

## **Roommate Group Instructions**

For both Single Gendered & Gender Inclusive Housing Roommate Groups  
*Used in both the Housing Application and the Room Change Request Form*

### **Keep in Mind:**

- The Roommate Group page is near the end of the application or form.
- Students can only join in roommate groups with other students who have also activated the same application or form.
- The Housing Application and the Room Change Request form roommate group pages to not talk to each other so do not assume that adding a roommate group on one application or form will transfer to another application or form. Roommate groups do not automatically carry over from year to year.
- There is a VERY limited number of single occupancy rooms which are typically selected during the earliest room selection time slots so all students should make plans with a backup roommate to quickly join in a roommate group together on their room selection day if they do not want to live with a random roommate in the event that a wanted single occupancy space is not available when their time slot opens.
- The **Roommate Group Leader** will be the person using their time slot to make the room selection for the roommate group. The current Roommate Group Leader can reassign the Group Leader designation to another student in the group later as needed (example: another group member receives an earlier time slot).
- Roommate groups must be set up before the Roommate Group Leader takes action to select the group into a specific space when their own time slot opens.
- **For students who prefer to room with a random roommate** instead of being part of a roommate group, they should click the “Save & Continue” button at the bottom of their Roommate Group page to move onto subsequent sections. They will self-assign into a space where they will not initially know who their roommate will be and roommate lifestyle questionnaire response matching will likely NOT be considered at time of assignment.
- Students who answer “**Single-Gender Housing**” on the Gender Inclusive Housing page will access the Single Gender-Housing Roommate Group page. They will only be able to view and join in roommate groups with other students with their same sex as listed in Banner who also requested Single-Gender Housing
- Students who answer “**Gender Inclusive Housing**” on the Gender Inclusive Housing Page will access the Gender Inclusive Roommate Group page. This group will be able to view and join in roommate groups with other students with any sex listed in Banner who also requested Gender Inclusive Housing.
  - As a reminder, requesting Gender Inclusive Housing is about the individual student(s) you specifically want to live in a multi-gender unit, not what type of room you want to live in.
  - **There are no singles in Gender Inclusive Housing.** All Gender Inclusive Housing requests must include a Gender Inclusive Housing roommate group.

## Roommate Group Steps

1. Log into the W&M Housing Portal at:  
[https://wm.starrezhousing.com/StarRezPortalX/F13DA9C1/22/252/Student\\_Login-Student\\_Login](https://wm.starrezhousing.com/StarRezPortalX/F13DA9C1/22/252/Student_Login-Student_Login)
2. Click on “Housing Application”.



3. Click on “Start Form” or “Continue” in the Form Selector page.

4. Accept the Housing Contract and fill out the subsequent pages until you reach the Roommate Group page. **While the example below shows the Single Gender Housing Roommate Group page, the Gender Inclusive Housing Roommate Group page has the same functions.**

5. If you have not yet identified your preferred roommate, you can:
- Click on "Search for Roommate by Profiles" to search for other students who gave specific lifestyle questionnaire responses you are most interested in matching **OR**
  - Click on "Suggest Roommates" for a list of students who, by percentage, most closely match your own lifestyle questionnaire responses **OR**
  - Skip this page and return to it later
  - You are able to message students from the generated suggestion lists under both search types to connect/chat about possibly being a good roommate match
  - Only students who have activated their own application or form will show up in the searches

Single-Gender Housing Roommate Group

I Know Who My Roommate Is

If you know the person you would like to request to live with you can "Search for Roommate by Details" to send them an invite to join your group or you can send them the group name and password to join your group. Please know that all students who want to join this group will have to have an active housing application in order to search for one another.

I Am Looking For a Roommate

If you do not already know who you wish to live with, you can search for other students who have also selected Single-Gender Housing using the "Search for Roommates by Profiles" option. You will be able to message prospective roommates through the housing portal. You will need to log back into the housing portal to reply to messages.

