Searching for Roommates Instructions—New Incoming Students: Fall 2023

Important Dates:

- **April 3:** Housing Application Opens.

- **July 1:** Deadline to create your Roommate Group—*if you don't create a Roommate Group, you will be matched with a roommate or roommates based on your profile preferences.*

- **Mid-to-late July:** Housing Placements Made—you will receive your housing placement and move-in information in your Hamline Email Account.

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 July 1, 2023.

Tips on How to Set Up a Roommate Group

- **Designate an Owner:** decide which person will be the creator (owner) of the Roommate Group. The owner does not need to be the student who submitted their deposit first—the housing system will use the earliest depositor in the roommate group for hall placement.

- **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:** All Roommate Group members must have completed their housing application and roommate 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 housing system will assign you to rooms that are available in all-gender locations.
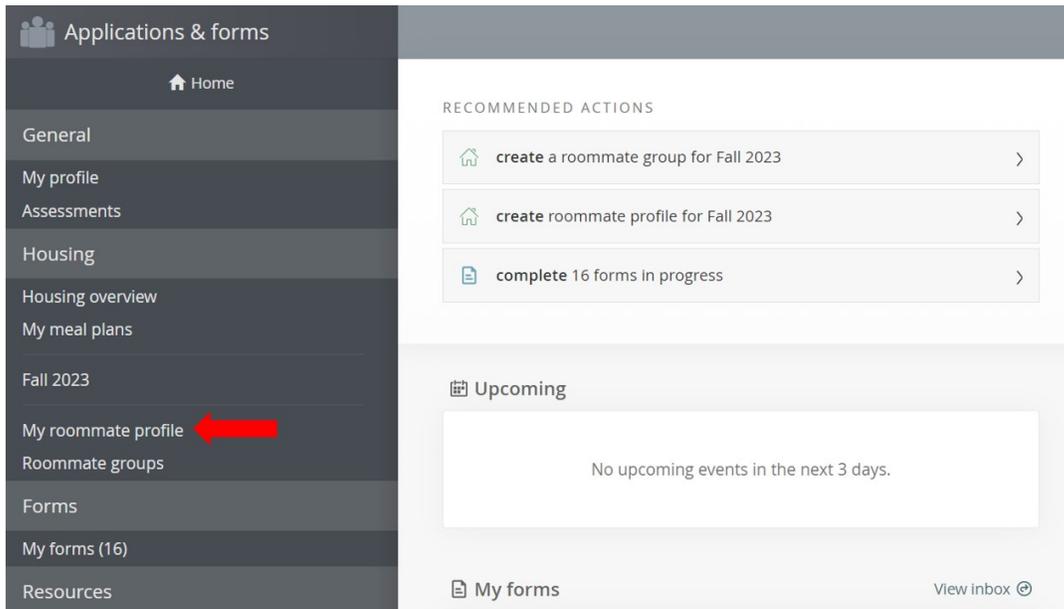
To create a Roommate group, we will again be using eRezLife (hamline.erezlife.com). Log in using your Hamline username and password on the login page. Do not click "Forgot Password." If you are having problems logging in, contact your admissions counselor.

New Students: If you are having problems logging in, please contact the Office of Undergraduate Admission at admission@hamline.edu or by calling 651-523-2207 and they will be happy to assist you! If you forgot your password, please do NOT click on the "Forgot My Password" button - simply reach out to Admissions.

Section 1: How to Set Up your Roommate Profile

The first step in creating a Roommate Group is completing your Roommate Profile. After you have completed your Housing Application, you will see new options available on your left-hand menu bar. To view your Roommate profile, click "My roommate profile"

This will pull up your Roommate Profile. On this page, you can control what information other students will see about your profile. You can include information like your preferred name, more information about yourself, and optional information such as your contact information, including your social media pages and your cell phone.

You can also change what roommate matching information that you would like to share with others. There are three levels that you can select from, which include:

- Private: this information is not shared with anyone but yourself.

- My Contacts: When you connect with another student on Roomeez, you can share your contact with the student. Once you share your contact, information at this level will be shared with the other student.

- All Applicants: This information is automatically shared with all other students who have completed their housing application.

