

# Housing Selection Process 2023-2024

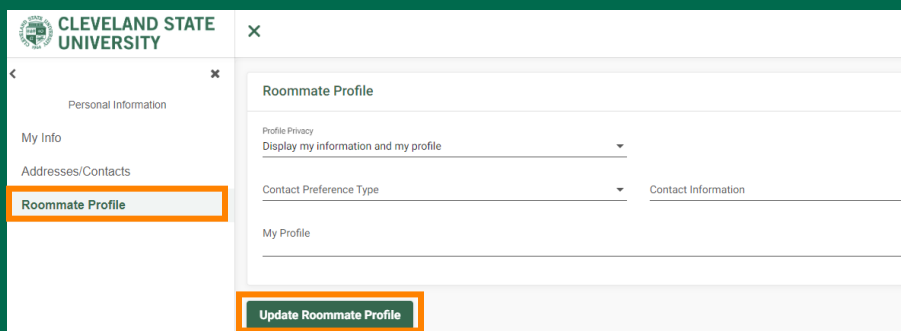
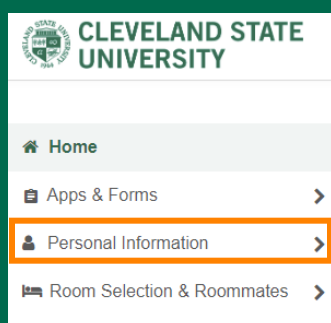
## Roommate Matching Guide

Important Notes About the Process.....	1
Solos, Pairs, & Groups: Introduction and Overview .....	2
GROUP LEADER Responsibilities .....	2
GROUP MEMBER Responsibilities .....	2
How to Search/Request a Roommate .....	2
How to Accept a Roommate Request .....	4

### Important Notes About the Process

While students can elect to participate in the Housing Selection Process without any pre-determined roommates or groups, students are highly encouraged to participate in the roommate matching and group formation process. Single rooms within our residential communities are limited and groups will be selecting spaces before students select spaces by themselves.

- You will need to use your CSU ID login (ex: 1234567@vikes.csuohio.edu) and password to access [Housing Self-Service](#). *If you need help with your password, call the Information Services & Technology (IS&T) Help Desk at 216.687.5050 during normal business hours.*
- Roommate groups can range from two (2) to four (4) individuals.
- Students are permitted to request students from class statuses different than their own.
  - NOTE: Pairs or groups with different class statuses will have their housing selection timeslots impacted. *For example, if a group of three (3) rising seniors added a rising junior to their group, they would have a later timeslot than a group of all rising seniors.*
- Selection timeslots are generated randomly by class status and the number of semesters a student has lived on campus.
  - Timeslots will be sent to students' CSU email address on April 7<sup>th</sup>.
  - Groups with more than two (2) students must elect a GROUP LEADER (see additional section for responsibilities for the Group Formation and Housing Selection processes)
  - Students **must successfully match with their roommate by Friday, March 17<sup>th</sup>** to be assigned together
  - Every student in the group must match with every other student in the group in order for the group.**
- If students can't find their desired roommate (i.e., the individual they are searching for is not showing up in the search results), they should communicate with the desired roommate directly and verify that they have completed the housing contract. If they have completed the contract and they are still unable to find each other, they should email [reslife@csuohio.edu](mailto:reslife@csuohio.edu). We will do our best to help the students.
- All students are highly encouraged to update their "Roommate Profile" by navigating to this screen in Housing Self-Service:



## Solos, Pairs, & Groups: Introduction and Overview

See below for a short task list for each category of the Roommate/Group Formation Process:

### SOLO



- Find a roommate to create a pair or
- Find roommates to be part of a group or
- Participate in selection by yourself.

### PAIRS



- Find (or search for) a roommate.
- Send roommate request or accept their request.
- Participate in selection as a pair.

