

Searching for Roommates Instructions – New Incoming Students: Fall 2024

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, 2024.

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 – 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 own housing application.
- **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 the 'Roommate groups' page in the eRezLife system. On the left is a dark sidebar with a menu. The top of the sidebar says 'Applications & forms' with a dropdown arrow. Below it are icons for Home, Calendar, and Help. The menu categories are: General (My profile, Assessments), Housing (Housing overview, My meal plans, Financial statement), Spring 2024, Fall 2024, My roommate profile (Roommate search, Roommate groups), Contacts, Forms, and Resources. The 'Roommate groups' option is highlighted. The main content area has a search bar at the top. Below it is the title 'Roommate groups'. There is a card for an applicant named 'Swink, Calli Rae'. Below the card, there is a note: '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.' Below this is the text 'Fall 2024' and a button 'Create new roommate group'. At the bottom, there is a table with three columns: 'My choice', 'Group name', and 'Applicants'. The table has one row with a green checkmark in the 'My choice' column and 'No group' in the 'Group name' column.

My choice	Group name	Applicants
✓	No group	

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.

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New roommate group

View all groups

Group name *
Roomies

Session

Fall 2024

Members (maximum allowed: 4)

Swink, Calli Rae (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.

3.

4.

Save

Cancel

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.

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.

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New roommate group

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Group name *Roomies!

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... or go [Search](#)

Email

2. akutz01@hamline.edu

3.

4.

SaveCancel

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

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!

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.

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Roommate groups

APPLICANT

Swink, Calli Rae

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.

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Create new roommate group

My choice	Group name	Applicants
<input checked="" type="radio"/>	roomies	<div> <div>✓</div> <div>Swink, Calli Rae (owner)</div> <div>Delete</div> </div> <div> <div>✓</div> <div>Kutz, Abigail Nicole</div> </div>
<input type="radio"/>	No group	

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”.

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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

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

Calli

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.

Care to elaborate? Tell us more.

Roommate found.

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 (*)

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 not seen by anyone but 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"/>	
Middle Name	<input type="radio"/>	<input checked="" type="radio"/>	
Last Name	<input type="radio"/>	<input checked="" 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


 Email


 Facebook

 Twitter

 Pinterest

 Instagram

 Other

 Tumblr

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.

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.

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[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 gay, lesbian, bisexual, or transgender student?](#)

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

[Roommate Matching - Room Guests](#)

[Roommate Matching - Roommate Relationship](#)

[Roommate Matching - Sleeping Habits](#)


[Roommate Matching - Social Preferences](#)

[Roommate Matching - Student Athlete](#)

[Special-Interest Community](#)

[Student Type](#)

Search



[Abbigail Kutz \(Abbi\)](#)

I'm a speech nerd who loves true crime and trivia.

Hi! I'm Abbi (she/her/hers) and I am planning on majoring in political science or pre law. I enjoy volunteering, working with others, and public speaking. I also love watching movies, anime, and listening to true crime podcasts. I can't wait to meet everyone! (snap: abbi.kutz)

[Edit roommate groups](#)

[Remove from contacts](#)

[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.

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Contacts


☒ Current contacts

☒ Require approval

☐ My requests

☐ Blocked


Filter





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