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	○	●	
Last Name	○	●	
Middle Name	○	●	
Honors Community	○	○	●
Roommate Matching - Do you smoke?	○	○	●
Roommate Matching - Open to living with a smoker?	○	○	●
Roommate Matching - Sleeping Habits	○	○	●
Roommate Matching - Music/TV	○	○	●
Roommate Matching - Cleaning Habits	○	○	●
Roommate Matching - Social Preferences	○	○	●
Roommate Matching - Room Guests	○	○	●
Roommate Matching - Roommate Relationship	○	○	●

Finally, once you have finished your Roommate Profile, click the checkbox at the top of the page to turn on your Roommate Profile. Once you have clicked this checkbox, your profile will go live and other students can search for you. Scroll to the bottom of the page and click "Save."

Please note: you will not be able to search or create a roommate group until you have turned your roommate profile on!

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.
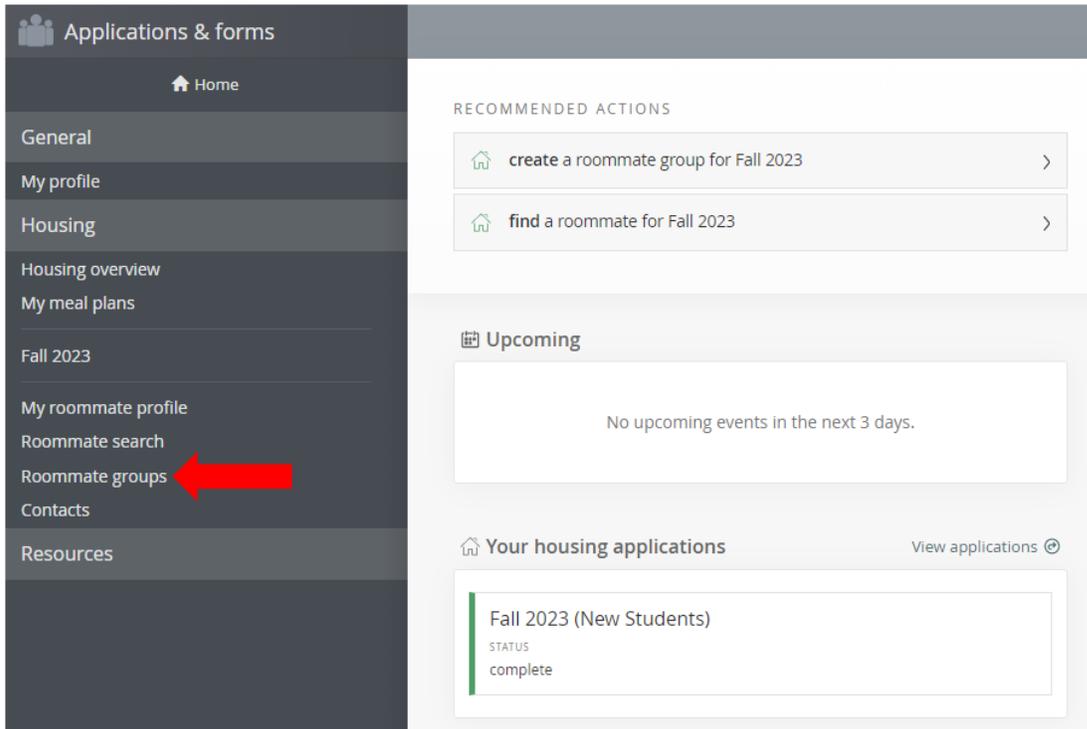
Change photo
Choose File   No file chosen

Section 2: How to Search for Roommates

Once you have turned your roommate profile on, you will see a new option on your left-hand menu bar appear, "Roommate Search." To search for roommates, click "Roommate Search."

Opening this tab will let you search for other students. You can search by student name or you can explore different roommate matching criteria. You can also just click "Search" to find every roommate profile available.

Roommate search

Here's a chance to look for other applicants you might be interested in rooming with.

Search public name, cor

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

Once you find a student who you are interested in rooming with, you can send a contact request or you can add them directly to a roommate group.

If needed, you can also block students from viewing your roommate profile.

