

How To Search For A Roommate

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STEP 1

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.
5. You must not be in a group. Students commonly encounter trouble when they both create groups. You can only be in one group at a time. If you want to effectively search for a student, you should not be in a group.

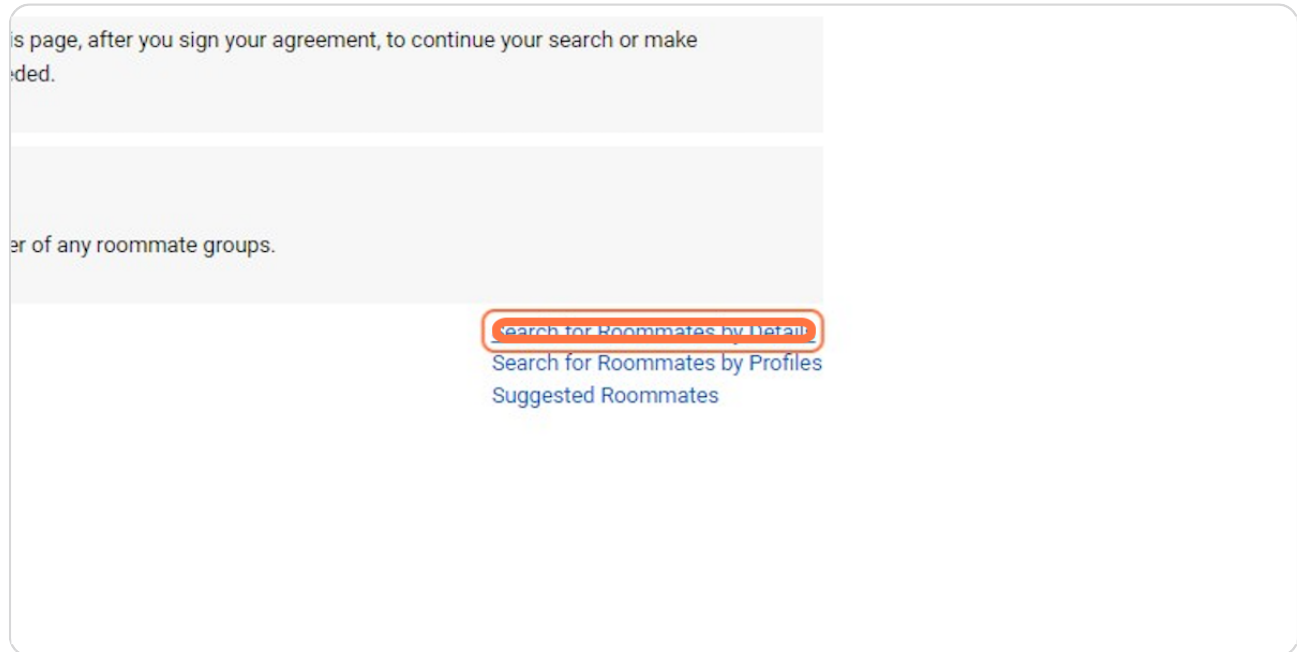
If all of these criteria have been met that you can search for a roommate in one of three ways:

The screenshot displays the St. John's University Roommate Search portal. At the top is the university's logo and a navigation bar with links: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, Contact Information, Room Swap, and Log Out. On the left is a sidebar with a progress list of steps: Personal Information, Gender Affirming Resources, Gender Inclusive Housing, Contact Information, Evacuation Survey, Insurance Information, Private Insurance, Accommodations, Roommate Profile, Preferences, Housing Agreement (Under 18), Roommate Search, and Application: Next Steps. The main content area is titled 'Roommate Search' and contains 'Roommate Search Guidelines' and a 'Not In a Group' section. A 'Create Group' button is visible. A red circle highlights the search options: 'Search for Roommates by Details', 'Search for Roommates by Profiles', and 'Suggested Roommates'.