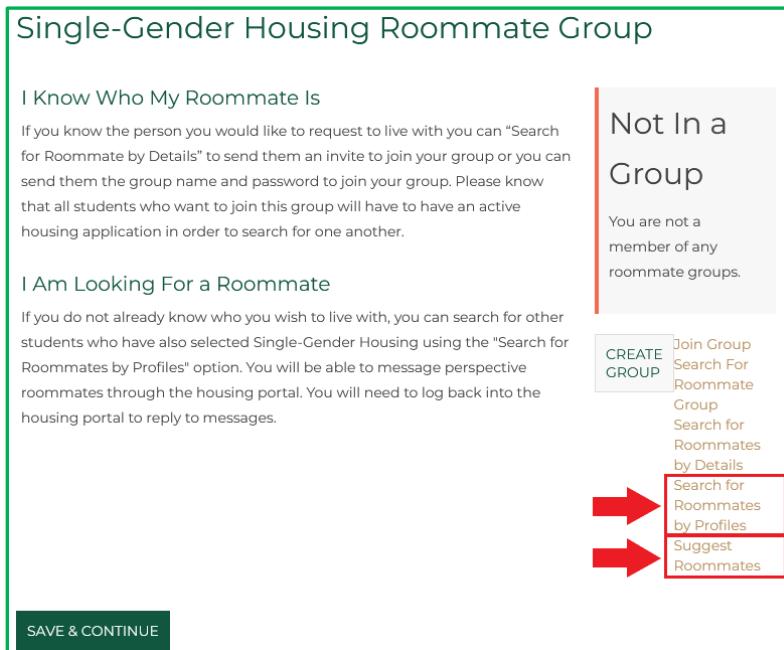
Not In a Group

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



6. After you know who you specifically want to join in a roommate group with AND both/all of you have an active application or form, the group designated Roommate Group Leader will create the roommate group and invite the other members to join the group. The designated Roommate Group Leader can be changed later if needed (see Step 7.f.iv.).

**Non-leaders will skip to step #8.**

## 7. Roommate Group Leader steps to create roommate groups

- On the Roommate Group page, click on "Create Group"

### Single-Gender Housing Roommate Group

#### I Know Who My Roommate Is

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#### I Am Looking For a Roommate

If you do not already know who you wish to live with, you can search for other students who have also selected Single-Gender Housing using the "Search for Roommates by Profiles" option. You will be able to message prospective roommates through the housing portal. You will need to log back into the housing portal to reply to messages.

#### 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**

- On the Roommate Group Details page, create the group name, password, and then click "Save Group". Write the password down as you may need it later.

### Roommate Group Details

Group Name:

AnyGroup1693

Password:

\*\*\*\*\*

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

Confirm Password:

\*\*\*\*\*

**GO BACK**

**SAVE GROUP**

- c. The easiest way to find the members you want to join your group is by clicking on “Search for Roommates by Details”.

The screenshot shows a user interface for managing a roommate group. At the top left are 'DELETE GROUP' and 'EDIT GROUP' buttons. To the right is a red arrow pointing to a menu with three options: 'Search for Roommates by Details' (highlighted in orange), 'Search for Roommates by Profiles', and 'Suggest Roommates'. Below this is a profile card for 'Laura .SmithX (Group Leader)' with a 'VIEW PROFILE' button. At the bottom is a 'SAVE & CONTINUE' button.

- d. Type in the student's preferred and/or last name. If you are having difficulty you can uncheck the “Exclude results that cannot be added or joined”.
- If you still cannot find a student, talk to them to confirm they have activated their application or form, the spelling is correct, AND they are not part of another roommate group on the same application or form. If the student cannot be found, stop the process here & contact the Residence Life office ([myroom@wm.edu](mailto:myroom@wm.edu)) for further assistance.
  - When the person you are looking for appears, click “Add to Group” and the system will automatically send an email to their W&M email account to request that they accept the invitation.

The screenshot shows the 'Roommate Search By Details' results for 'Hal .Kandell'. It features two input fields: 'Preferred Name:' containing 'Hal' and 'Last Name:' containing 'Kandell', both with red arrows pointing to them. Below these is a checked checkbox for 'Exclude results that cannot be added or joined'. At the bottom are 'MANAGE GROUP' and 'SEARCH' buttons, with a red arrow pointing to the 'SEARCH' button. To the right are 'Search for Roommates by Profiles' and 'Suggest Roommates' links. The search result card for 'Hal .Kandell' shows a '72% Match' rating with a circular progress bar, followed by 'ADD TO GROUP', 'SEND MESSAGE', and 'VIEW PROFILE' buttons.

- e. They will appear on your Roommate Group page as an Outgoing Request until they accept your request.

The screenshot shows the 'Outgoing Requests' section. It lists a single request from 'Hal .Kandell' with a 'CANCEL' button next to it, indicated by a red arrow.

- f. They will appear as part of the group when they have accepted the invitation.
  - i. They also become eligible for your designate as the new Roommate Group Leader.
  - ii. Group leaders may need to refresh their Roommate Group Page to see that all of the group members are now part of the group after invitations are accepted.
  - iii. Click “Save & Continue” to move on to subsequent sections of the application or form.
  - iv. **No further Roommate Group page actions are needed once you see on the Roommate Group page that all of your group members have accepted their invitations into the group.**

Laura .SmithX (Group Leader)

VIEW PROFILE

Hal .Kandell

REMOVE ROOMMATE

MAKE LEADER

SEND MESSAGE

VIEW PROFILE

SAVE & CONTINUE

8. Non-group leader students will receive an email from [myroom@wm.edu](mailto:myroom@wm.edu) asking that they join the group.
  - a. In the application or form they will go to the Roommate Group page and “Accept” or “Decline” the invitation.
  - b. Click “Save & Continue” to move on to subsequent sections of the application or form.
  - c. **Housing Application - No further room selection actions are needed as the Roommate Group leader will make the selection for their group when their time slot opens**
  - d. **Room Change Request form – we will notify you with next steps if you requesting to move as part of the group.**

Incoming Requests

AnyGroup1693  
Leader: Laura .SmithX

Members: Laura

ACCEPT

DECLINE

SAVE & CONTINUE