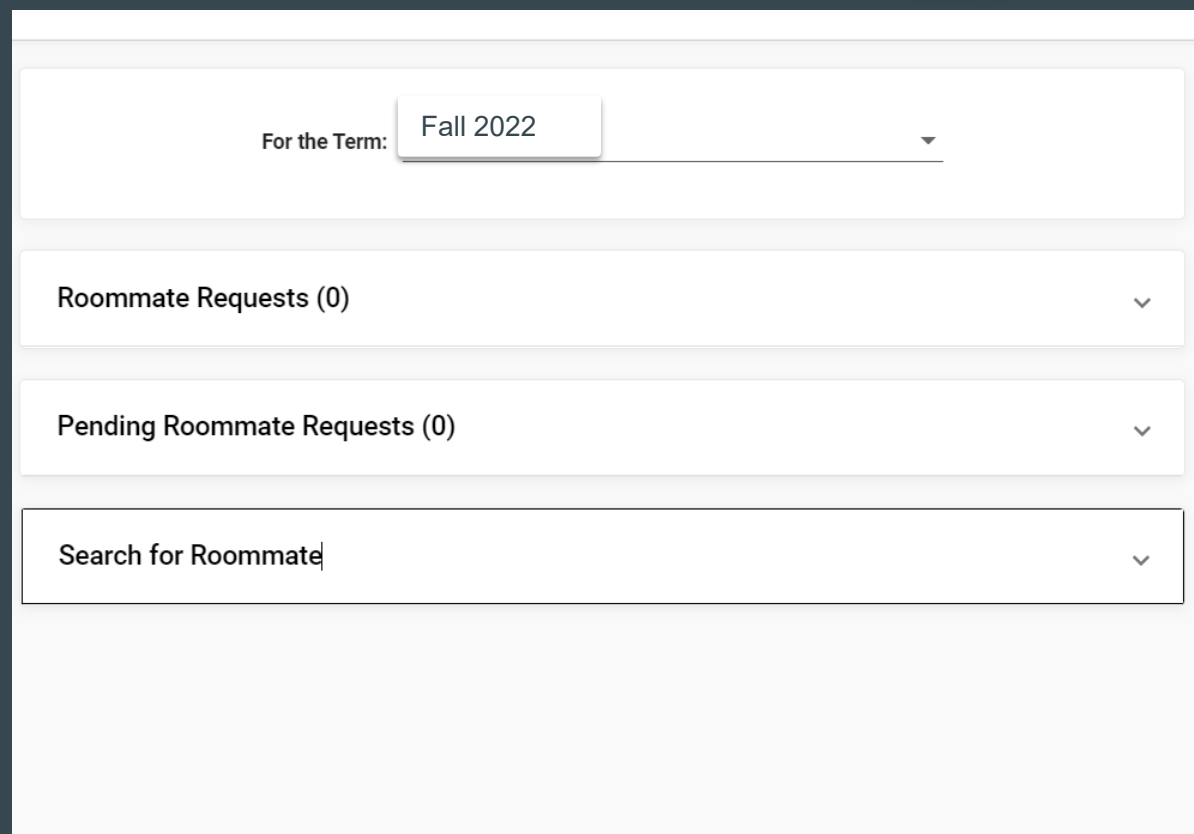
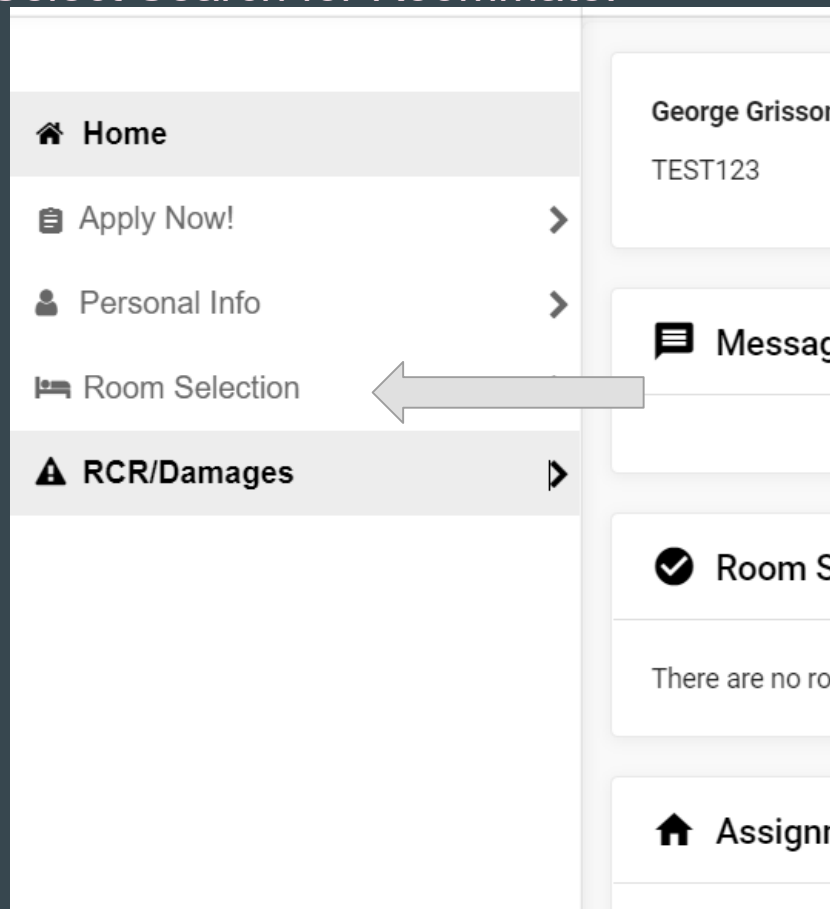
3. What is your major?
0 of 300 characters