### GROUPS of 3 or 4



- FIRST, Group Leader sends requests to ALL members.
- EACH group member MUST accept Group Leader's roommate request
- EACH group member MUST also accept or send requests for every member on their group
- Participate in selection as a group

## GROUP LEADER Responsibilities

If you are intending on participating as a group of three or four, you will need to elect a GROUP LEADER. After determining your GROUP LEADER, they must accomplish the following:

1. Send a request to each of your group members through [Housing Self-Service](#)
2. Contact each group member individually to remind them to:
  - Accept the GROUP LEADER's request
  - Send and accept requests to/from all other group members
3. Keep track of missing requests/approvals that make up your full group through [Housing Self-Service](#)
4. **Tip:** Connect with all of your group members in-person or via Zoom and have everyone sign-in to their [Housing Self-Service Portal](#). Have everyone check their listed roommates to confirm that everyone has accepted each other.

Groups will also need a **SELECTION CAPTAIN** for their Housing Selection Timeslot. More information about the SELECTION CAPTAIN's role during the actual selection process will be shared when the Selection Timeslots are distributed on April 7<sup>th</sup>.

## GROUP MEMBER Responsibilities

If you are intending on participating as a pair or group, you have several very important tasks to complete:

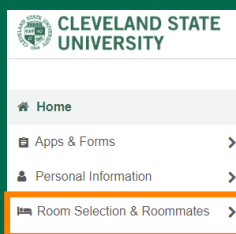
1. Accept your GROUP LEADER's roommate request via [Housing Self-Service](#)
2. Send and accept requests to/from all other group members via [Housing Self-Service](#)
3. If you are a pair, you will only need to do this once
4. **Tip:** Connect with all of your group members in-person or via Zoom and have everyone sign-in to their [Housing Self-Service Portal](#). Have everyone check their listed roommates to confirm that everyone has accepted each other.

## How to Search/Request a Roommate

Roommate matching functions like a Facebook friend request. **Someone can always send you a request, but you will not be friends until both parties accept each other.** Roommate matching works the same way: One student must request another, and that other student needs to accept their request to be fully paired/matched.

### STEP #1: Navigate to "Roommates"

- Login to [Housing Self-Service](#)
- Click "Room Selection & Roommates"
- Click "Select Roommates"



## STEP #2: Select Correct Term

- Make sure “Fall 2023” is selected

For the Term: Fall 2023

## STEP #3: Searching for Your Roommate

- When clicking the “Search for Roommate” option, the screen below will open:

Search for Roommate

Last Name	Last Name
Preferred Name	Preferred Name
HApp_Bed Time_Weekend	HApp_Bed Time_Weekend
HApp_Bed Time_Weeknight	HApp_Bed Time_Weeknight
HApp_Guests	HApp_Guests
HApp_Guests_Overnight	HApp_Guests_Overnight
HApp_Personal Interests	HApp_Personal Interests
HApp_Room Condition Habits	HApp_Room Condition Habits
HApp_Roommate Relationship	HApp_Roommate Relationship
HApp_Sleep Habits	HApp_Sleep Habits
HApp_Smoke_Vape	HApp_Smoke_Vape
HApp_Smoke_Vape_Roommate	HApp_Smoke_Vape_Roommate
HApp_Social Habits	HApp_Social Habits
HApp_Study Habits	HApp_Study Habits
HApp_Study Habits Time	HApp_Study Habits Time

Begin Search

### Know the name of your future roommate?

- Type in their “Last Name” into the appropriate field and click “Begin Search”
- Note: Spelling **must** match what’s in our system. Check with your friend first before reaching out to us for help.

### Looking for a roommate?

- You can search against various characteristics. These fields are based around answers you and students submitted in their Housing Contract.
- Remember to limit yourself to a few important ones! Selecting multiple search criteria will force the system to find a 100% match to your searches.**
- We recommend prioritizing the following areas: *Bedtime, Guests, Study Habits, Room Condition Habits*
- Once you have selected your criteria, click “Begin Search”

## STEP #4: Requesting Your Roommate

Depending on your search criteria, you will either see the identical match (i.e., searching for “Last Name”) or you will find a list of students who meet your search fields. Once you are interested in requesting the student as a roommate, click the “Request Roommate” button

### Didn’t find a roommate match?

Try less search fields to search against. Too many fields searched for may result in a 0% chance to find an identical match.

