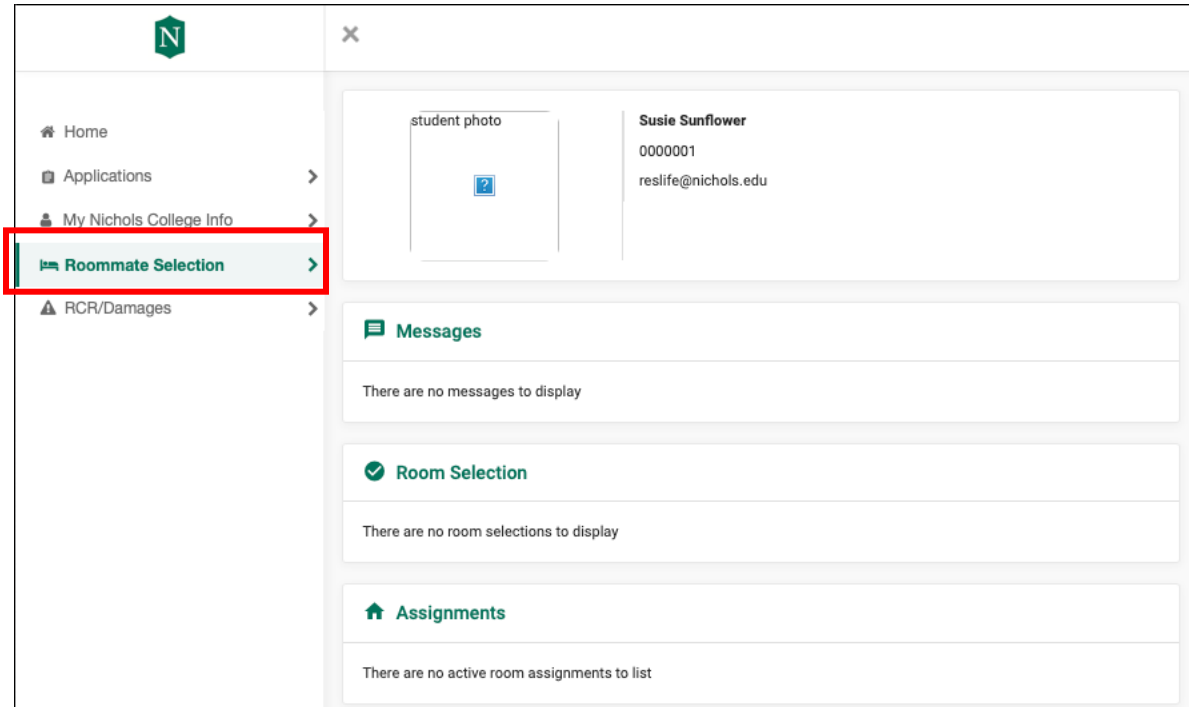
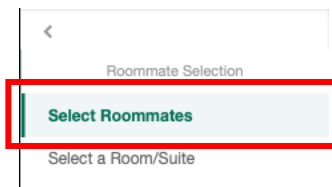


How to Match with a Roommate

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 for quick search and an advanced search

Search for Roommate ^

Last Name	First Name
Bedtime	Live with Smoker
Messy or Clean	Room Atmosphere
Wake Up Time	Interests
Hobbies	Gender Inclusive housing

Begin Search

Quick Search

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

Search for Roommate ^

Last Name	First Name
Bacon	

Bedtime	Live with Smoker
Messy or Clean	Room Atmosphere
Wake Up Time	Interests
Hobbies	Gender Inclusive housing

Begin Search

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

Search Results (1) ^

Last Name : Bacon
First Name : Jessica
Bedtime : 10PM-Midnight
Live with Smoker : No
Messy or Clean : Sometimes Messy, Sometimes Clean
Room Atmosphere : Social/ Loud
Wake Up Time : Before 7 AM
Interests : Watching Sports;Cooking/Baking;Going Out to Eat; (none)
Hobbies : Swimming
Gender Inclusive housing :
Contact : Twitter: @NicholsNewKid
Profile: blah blah blah

Request Roommate

3. The below message will appear

Roommate Requests (1) ^

Name

⋮	Bacon, Jessica
---	----------------

Unmatched Roommates:
Jessica Bacon has not requested Susie Sunflower

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

For the Term: 2020FA ▼

Roommate Requests (0) ▼

Pending Roommate Requests (1) ▼

Search for Roommate ▼

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

Search for Roommate ^

Last Name	First Name
Bedtime 10PM-Midnight ▼	Live with Smoker ▼
Messy or Clean ▼	Room Atmosphere ▼
Wake Up Time ▼	Interests ▼
Hobbies ▼	Gender Inclusive housing ▼

