

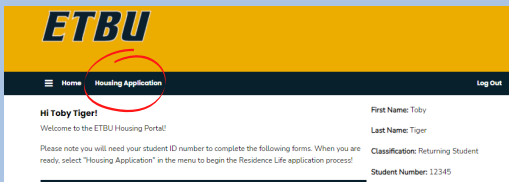
Roommate Group Tutorial

Follow the instructions and screenshots below to create your roommate group.



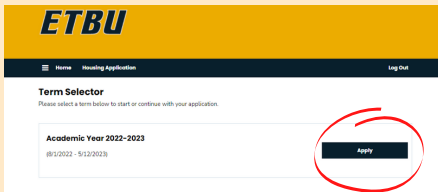
Step 1

To sign in to the Housing Portal, click the 'Student Log In' button on the ETBU Housing Portal Home Page.



Step 2

Once you have logged in you should see housing application options in the top menu bar. To proceed, select 'Housing Application.'



Step 3

Select 'Apply' beside the term you'd like to proceed with roommate selection for.

To create, edit, or verify your roommate group you must have previously logged into the Housing Portal and completed the following pages: Health and Treatment Authorization, Missing Student Notification, Emergency Contact, Housing Options, Personal Details, and the Housing Contract. If you are needing assistance with these pages, please visit the Housing Selection Tutorial PDF. If you have already completed these pages, please continue to step 4.

Step 4

ETBU

Home Housing Application Log Out

Health Information and Treatment Authorization

Medical Information

If you previously have been or are currently affected by any of the following, please check appropriately.

- Health Information and Treatment Authorization
- Missing Student Notification
- Emergency Contact
- Housing Option
- Personal Details
- Housing Contract
- Roommate Matching Questionnaire
- Roommate Selection
- Roommate Group Status

Allergies

Asthma

Cancer

Depression/Anxiety

To complete your Roommate Matching Questionnaire, select 'Roommate Matching Questionnaire' in the check list on the left side of the page. To go straight to roommate selection, select 'Roommate Selection' in the check list on the left side of the page.

Step 5

Home Housing Application Log Out

Roommate Matching Questionnaire

This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.

Living Preferences

Sleep Habits:
Bed: earful Rise late

How often do you clean your living space?
Once or twice a month

What temperature do prefer your living space?
72 or above

When do you prefer to study?
Afternoon (12PM-5PM)

Which best describes your style of housekeeping?
Moderate

On Campus Involvement

In the text box below list qualities you believe would describe you best.

Examples include: Academically oriented, interested in sports, interested in the arts, enjoy being around people, enjoy outdoors, faith oriented, hope to get involved on campus, plan to work off campus, plan to work on campus.

You may also list any organizations or extracurriculars you are involved in or hope to be involved in on campus.

Description

If you chose 'Roommate Matching Questionnaire', you'll have the option to submit a personal description and living preferences. This information will be used to match you with potential roommates or for other ETBU students to look you up in the roommate search. Fill out as much (or little) as you'd like, and then select 'Save & Continue.'

Step 6

You have not selected any roommates

Roommate searching options are below to the right.

[Create Group](#)

[Join Group](#)

[Search Roommate Groups](#)

[Search for Roommates by Name](#)

[Search for Roommates by Roommate Profiles](#)

[Suggest Roommates](#)

[Save & Continue](#)

On the Roommate Selection page, you will see several options to look up potential roommates, as detailed below.

Option 1

The first roommate to get to the 'Roommate Selection' page should create a roommate group by selecting 'Create Group.' This person will be the group leader and will need to create your group name. We suggest using the group leaders first name and last initial.

Roommate Group Create

Enter a unique Group Name (You will create your own group name. We suggest using the group leaders first name and last initial. Any inappropriate group names will be deleted and could affect your entire groups housing selection time slot.)

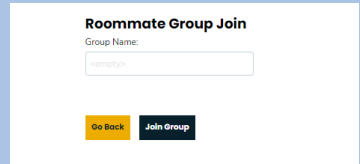
Group Name:

Desired Group Size:

[Go Back](#) [Create Group](#)

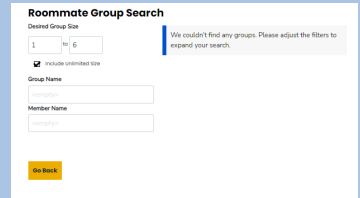
Option 2

If one of your roommates has already created a roommate group, select 'Join Group.' This page allows you to find your group by typing in your roommate group name.



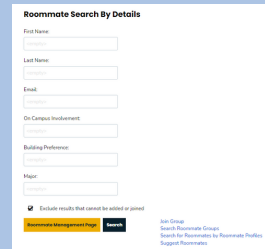
Option 3

If you are still looking for a roommate group, select 'Search Roommate Groups.' This page allows you to search by group size, a group name, or a name of a member in another group.



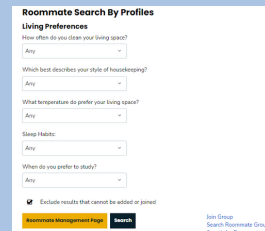
Option 4

If you would like to find a roommate by their name, select 'Search for Roommates by Name.' This page allows you to search by name, email, campus involvement, building preference, or major.



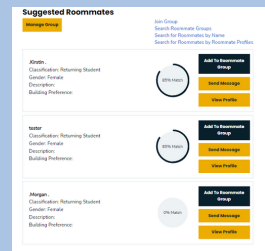
Option 5

If you would like to search for a roommate by their living preferences, select 'Roommate Search By Roommate Profiles'. This page will allow you to search for roommates based on their living preferences.



Option 6

If you would like to see suggested roommates, select 'Suggest Roommates.' This page will allow you to browse potential roommates based on the percent of answers matching your student profile.



When you find another student you'd like to room with using any of these options, you'll have the opportunity to:

- Send them a roommate request by selecting 'Join-' or 'Add to Roommate Group'
- Send them a message by selecting 'Send Message'
- View more detailed information about them by selecting 'View Profile'

Step 7

After joining or adding someone to your Roommate Group, you will see your roommate group members at the bottom of the Roommate Selection page. Your roommate will receive an email from the Housing Portal saying they have successfully been added to your group. At any time until the group is verified, you may choose to leave a group by clicking 'leave this group'. You may come back to this page in the Housing Portal to adjust your Roommate Group until you have selected housing or your group has been verified.

Note that creating a roommate group will not automatically reserve any available beds in your selected room for your roommate(s). On the 'Room Selection' page later on in the Housing Selection process, you will have the option to select a bed for both you and your confirmed roommate(s).

If Housing Selection is open, you can proceed and select your housing assignment. Otherwise, you will be notified by email when to return to the Housing Portal to make your housing selection.

The screenshot shows a web interface for managing roommate groups. At the top, there are two buttons: 'Verify Group' and 'Edit Group'. Below these are search options: 'Search Roommate Groups', 'Search for Roommates by Name', 'Search for Roommates by Roommate Profiles', and 'Suggest Roommates'. The main area displays a list of group members, each with their name and role (e.g., 'Group Leader'), classification, gender, description, and building preference. For each member, there are three buttons: 'View Profile', 'Send Message', and 'Make Leader'. At the bottom left, there is a 'Save & Continue' button.

Name	Role	Classification	Gender	Description	Building Preference	Actions
Toby	Group Leader	Returning Student	Female			View Profile
Emily		Returning Student	Female			Make Leader Send Message View Profile
Morgan		Returning Student	Female			Make Leader Send Message View Profile
Avery		Returning Student	Female			Make Leader Send Message View Profile

If you have any questions, contact our office.

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