2. What is your class status?

Save

The next step is to find your roommate! On the left hand side you will see a menu, select Room Selection. Once you select that, select roommates/suitemates and then select the upcoming Fall 2022 term. **MAKE SURE YOU ARE ON FALL 2022!** You will be taken to the Fall 2022 roommate request page.

You will only be able to find your roommate if they have completed the housing application! Select Search for Roommate.



Search for your roommate by last name or first name. If you are having trouble finding your roommate, please make sure they have filled out the housing application, you can only search for students who have completed that application.

If your search yields multiple matches, simply select the student you wish to room with and press continue.

Search for Roommate ^

First Name:

Last Name:

Bedtime before or after midnight:

Cleaning Habits:

Study Habits:

Major:

Begin Search

You do NOT need to fill out all fields, you can search just by one field (preferably last name). Once you have entered the information, press **BEGIN SEARCH** and then scroll down..

Once you have found your requested roommate, select
REQUEST ROOMMATE

Search Results (1)

First Name: : Kevin

Last Name: : Kasling

Bedtime before or after midnight: :
(none)

Cleaning Habits: : (none)

Study Habits: : (none)

Major: :

Profile: This student has not filled out
a profile

Request Roommate

Roommate Requests (1) ^

| Name | |
|------|----------------|
| ⋮ | Kasling, Kevin |

Unmatched Roommates:
Kevin Kasling has not requested George Grissom

You have selected your roommate and they will receive an e-mail in their Fredonia e-mail account!

This roommate **MUST CONFIRM** your roommate request. If they do not confirm you, you will not be able to pick a room together.

If your roommate does not confirm your request before your room selection, we recommend selecting the three dots to the left of the name and deleting the request. You will know if you have an outstanding request if the screen is yellow on the request **requesting** page.

You can also remind your roommate that they have requested you by pressing the green button.

If you have issues finding your roommate, you must contact us **PRIOR** to June 17th by e-mailing reslife@fredonia.edu

- ❑ When you get an e-mail notification that you have been added as a roommate, please log-on to your MyHousing page.

To **CONFIRM** the request, select the three dots to the left of the name and select the person with the plus sign.

To **DELETE** the request, select the three dots to the left of the name and select the trash can. If you do not want to room with the person who has requested you, please delete the request.

Once you have confirmed your request, you and your roommate will be fully matched.

Roommate Requests (0) ▾

Pending Roommate Requests (1) ▲

| | Name |
|---|-----------------|
| ⋮ | Grissom, George |

⋮

- 👁
- ✉
- +
- 🗑

Roommate ▾

For the Term: Fall 2021 ▾

Roommate Requests (1) ▲

| | Name |
|---|----------------|
| ⋮ | Kasling, Kevin |

Your roommate group is fully matched.

Pending Roommate Requests (0) ▾

Search for Roommate ▾

Important things to note:

- Roommate matching is not but is highly encouraged.
- If you are having trouble finding your roommate through roommate search, try the following:
 - Ask them if they have filled out the housing application
 - Try typing in their last name ONLY
 - Make sure you are putting their last name in the last name field.
 - If their last name is two words, make sure to put a space in the middle. (Ex: McDoe might be searchable as Mc Doe)
 - If you still can't find your roommate, e-mail reslife@fredonia.edu for more assistance **before June 17th.**