Begin Search

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

Search Results (1)

Last Name : Bacon
First Name : Jessica
Bedtime : 10PM-Midnight
Live with Smoker : No
Messy or Clean : Sometimes Messy, Sometimes Clean
Room Atmosphere : Social/ Loud
Wake Up Time : Before 7 AM
Interests : Watching Sports;Cooking/Baking;Going Out to Eat; (none)
Hobbies : Swimming
Gender Inclusive housing :
Contact: Twitter: @NicholsNewKid
Profile: blah blah blah

Request Roommate

3. The below message will then appear

Roommate Requests (1)

Name
Bacon, Jessica

Unmatched Roommates:
Jessica Bacon has not requested Susie Sunflower

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

For the Term: 2020FA

Roommate Requests (0)

Pending Roommate Requests (1)

Search for Roommate

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,

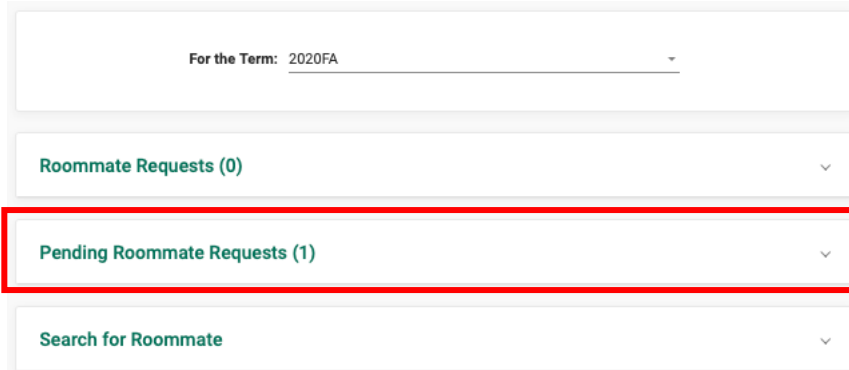
This is an automated email generated from Housing Self-Service.

You have been ADDED as a roommate request by Susie Sunflower.

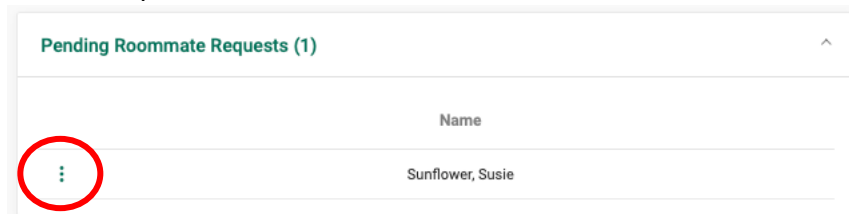
The email address for this student is: reslife@nichols.edu

Please log into your Housing Self-Service Portal and either confirm or decline the request. All requests must be mutual to be considered.

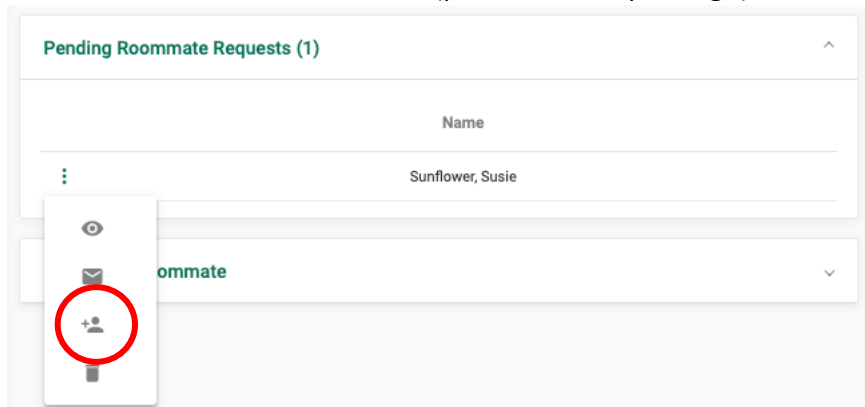
2. To then confirm the request, you will need to log into the housing portal and go to the Roommate Selection tab, where you will find your Pending Roommate Requests



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



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



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.