

# Roommate Matching Tutorial

How to pick your roommate  
March 3rd (8:30 am) – April 9<sup>th</sup> (4:30 pm)

# Step by Step Instructions

- ❑ Log-on to your MyHousing Page
- ❑ Select Room Selection ❑ Roommate/Suitemates
- ❑ Select the upcoming term (Fall 2021)
- ❑ 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.
- ❑ Check <https://www.fredonia.edu/student-life/residence-life/roomselection> for more information!
- ❑ **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 MyHousing application interface for a user named George Grissom. The interface is divided into a left sidebar, a main content area, and a right sidebar.

**Left Sidebar:** Contains navigation links: Home (selected), Apply Now!, Personal Info, Room Selection, and RCR/Damages.

**Main Content Area:** Displays the user's profile information (George Grissom, TEST123) and four sections: Messages, Room Selection (checked), and Assignments. Each section contains a message indicating that there are no items to display.

**Right Sidebar:** Contains two sections: Help Text (indicating no help text is available) and Helpful Links (indicating no helpful links are available).

**Top Bar:** Shows the Fredonia Residence Life logo on the left and the user's name, George Grissom, on the right.

**Bottom Left:** A Logout button is visible.

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!**

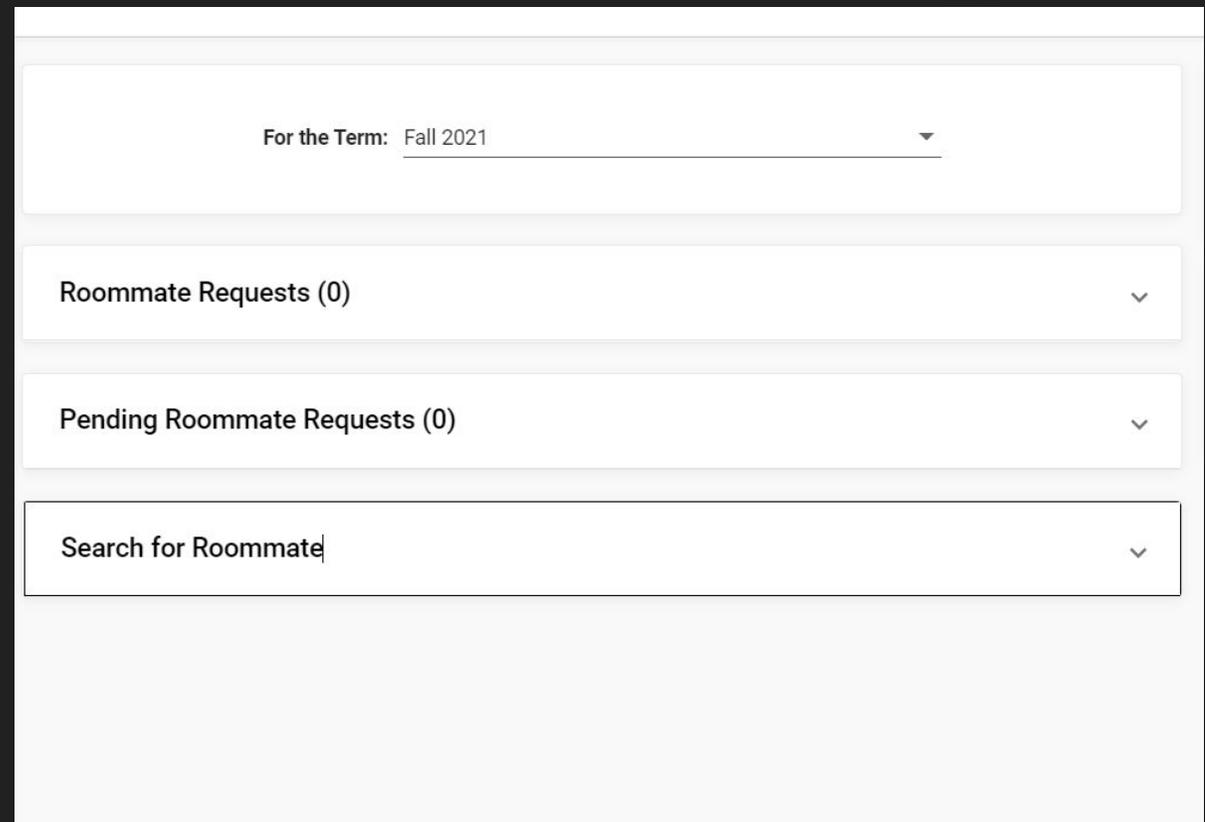
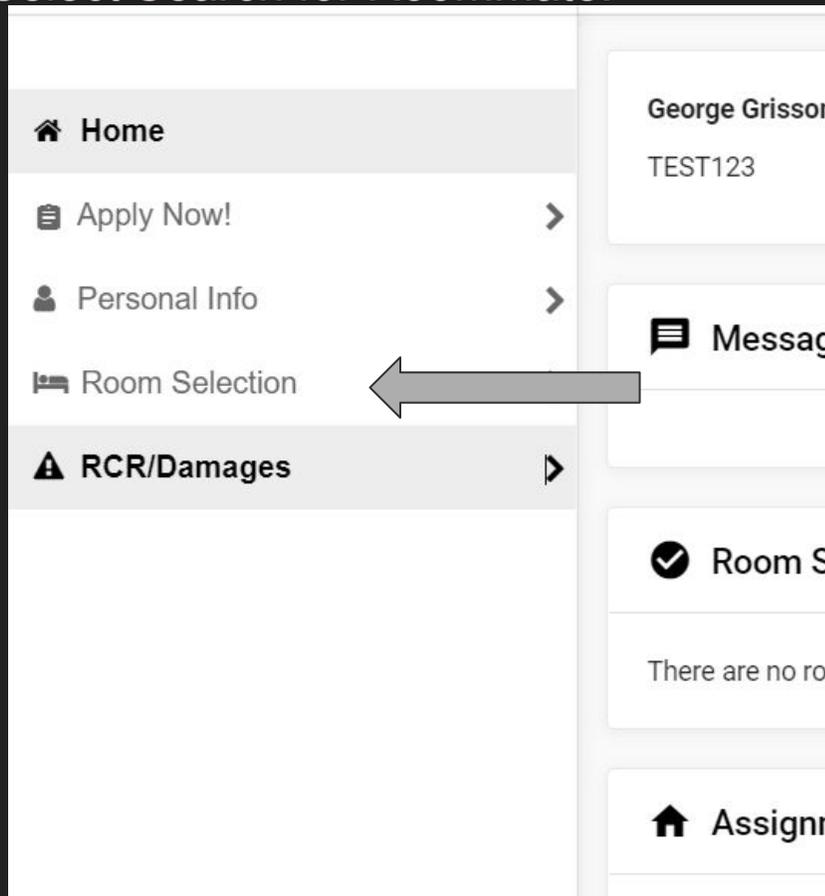
The screenshot shows a mobile application interface for a roommate profile. The main content area is titled "My Information". At the top, there is a dropdown menu for "For the Term:" with "Fall 2021" selected. Below this are several questions:

- 4. Do you smoke?  Yes  No
- 1. What is your age?  (with a "0 of 300 characters" indicator)
- 5. How would you describe your level of cleanliness?  (with a refresh icon)
- 7. Do you prefer to go to bed before or after midnight?  (with a refresh icon)
- 8. How studious are you?  (with a refresh icon)
- 3. What is your major?  (with a "0 of 300 characters" indicator)
- 2. What is your class status?  (with a refresh icon)

A "Save" button is located at the bottom left of the form area. On the left side of the screen, a sidebar menu is visible with options: "Personal Info", "My Info" (highlighted), "Addresses/Contacts", and "Roommate Profile". On the right side, there are partial views of other menu items like "There" and "There".

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 2021 term. **MAKE SURE YOU ARE ON FALL 2021!** You will be taken to the Fall 2021 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:

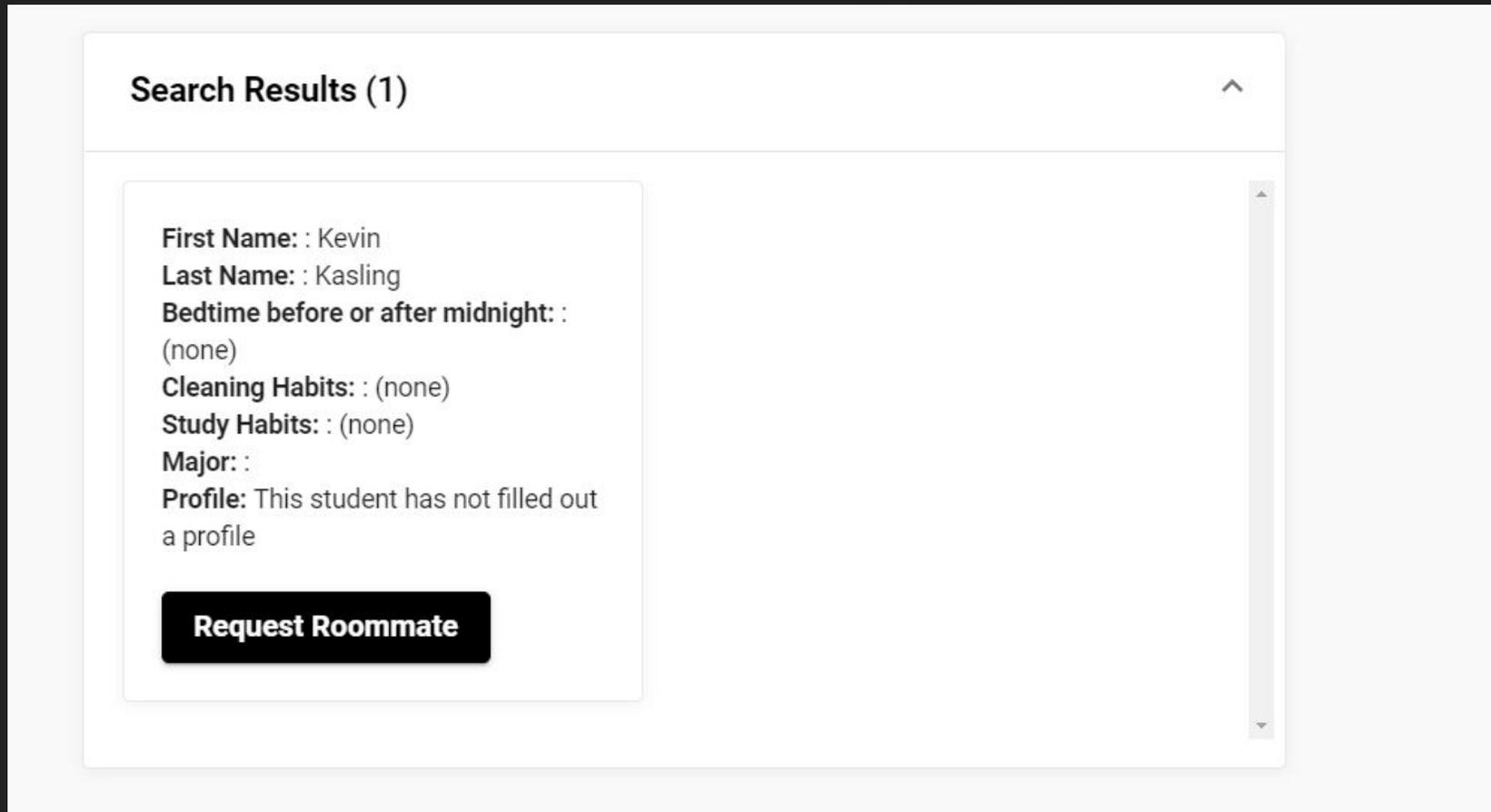
Study Habits:

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**.



The screenshot shows a search results interface. At the top, it says "Search Results (1)" with an upward-pointing arrow. Below this is a scrollable area containing a profile card for a student named Kevin Kasling. The profile card lists the following information: First Name: Kevin, Last Name: Kasling, Bedtime before or after midnight: (none), Cleaning Habits: (none), Study Habits: (none), Major: (none), and Profile: This student has not filled out a profile. At the bottom of the profile card is a black button with the text "Request Roommate" in white.

