



## Roommate Group Instructions

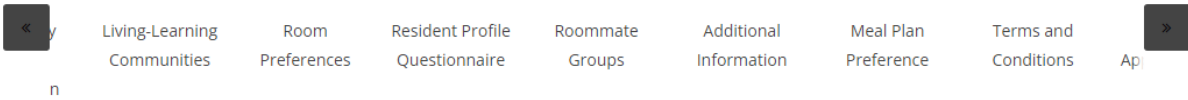
This set of instructions explains how to request to be housed with someone. If you have already been assigned a roommate and want to change, you need to email [housing@gsw.edu](mailto:housing@gsw.edu) so they can update your assignment. If you have already completed the housing application and you have now found someone you want to live with, you can go back into the housing application and complete these steps.

To navigate to the housing application, please view the instructions on our website entitled “Housing Application Instructions.” Once you get to step 11 about Roommate Groups, you can start using the instructions in this guide.

1. Once you have identified who you want to live with, choose one person in the group to be the “Group Leader.” That person will need to go into their housing application and navigate to the “Roommate Groups” tab. Then click the button that says “CREATE GROUP” at the bottom of the page.

The screenshot shows a navigation bar with the following items: Home, New Student Housing Application Fall 2022 - Spring 2023, Returning Housing Application Fall 2022 - Spring 2023, and Log Out. Below the navigation bar is a menu with the following items: Living-Learning Communities, Room Preferences, Resident Profile Questionnaire, Roommate Groups (highlighted), Additional Information, Meal Plan Preference, and Terms and Conditions. Below the menu is a progress bar with seven steps, each represented by a circle with a checkmark. The fourth step, 'Roommate Groups', is highlighted with a yellow circle. Below the progress bar is the heading 'Roommate Groups'. Underneath the heading is the text 'Already have a roommate?' followed by 'Joining a roommate group may be your best option.' and 'If you are not interested, please click save and continue. (Note: You will be matched with a roommate by the Residence Life staff.)'. Below this text is a grey box with the heading 'Not In a Group' and the text 'You are not a member of any roommate groups.' Below the grey box is a button labeled 'CREATE GROUP' and a red arrow pointing to it. To the right of the 'CREATE GROUP' button are four links: 'Join Group', 'Search For Roommate Group', 'Search for Roommates by Details', and 'Suggest Roommates'.

2. Enter a Group Name and Password. You can come up with whatever Group Name and Password you want, just make sure to write it down so you can share it with your future roommate. Then click “Save Group.”



### Roommate Group Details

Group Name:



Group name can be whatever you want!

Password:

- ✓ 8 characters long
- ✓ Lowercase characters
- ✓ Uppercase characters
- ✓ Numeric characters
- ✓ Symbol characters



Come up with a password that meets these criteria.

Confirm Password:

GO BACK

SAVE GROUP



3. You will then be navigated to a page that shows your Group Information.

### Roommate Groups

Already have a roommate?

Joining a roommate group may be your best option.

If you are not interested, please click save and continue. (Note: You will be matched with a roommate by the Residence Life staff.)

Group: GSWBesties

VERIFY GROUP   DELETE GROUP   EDIT GROUP

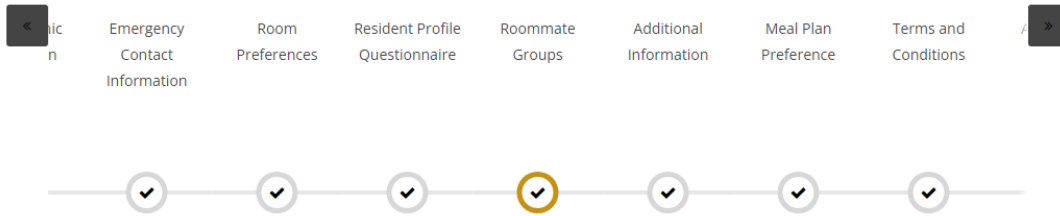
[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

\*\* (Group Leader)\*\*  
Age: 28  
Classification: First-Year Residents  
Gender: Male  
Description:

VIEW PROFILE

SAVE & CONTINUE

4. The person you want to live with then needs to go into their housing application and onto the “Roommate Groups” tab. They will then select “Join Group.”



