

Searching for Roommates Instructions – New Incoming Students: Spring 2023

Important Dates

- **November 4:** Housing Application Opens
- **December 1:** This is a priority deadline to sign your housing application. Students who have signed their housing contracts will be placed into a residence hall room between December 1 through December 22. Students who apply for housing after December 22 will be placed into a housing assignment after January 1.

General Information

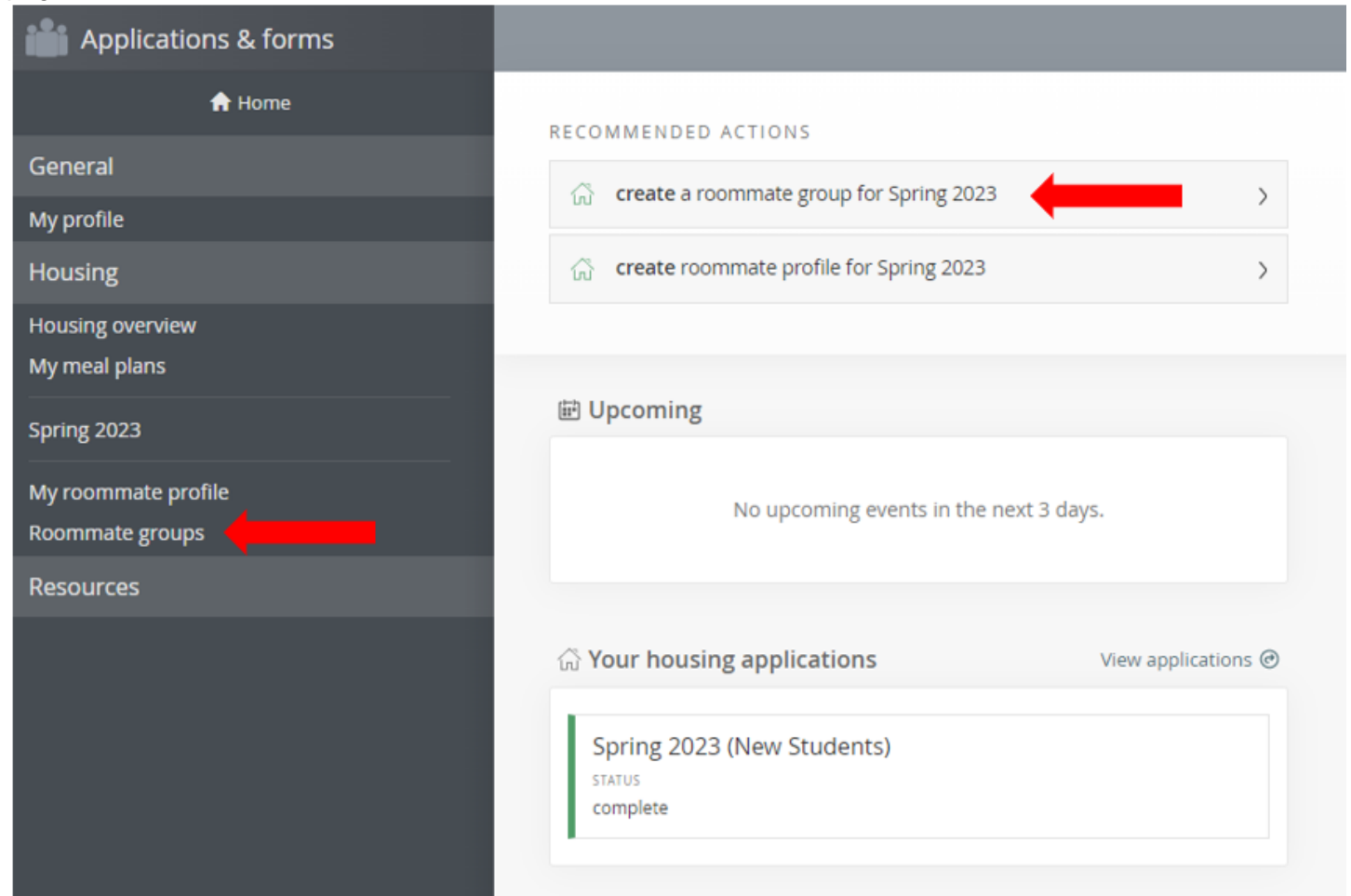
- **You must complete your Housing Application and Roommate Profile before you can create a Roommate Group or begin searching for roommates.**
- If you want to select your own roommate, you must set up a Roommate Group by December 1, 2022.

