How To Add A Roommate And Verify A Group

You've taken some time to communicate with your classmates and you've found your roommate. Now it's time to properly pair in the system. Follow these steps to set up your group, designate the person with the earliest appointment to be your group leader, and earn "Verified group" status.

6 Steps   [View most recent version on Tango.us](#) ↗

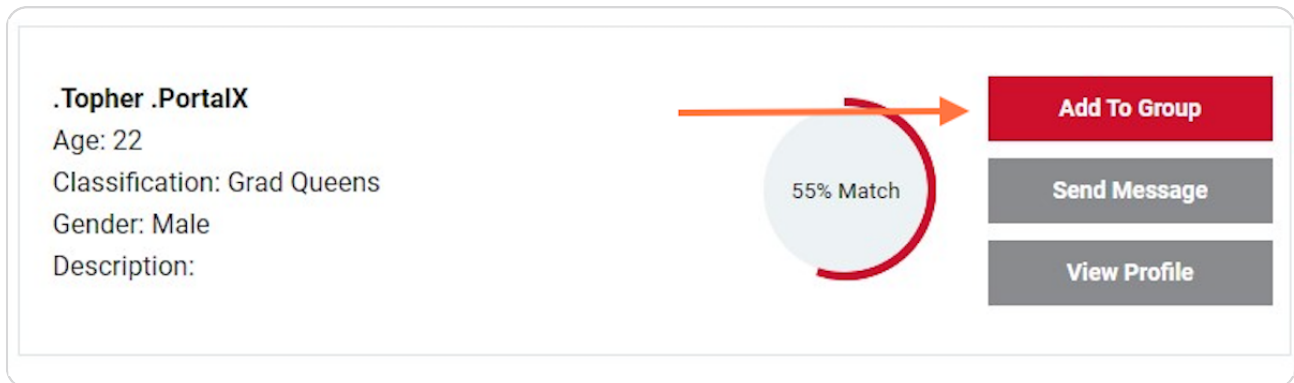| Created by	Creation Date	Last Updated
Jason Bartlett	May 24, 2022	May 23, 2023

<u>Roommate With The Earliest Appointment Sends an Invite To Their Room-mate.</u>

Make sure that both parties are not a part of any group. Oftentimes, students will accidently place themselves into a group by themselves, making them unsearchable. If you are in a group that is not verified, all parties should delete their groups and follow these steps.

1. Compare your housing appointment times and determine who has the earliest appointment.
2. The person with the earliest appointment time should follow this path: Log in to Housing Portal> Select Roommate Search> Select Search For Roommate By Details and enter your roommate's X-Number (Capital X, no dash, no space **Example: X12345678.**
3. Click **Add to group**. This will send an invite to your roommate.

Reviewing Roommate Invitations

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

Receiving Roommate Takes Action To Accept the Request

1. The person being invited to the roommate group should follow this path: Log Into Housing Portal> Select Roommate Search
2. Confirm the name of the person inviting you to the group and click accept.
3. You can repeat this process to add a third roommate to your group.

IMPORTANT ROOMMATE PAIRING CONSIDERATIONS
This section of the portal remains open at all times to make adjustments. We encourage you to finalize your roommate pairing(s) prior to self-selection.

Once you are in a room it is not possible to add a new party to your group and then place them. Roommate pairing must be completed before you select.

The maximum room size is a triple, accordingly students can add a maximum of two roommates to their group.

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

Students seeking a single bedroom should not pair with roommates.

Incoming Requests

Peter Venkman .PortalXb607153830
Leader: Peter Venkman .PortalX
Members: Peter Venkman .PortalX
Expiry Date: 5/28/2023 11:51

Accept

Decline

Save & Continue

STEP 4

Roommate Group Verification Achieved

You and your roommate(s) will now see the Roommate Group Verified Badge in your portals.
This means that the group leader can now place roommates into a bedroom space.
If you don't have this badge, you have not properly paired as roommates.

Verified

Your roommate group has been verified.

Selection

When you pair as roommate(s) you are giving the other party control over your account for housing selection.

It is critical that the person with the **earliest housing appointment** be designated as the group leader. If you need to make a change to your roommate group's leader once verified, you can use the up and down arrows to change the designated leader within your group.

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(s) into the space.

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

STEP 6

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 when making their selection during this live process. If the double you've dreamed of isn't available at the time of your appointment, which building and room type are you looking for next. Have a plan, a back up plan, and a backup to your backup plan so that you can make the most of your appointment time.

Created with *Tango*

Please note you can only fill an individual bedroom space, you cannot fill multiple bedrooms within a suite.

A WORD OF ADVICE FOR ROOM SELECTION

When placing roommates, do your best to make the best selection the first time. Look for rooms that have enough available beds to place roommates into. Pay careful attention to the Space available section of the **Room List**.

If you have second thoughts about a placement and want to redo your selection, please note that a group leader can only cancel their assignment, they cannot cancel their entire group's placement. In the event that your group wants to explore a do over, each roommate would need to contact our office to cancel their booking and then the group leader may log in and select again.

Tango

Never miss a step again. Visit Tango.us