# Searching and Matching with a Roommate Instructions

Roommate Search and Match opens June 1st, Due July 1st.

Note You will only be able to search for or match with someone that has filled out a Housing Application. If they are not appearing in the Roommate Search, that means they have not filled out their housing application yet.
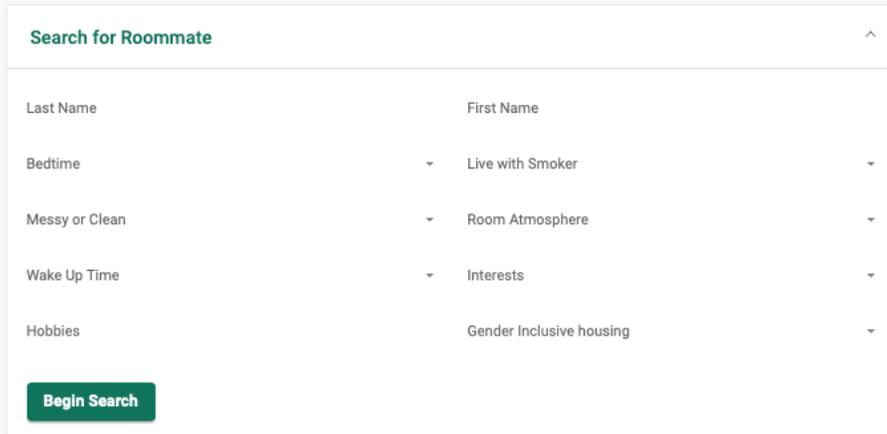
1. Log into the Housing Portal

2. Select the Roommate Selection tab on the left side of the screen.
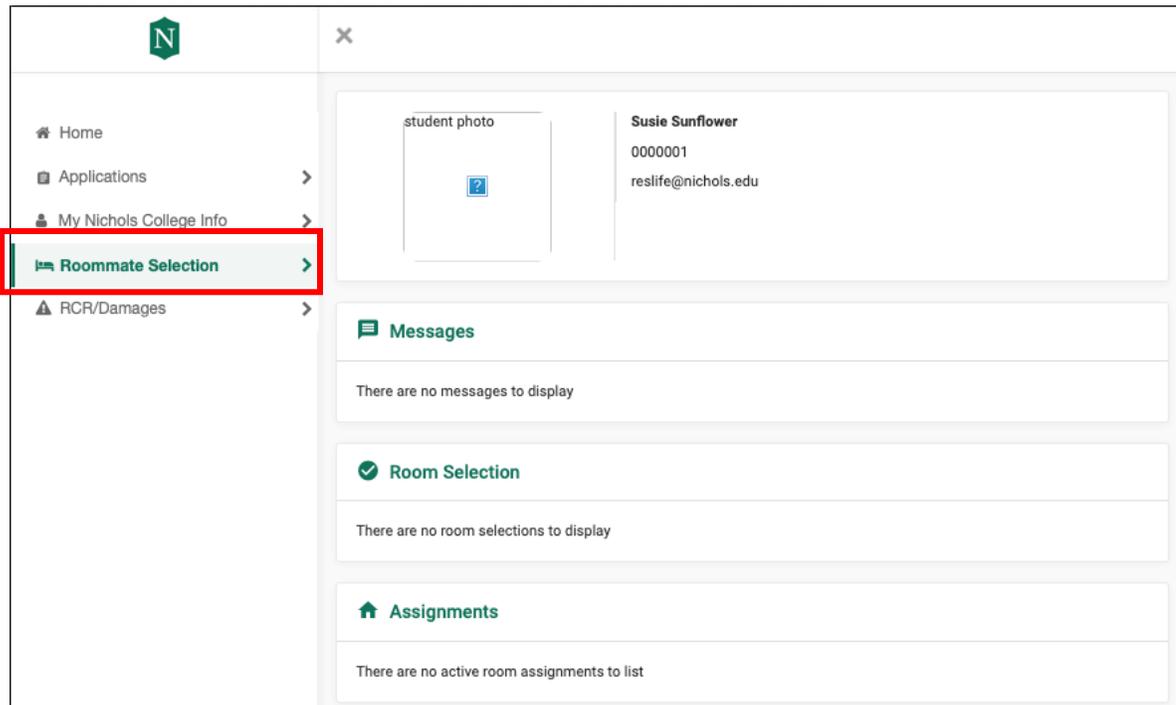
3. Under the Roommate Selection tab, click Select Roommates
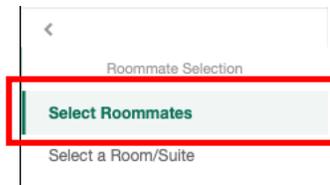
4. Then utilize the Search for a Roommate section. From here you can search in a variety of ways, please see below directions for quick search and advanced search.
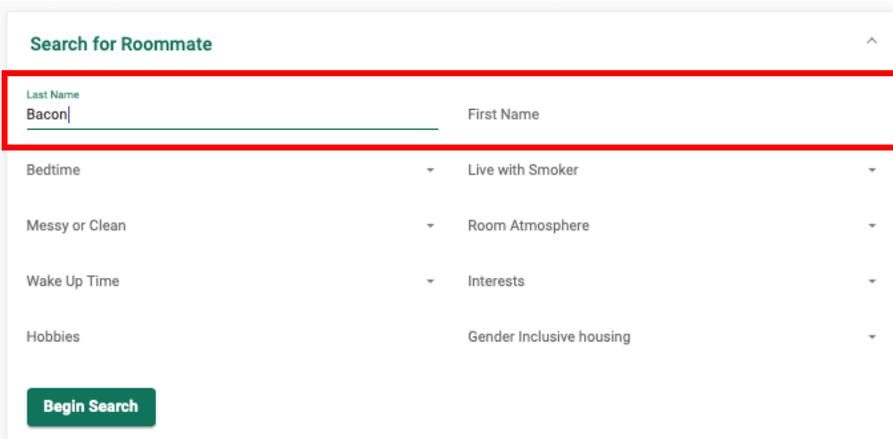