Tips on How to Set Up a Roommate Group

- **Designate an Owner:** Decide which one of you will be the creator (owner) of the Roommate Group. The owner does not need to be the student who submitted their deposit first.
- **Email Addresses:** As the owner, make sure you know the exact email address your future roommate used when they filled out their eRezLife housing application.
- **Housing Applications Completed:** To complete your Roommate Group, all members must log in to their housing portal and accept the roommate group on their profile.
- **All-Gender Roommate Groups:** If you want to live in an all-gender location, you will be able to select members for your Roommate Group whose gender identity is different from your own. If you have a mixed-gender Roommate Group, the system will assign you to rooms that are available in all-gender locations.

Section 1 – How to Set up a Roommate Group with Someone You Know

From your dashboard, click on “Roommate Groups” on the left-hand side. The dashboard will display this page:



The screenshot shows a dashboard with a dark sidebar on the left and a light main area on the right. The sidebar contains the following items: Applications & forms, Home, General, My profile, Housing, Housing overview, My meal plans, Spring 2023, My roommate profile, Roommate groups (highlighted with a red arrow), and Resources. The main area has a 'RECOMMENDED ACTIONS' section with two items: 'create a roommate group for Spring 2023' (highlighted with a red arrow) and 'create roommate profile for Spring 2023'. Below this is an 'Upcoming' section with the text 'No upcoming events in the next 3 days.' and a 'Your housing applications' section with a card for 'Spring 2023 (New Students)' with a status of 'complete'.

Click on “Create New Roommate Group.” A new page will appear, and you will need to create a name for your Roommate Group. Note: your Roommate Group name will be visible to staff members in the Office of Residential Life.

Roommate groups

APPLICANT
Fisher-Damsgard, Evan

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences.

Spring 2023

Create new roommate group (highlighted with a red arrow)

My choice

Group name

Applicants



No group

New roommate group

[View all groups](#)

Group name *



Session

Spring 2023

Members (maximum allowed: 4)

✓ Fisher-Damsgard, Evan (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.

3.

4.

The Roommate Group owner will see their name under “Members.” This person is the only person who can add/remove names. The number of roommates to add into your Roommate Group depends on the room type you are interested in. If your Roommate Group is interested in a 4-person room (Quad), then you will need to list 3 names. If your roommate Group is interested in a 2-person room (Double), then there will only be 1 additional name listed.

Please Note: When you add your future roommate’s email address, make sure it is the same one they used when they filled out their eRezLife Application.

Please Note: Our office will do our best to honor roommate groups created, but may have to change roommate groups depending on room availability.

New roommate group

[View all groups](#)

Group name *

Roomies!

Session

Spring 2023

Members (maximum allowed: 4)

✓ Fisher-Damsgard, Evan (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2. rfrisinger01@hamline.ec

3.

4.

 Save

[Cancel](#)

When you add in your future roommate's name and click "Save", they will appear under the "Members" section.

Roomies!

[View all groups](#)

Group name *

Roomies!

Session

Spring 2023

Members (maximum allowed: 4)

- ✓ Fisher-Damsgard, Evan (owner)
- Frisinger, Ryan Charles [remove](#)



To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

3.

4.

[Save](#)

[Cancel](#)

Once the owner has added a member to the Roommate Group, an email will be sent to that member saying "You've been invited to join a roommate group!" The added member needs to log into eRezLife to choose the roommate group before they are in the group – it is not automatic!

Roommate groups

APPLICANT

Fisher-Damsgard, Evan

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences.

Spring 2023

Create new roommate group

Ryan has not chosen 'Roomies!' group yet because there is no green checkmark in front of his name

My choice	Group name	Applicants
<input checked="" type="radio"/>	Roomies!	<input checked="" type="checkbox"/> Fisher-Damsgard, Evan (owner) Delete <input type="checkbox"/> Frisinger, Ryan Charles
<input type="radio"/>	No group	



If you get an email that says you have been invited to join a Roommate Group, log into eRezLife and click on "Roommate Groups". Click on the unchecked button underneath "My Choice", located next to the Roommate Group Name. After that, a green check will appear next to the invited person's name. You can save and exit.

Roommate groups

APPLICANT

Fisher-Damsgard, Evan

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences.