## Roommate Groups

*Already have a roommate?*

Joining a roommate group may be your best option.

If you are not interested, please click save and continue. (Note: You will be matched with a roommate by the Residence Life staff.)

### Not In a Group

You are not a member of any roommate groups.

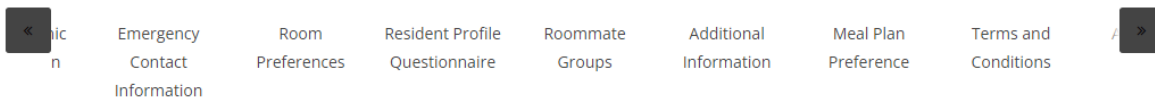
CREATE GROUP



- Join Group
- Search For Roommate Group
- Search for Roommates by Details
- Search for Roommates by Profiles
- Suggest Roommates

SAVE & CONTINUE

5. They will then enter the same credentials you created earlier. Then click “Join Group”.



## Roommate Group Join

Group Name:

GSWBesties

Password:

.....

GO BACK

JOIN GROUP



6. You will then be added into the group. If it is successful, the page will look like this.

### Group: GSWBesties

[LEAVE THIS GROUP](#)

[Join Group](#)  
[Search For Roommate Group](#)  
[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

<b>** (Group Leader)**</b> Age: 28 Classification: First-Year Residents Gender: Male Description:	<a href="#">SEND MESSAGE</a> <a href="#">VIEW PROFILE</a>
Age: 22 Classification: First-Year Residents Gender: Male Description:	<a href="#">VIEW PROFILE</a>

[SAVE & CONTINUE](#)

7. The Group Leader will then need to go back into their housing application. If the person has been successfully added, the page will look like this. If everything is correct, click the “Verify Group” button.

### Roommate Groups

*Already have a roommate?*

Joining a roommate group may be your best option.

If you are not interested, please click save and continue. (Note: You will be matched with a roommate by the Residence Life staff.)

### Group: GSWBesties

[VERIFY GROUP](#) [DELETE GROUP](#) [EDIT GROUP](#)

[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

<b>** (Group Leader)**</b> Age: 28 Classification: First-Year Residents Gender: Male Description:	<a href="#">VIEW PROFILE</a>	↓
Age: 22 Classification: First-Year Residents Gender: Male Description:	<a href="#">REMOVE ROOMMATE</a> <a href="#">MAKE LEADER</a> <a href="#">SEND MESSAGE</a> <a href="#">VIEW PROFILE</a>	↑

[SAVE & CONTINUE](#)

8. A green box will pop saying that your group has been verified. Once you receive your assignment to your radar email, if you have not been paired with the person you requested please email [housing@gsw.edu](mailto:housing@gsw.edu) so we can fix it.

## Roommate Groups

*Already have a roommate?*

Joining a roommate group may be your best option.

If you are not interested, please click save and continue. (Note: You will be matched with a roommate by the Residence Life staff.)

### Verified

Your roommate group has been verified.

Group: GSWBesties

DELETE GROUP

EDIT GROUP

[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

A couple of notes about roommate matching:

- For Pines: residents are housed in 4-bedroom apartments. Only groups of 2 or 4 will be accommodated. Groups of 3 will need to find a 4<sup>th</sup> roommate to live with, or the group will need to separate.
- Roommate Groups last for the Fall and Spring semesters; students are not re-assigned between the Fall and Spring semesters.
- Roommate assignments are typically sent out during the summer. Once you have already been assigned a roommate, you will need to email [housing@gsw.edu](mailto:housing@gsw.edu) to make any changes.
- If you are a Group Leader and more people join your group than the room can accommodate, you will need to remove people from your group. Click the "Remove Roommate" button to do that.
- The system we use does not show the names of the people on the housing application. You can confirm the person is correct by reviewing their answers to the profile questions and checking their demographic information. If you are still uncertain, you can contact [housing@gsw.edu](mailto:housing@gsw.edu) and we can check that the names are correct.