Ryan Frisinger

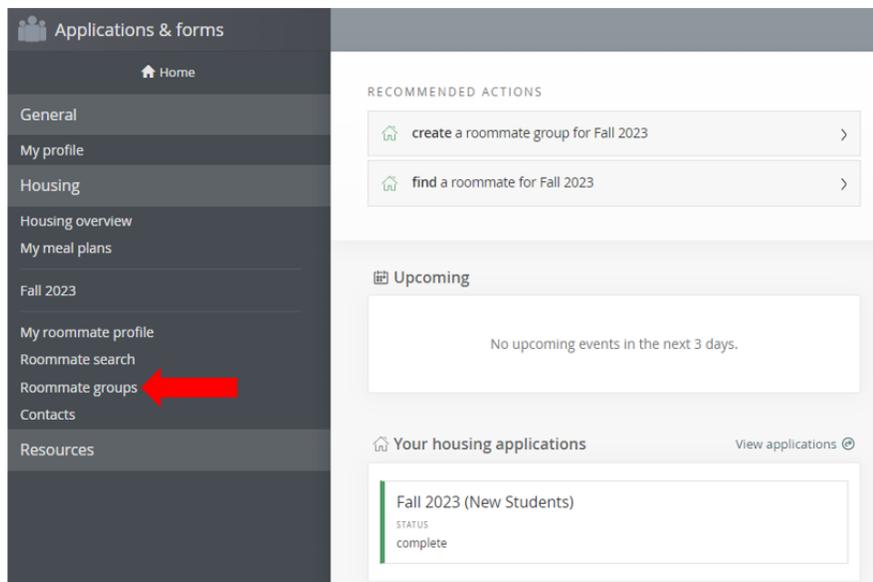👥 Add to roommate group   ✉ Send contact request   👥 Block

Once you have requested to share your contact with another student, they are all easily stored in a "Contacts" list on the left-hand menu bar.

Section 3: Creating a Roommate Group

From your dashboard, click on "Roommate Groups," on the left-hand menu bar. The dashboard will display this page:

On the Roommate Groups page, you can view the status of your already created roommate groups, or you can create a new roommate group.

To create a new roommate group, select "Create new roommate group," under the Fall 2023 header.

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.

Fall 2023

Create new roommate group

My choice	Group name	Applicants
✓	No group	

A new page will appear for your Roommate Group. By creating a roommate group, this makes you the creator or owner of the group. **Please note:** the owner does not need to be the person to sign their contract first. When making housing placements, the housing software will use the earliest depositor automatically.

Choose a roommate group name. This name can really be whatever you want it to be. **Please note:** residential life staff will be able to view your roommate group names.

When creating roommate groups, it is important to note that the roommate group size will place you into a room that fits that roommate group. If you are interested in a 4-person room (Quad), you will need to list three additional names for your roommate group. If you are interested in a 2-person room (Double), you will only have to list one other student. When making assignments, the housing software will then match your Roommate Group to a room that fits your group.

Once you have added all the students to your roommate group, click "Save"

New roommate group

View all groups

Group name *

Roomies!   ⬅

Session

Fall 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
... or go Search

Email

2. rfrisinger01@hamline.e   ⬅

3. ▢

4. ▢

⬅ Save   Cancel

Once you have created a Roommate Group, you can view the status of the group on the "Roommate Groups" page.

Please note: your Roommate Group is not complete until everyone has accepted the roommate group. This is denoted by a green checkmark next to the students name. If the roommate does not accept the Roommate Group, you may be matched with another student.

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.

Fall 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	
✓	Roomies!	✓ Fisher-Damsgard, Evan (owner) Frisinger, Ryan Charles	Delete
○	No group		

Once all of the students in your roommate group have a green checkmark next to their name, you have completed your Roommate Group and there is nothing else that you need to do!

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.

Fall 2023

Create new roommate group

My choice	Group name	Applicants	
✓	Roomies!	✓ Fisher-Damsgard, Evan (owner) ✓ Frisinger, Ryan Charles	Delete
○	No group		

If you are the student being requested as a roommate (non-owner), you will receive an email notification to the email address associated with your Housing Portal account inviting you to join a roommate group. Log in to your eRezLife account and click on "Roommate Groups." If you are okay with the roommate group, you can select it by clicking on the circle button underneath the "My choice" heading. If you have multiple roommate group choices, make sure to select the correct roommate group.

Once you have selected the roommate group, a green checkmark will appear next to your name in the Roommate Group.

Final Tips:

- You can edit your roommate profile settings at any time by clicking on "Housing overview" on your left-hand menu bar, selecting the Fall 2023 contract, and then selecting "click here" at the top of your Residence Building preference and Application Form sections. See "Housing Application Instructions" for more details.

- All students *must sign* their housing contract first before being able to create a roommate group with them.

- It is important to remember to turn on your roommate profile. Without turning on your profile, you will not be able to search for other students or create roommate groups.