Spring 2023

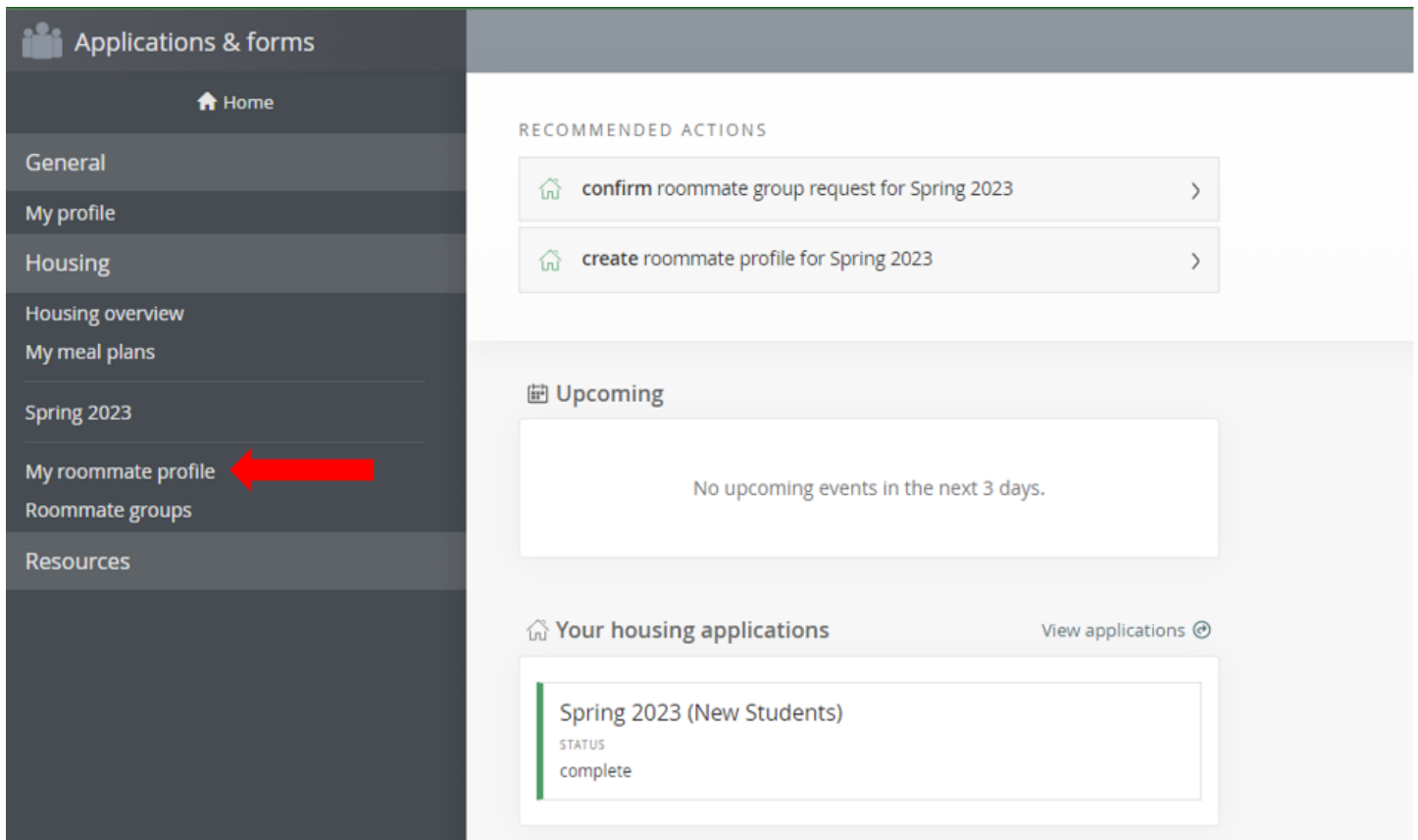
Create new roommate group

My choice	Group name	Applicants
<input checked="" type="radio"/>	Roomies!	<input checked="" type="checkbox"/> Fisher-Damsgard, Evan (owner) Delete <input checked="" type="checkbox"/> Frisinger, Ryan Charles
<input type="radio"/>	No group	

Once a green checkmark appears next to all the names in your roommate group, you have completed your roommate group. Our office will then work to place your entire roommate group into a matching housing assignment when space is available.

Section 2 – How to Use RoomeeZ to Search for a Roommate & Set up a Roommate Group

On the left-hand side of your dashboard page on eRezLife, click on “My roommate profile”.