**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 requestor's MyHousing page.

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

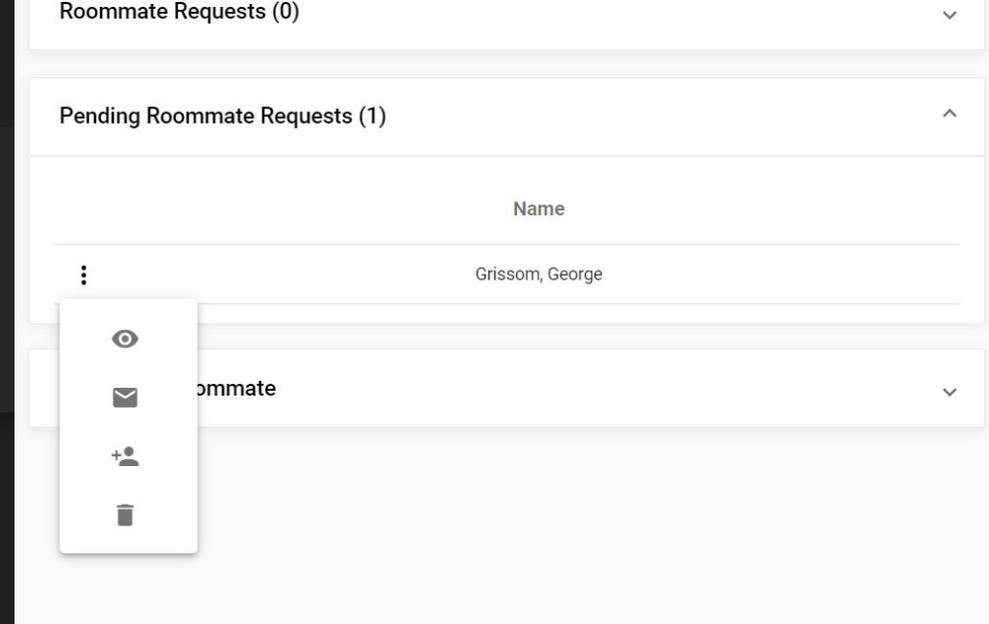
If you have issues finding your roommate, you must contact us PRIOR to April 9<sup>th</sup> by e-mailing [reslife@fredonia.edu](mailto:reslife@fredonia.edu)

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, your roommate group will be considered fully matched and you can select a room together during the room selection period.

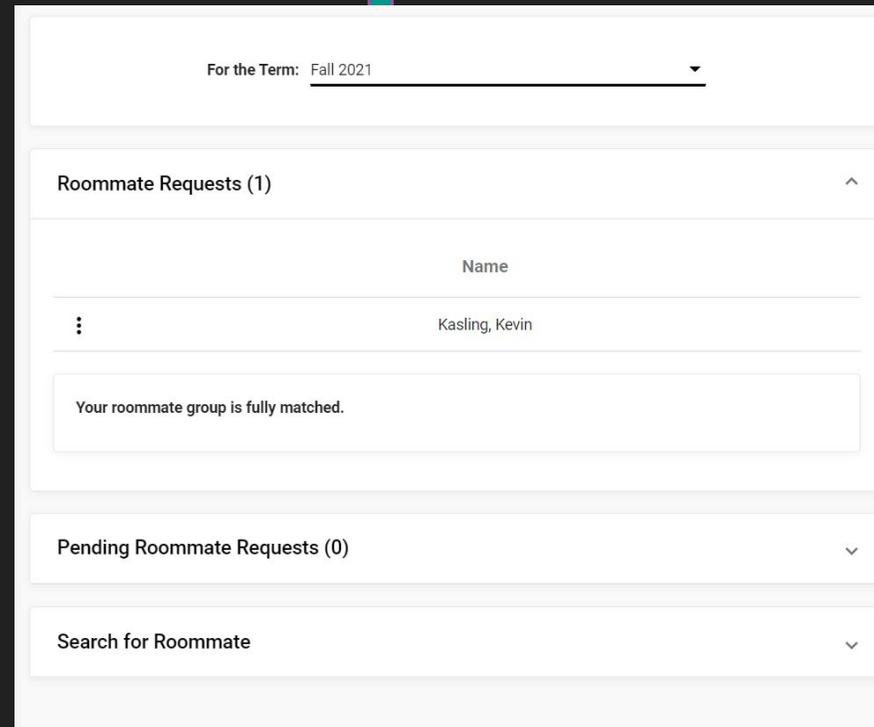


Roommate Requests (0) ▾

Pending Roommate Requests (1) ▲

Name	
⋮	Grissom, George

View  
Email  
+ Add Roommate  
Delete



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 required for room selection.
- If you select a room without a roommate, anyone can place themselves in that room with you.
- 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](mailto:reslife@fredonia.edu) for more assistance **before April 9<sup>th</sup>**.
- If you are trying to live in Kitchen Suites or a complete suite, the Office of Residence Life will roommate match for you based on the required proposal form you turned in.