How To Add A Roommate

11 Steps  View on Tango

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Search For A Roommate Options

To search for a roommate you can choose from one of three possible tools within the portal.

Please note that in order to pair as a roommate with another party you must meet the following minimum criteria:

1. You must be members of the same class year (i.e. Freshmen can live with Freshmen. A Freshmen cannot pair with a Sophomore or a Transfer student).
2. You must both have completed and signed your housing agreements.
3. You must both have the same gender identity, or both have checked the interest box for Gender Inclusive Housing
4. When completing your roommate search profile, you must have checked the box to "make my profile searchable in the portal." Students who unchecked this box will remain invisible.

If all of these criteria have been met that you can search for a roommate in one of three ways:
STEP 2

Option One: Search For A Roommate By Details

This link is best used to find a particular person to room with. In order to proceed you will want to know the way in which the student’s preferred first name and last name appear in their housing portal as well as the student’s X-Number. Click on "Search For Roommates By Detail" to access the search screen for this option.
STEP 3

Enter Information

We suggest that you enter the first three letters of the student’s first name and the first three letters of the student’s last name to conduct the broadest possible search. Press the red "Search" button at the bottom once the preferred first and last name letters are entered.

We recommend not including the X-Number if you are searching by name. The X-Number is a student’s unique identifier. Using the X-Number without the name is a good way to search as well. **Note:** Use a capital X, no dash, and no space to create a properly formatted X-Number.
STEP 4

Option Two: Search for Roommates by Profiles

Click on "Search For Roommate By Profiles"
STEP 5

Select the roommate parameter you're most interested in exploring

This search option allows you to set one or more parameters from the roommate questionnaire to consider potential roommates. Popular search options include: "Smoker/Non-Smoker," "Cleanliness," "Sleep Habits," and "Music."

Once a parameter is set you'll be able to review potential roommates who match your search.
STEP 6

Option Three: Suggested Roommates

STEP 7

Review Suggestions

Clicking on this search option will present a list of potential roommates based on your compatibility score. This score is determined by the responses supplied in the roommate questionnaire.
STEP 8

Adding A Roommate To A Roommate Group

Once you've communicated and confirmed a potential roommate it is time to send them an invitation to join a roommate group with you.

Click on "Add To Group" in order to begin the invitation process.

NOTE: Students at St. John’s can only fill a bedroom space, they cannot fill an entire suite.

Freshmen can add a maximum of two roommates.
Upperclassmen can add only one roommate.

Students seeking a single bedroom should not pair with roommates.
Reviewing Roommate Invitations

Once a request is sent, you will see the name of your potential roommate listed under **Outgoing Requests**. The intended roommate will receive an email notifying them of this request.
Confirming The Roommate Pairing

Your potential roommate will then return to their portal, click on Roommate Search from the table of contents and accept or decline your invitation.

This section of the portal remains open at all times to make adjustments. Roommate selections cannot be honored after the self-selection process ends.
**Important Factors To Keep In Mind**

Students seeking out singles should not pair with roommates as a single room has only one bed to fill. Singles are the most desired and least available room in our portfolio.

All students are encouraged to have more than one plan in mind when making their selection during this live process.

Please note you can only fill a bedroom space, you cannot fill an entire suite.

**CRITICAL POINT**

When you pair as roommates you are giving the other party control over your account for selection.

Pairing as roommates allows the party with the earlier time to enter the portal, seek out a vacant room (with enough beds) and then place themselves and their roommate into the space. This allows you to live with your preferred roommate.

Once placement is completed, the roommate with the later appointment will then wait for their appointment time, log into the portal and select their meal plan.