Quick Search

1. To quickly search for another student who you wish to room with, search by their name

2. This will then pull up anyone with the name typed in, once you have found who you searched for, click Request Roommate
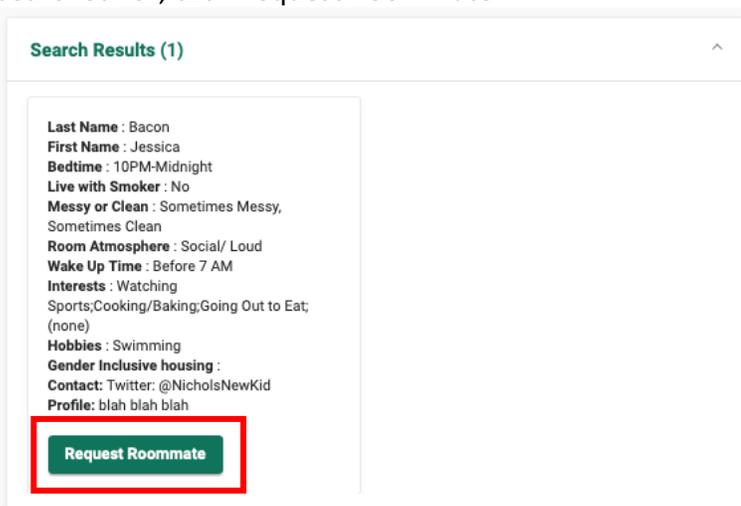
3. The below message will appear

4. A Pending Roommate Request will then appear in your menu

Advanced Search
1. When searching for roommates based on factors important to you, use the categories to search. Choose one category at a time to search for potential roommates. For instance, if Bedtime is very important to you, select the time you go to bed, then click Begin search to find roommates who have the same bedtime

2. All potential roommates will then appear. Review the potential roommates and their preferences, when you find someone who would be a great match, select Request Roommate

3. The below message will then appear

4. A Pending Roommate Request will then appear in your menu

Approving Roommate Requests
1. In order to be placed together as roommates all roommates need to match by confirming each other. Once a request has been made, the student being requested

will receive an email similar to the one below notified them they have been requested by X person.