Search Results (1)

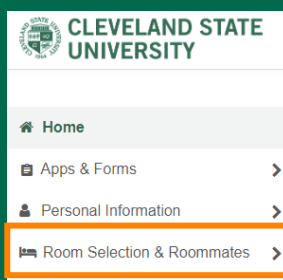
Last Name : Mouse  
Preferred Name : Mick  
HApp\_Bed Time\_Weekend : (none)  
HApp\_Bed Time\_Weeknight : (none)  
HApp\_Guests : (none)  
HApp\_Guests\_Overnight : (none)  
HApp\_Personal Interests :  
HApp\_Room Condition Habits : (none)  
HApp\_Roommate Relationship : (none)  
HApp\_Sleep Habits : (none)  
HApp\_Smoke\_Vape : (none)  
HApp\_Smoke\_Vape\_Roommate : (none)  
HApp\_Social Habits : (none)  
HApp\_Study Habits : (none)  
HApp\_Study Habits Time : (none)  
Profile: This student has not filled out a profile

Request Roommate

# How to Accept a Roommate Request

## STEP #1: Navigate to "Roommates"

- Login to [Housing Self-Service](#)
- Click "Room Selection & Roommates"
- Click "Select Roommates"



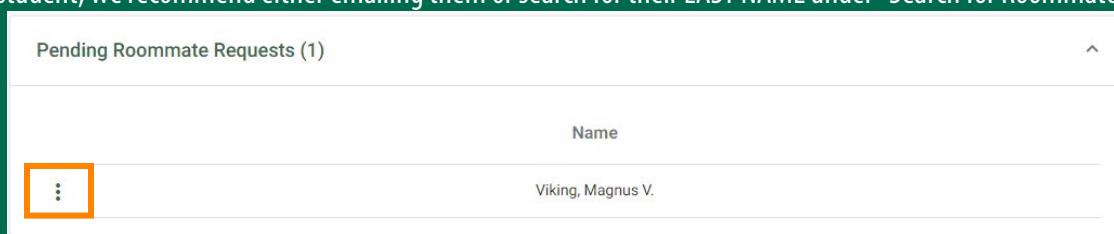
## STEP #2: Select Correct Term

- Make sure "Fall 2023" is selected

For the Term: Fall 2023

## STEP #3: Accepting/Declining Roommate Requests

This screen will inform you of requests which are **PENDING ROOMMATE REQUESTS**. To review additional information about the student, we recommend either emailing them or search for their LAST NAME under "Search for Roommate":



*By clicking the three dots to the left of the name, you will be presented with four options:*



VIEW THEIR ROOMMATE PROFILE



SEND THE STUDENT AN EMAIL



ACCEPT THEIR REQUEST



DENY THEIR REQUEST

Compose Email

Message

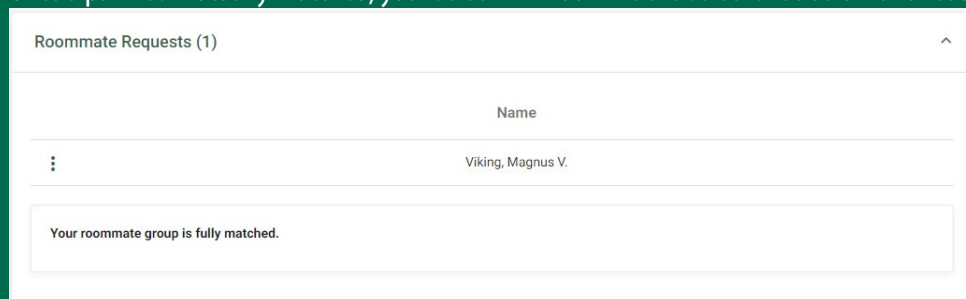
Send Cancel

## Sending Emails Through Housing Self-Service

When you send the email, it will be sent as [reslife@csuohio.edu](mailto:reslife@csuohio.edu) but the body of the email will indicate that the email is coming "From Student: [Student Name]".

**To help expedite a response:** please include your email address in the message so the other student can email you back directly.

Once a pair has mutually matched, your screen will look like the screenshot below and read "Your roommate group is fully matched".



*If you have having difficulty searching, matching, or approving your roommates: please email us at [reslife@csuohio.edu](mailto:reslife@csuohio.edu)!*