The screenshot displays the eRezLife dashboard interface. On the left is a dark sidebar menu with the following items: 'Applications & forms', 'Home', 'General', 'My profile', 'Housing', 'Housing overview', 'My meal plans', 'Spring 2023', 'My roommate profile' (highlighted with a red arrow), 'Roommate groups', and 'Resources'. The main content area on the right is titled 'RECOMMENDED ACTIONS' and contains two buttons: 'confirm roommate group request for Spring 2023' and 'create roommate profile for Spring 2023'. Below this is an 'Upcoming' section with a message: 'No upcoming events in the next 3 days.' At the bottom, there is a 'Your housing applications' section with a 'View applications' link and a card for 'Spring 2023 (New Students)' with a status of 'complete'.

First, the applicant must “Turn on my profile” and fill out the required fields on their roommate profile. The required fields have a red asterisk next to them (*).

Roommate profile

Please fill out the following profile information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information.

Turn on my profile



This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.



Change photo

No file chosen

What name would you like other applicants to see when viewing your public profile? *

It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?

Other applicants will be able to see this when they see a list of possible roommates.

Applicants can specify which available profile fields for searching they are comfortable sharing. "All applicants" means it will be available for anyone who is searching for roommates to see. "My contacts" is only viewable to other applications once you accept a contact request from them. "Private" is only viewable information by you.

Viewable housing application fields









Let us know what information you'd like to share from your housing application.

Field	All applicants	My contacts	Private
First Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Last Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Honors Community	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Roommate Matching - Do you smoke?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Roommate Matching - Open to living with a smoker?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Roommate Matching - Sleeping Habits	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Roommate Matching - Music/TV	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Roommate Matching - Cleaning Habits	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Roommate Matching - Social Preferences	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Roommate Matching - Room Guests	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Roommate Matching - Roommate Relationship	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

The last section allows applicants to provide any social media and contact information they are comfortable sharing.

How would you like your contacts to communicate with you?

This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

 Phone or text	<input type="text"/>
 Email	<input type="text"/>
 Facebook	<input type="text"/>
 Twitter	<input type="text"/>
 Pinterest	<input type="text"/>
 Instagram	<input type="text"/>
 Other	<input type="text"/>
 Tumblr	<input type="text"/>

Once you are finished editing your own profile, you are ready to access the “Roommate Search” and “Contacts” menus. Use the filters and search for potential roommates with similar habits. Click “search” when you are ready to see potential roommates.

Applications & forms


- Home
- General
- My profile
- Housing
- Housing overview
- My meal plans
- Spring 2023
- My roommate profile
- Roommate search
- Roommate groups
- Contacts
- Resources

Roommate profile

Please fill out the following profile information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information.

Turn on my profile

This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.



Change photo
 No file chosen

What name would you like other applicants to see when viewing your public profile? *

Based on your filters, a list of contacts will appear on your dashboard in a section that says “Roommate search results”. For each result, you can send a contact request to get to know each other better. If it’s a great match, then click “Add to roommate group”, and you’re all set. If it’s not a great match, you can withdraw the contact request or block them and continue searching for more potential roommates.

Applications & forms

Home

General

My profile

Housing

Housing overview

My meal plans

Spring 2023

My roommate profile

Roommate search

Roommate groups

Contacts

Resources

Roommate search

[New search](#)

Ryan Frisinger

[Honors Community](#)

[Open to living with a roommate who has been approved to have an emotional support animal in the room?](#)

[Roommate Matching - Cleaning Habits](#)

[Roommate Matching - Do you smoke?](#)

[Roommate Matching - Music/TV](#)

[Roommate Matching - Open to living with a smoker?](#)

[Roommate Matching - Room Guests](#)

[Roommate Matching - Roommate Relationship](#)

[Roommate Matching - Sleeping Habits](#)

[Roommate Matching - Social Preferences](#)

[Special-Interest Community](#)

Search

[Ryan Frisinger](#)

[Edit roommate groups](#) [Send contact request](#) [Block](#)

Once a person sends a contact request to another person via RoomeeZ, an email will be sent letting them know they need to approve a contact request by logging into eRezLife. All contacts are easily viewable from the contacts menu.

Applications & forms

Home

General

My profile

Housing

Housing overview

My meal plans

Spring 2023

My roommate profile

Roommate search

Roommate groups

Contacts

Resources

Contacts

Current contacts

Require approval

My requests

Blocked

Filter

[Ryan Frisinger \(Ryan Frisinger\)](#)

[Edit roommate groups](#) [Remove from contacts](#) [Block](#)