Subject: Housing Self-Service: Roommate Request Change - ADDED

Dear Jessica Bacon,

This is an automated email generated from Housing Self-Service.

You have been ADDED as a roommate request by Susie Sunflower.
The email address for this student is: reslife@nichols.edu
Please log into your Housing Self-Service Portal and either confirm or decline the request. All requests must be mutual to be considered.

2. To then confirm the request, you will need to log into the housing portal and go to the Roommate Selection tab, where you will find your Pending Roommate Requests

For the Term: 2020FA

Roommate Requests (0)

Pending Roommate Requests (1)

Search for Roommate
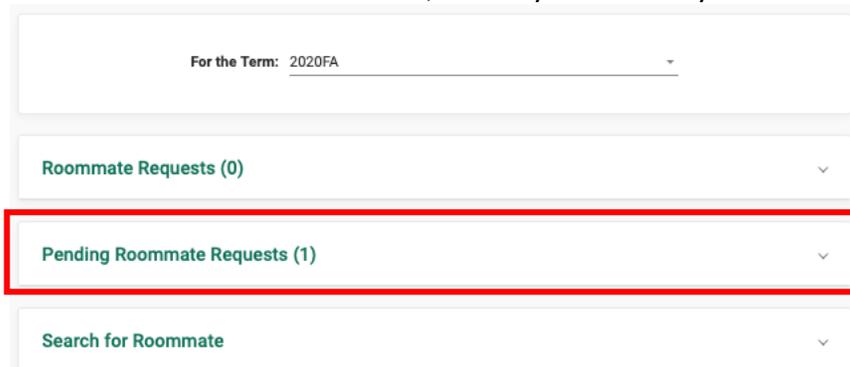
3. Once you click on the Pending Roommate Requests tab, all names of those who have requested you will appear. To approve, click the 3 vertical dots to the left of the requestors name

Pending Roommate Requests (1)

Name
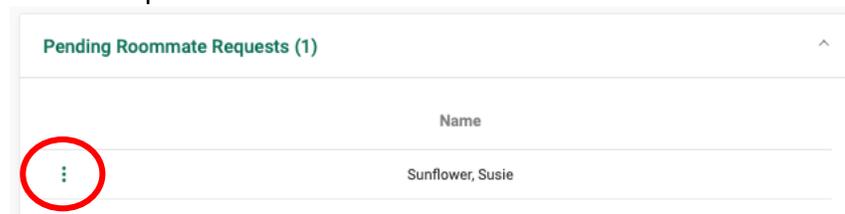
⋮   Sunflower, Susie

4. Click the add roommate icon (person with a plus sign)

Pending Roommate Requests (1)

Name

⋮   Sunflower, Susie

👁

✉   ommate

+👤

🗑
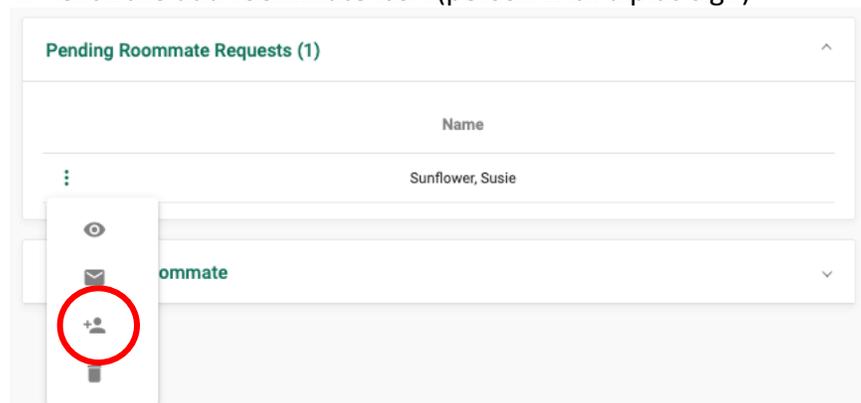
5. A message will then appear letting you know your roommate group is fully matched

Roommate Requests (1) ^

	Name
⋮	Sunflower, Susie

Your roommate group is fully matched.