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

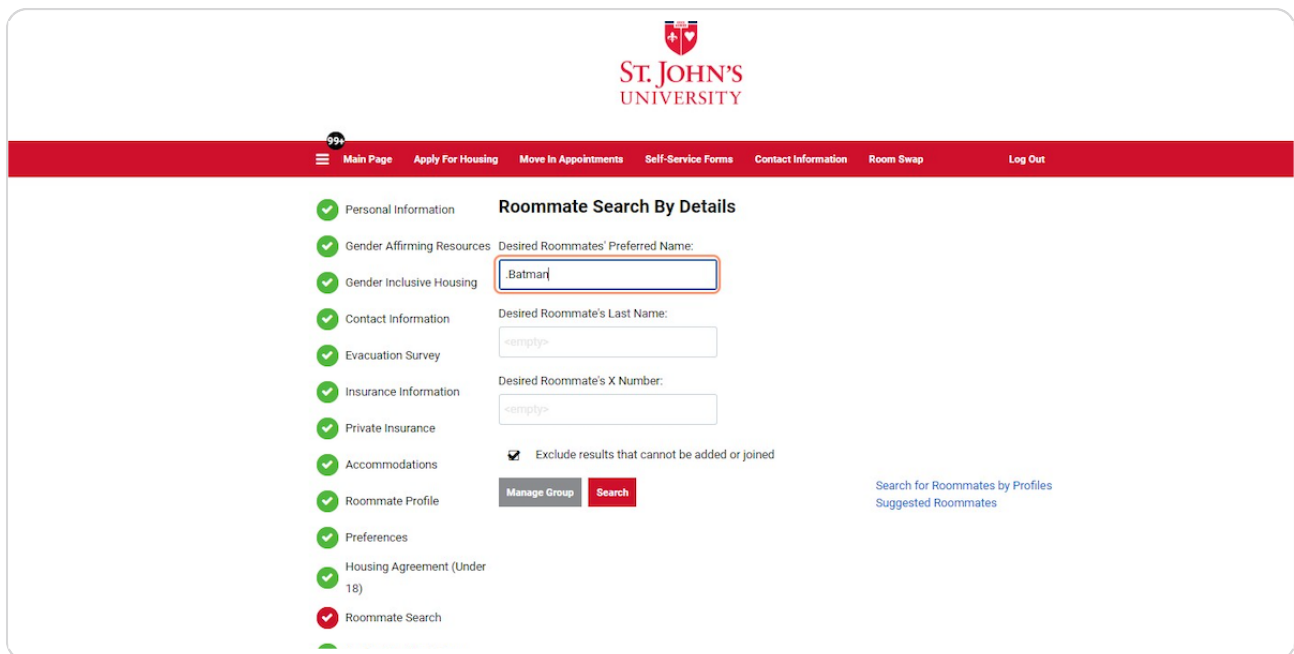
We suggest that you enter your preferred roommates X-number to ensure you find them swiftly.

Enter the X-Number with a capital X, no space, no dash, just the number.

Example: X12345678

If you choose to search by name, we suggest entering the first three letters of the First Name and the First three letters of the last name to undertake a broad search.

Press the red "**Search**" button at the bottom once the X-Number is entered.



The screenshot shows the St. John's University website interface for the "Roommate Search By Details" form. The header features the St. John's University logo and a red navigation bar with links: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, Contact Information, Room Swap, and Log Out. On the left, a sidebar lists various services with green checkmarks, including Personal Information, Gender Affirming Resources, Gender Inclusive Housing, Contact Information, Evacuation Survey, Insurance Information, Private Insurance, Accommodations, Roommate Profile, Preferences, Housing Agreement (Under 18), and Roommate Search (which is highlighted with a red checkmark). The main content area is titled "Roommate Search By Details" and contains the following fields: "Desired Roommates' Preferred Name:" with a text input field containing "Batman"; "Desired Roommate's Last Name:" with a text input field containing "<empty>"; and "Desired Roommate's X Number:" with a text input field containing "<empty>". Below these fields is a checkbox labeled "Exclude results that cannot be added or joined" which is checked. At the bottom of the form are two buttons: "Manage Group" (grey) and "Search" (red). To the right of the form, there are two links: "Search for Roommates by Profiles" and "Suggested Roommates".

STEP 4

Option Two: Search for Roommates by Profiles

Click on "Search For Roommate By Profiles"

The screenshot displays the St. John's University Roommate Search interface. At the top, the St. John's University logo is centered. Below it is a red navigation bar with links: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, Contact Information, Room Swap, and Log Out. On the left, a sidebar lists steps with green checkmarks: Personal Information, Gender Affirming Resources, Gender Inclusive Housing, Contact Information, Evacuation Survey, Insurance Information, Private Insurance, Accommodations, Roommate Profile, Preferences, Housing Agreement (Under 18), Roommate Search (highlighted with a red checkmark), and Application: Next Steps. The main content area is titled 'Roommate Search' and contains 'Roommate Search Guidelines' and a 'Not In a Group' section. The 'Not In a Group' section includes a 'Create Group' button and a red arrow pointing to the 'Search for Roommates by Profiles' link. Other links in this section include 'Search for Roommates by Details' and 'Suggested Roommates'. A 'Save & Continue' button is located at the bottom of the sidebar.

STEP 5

Select the roommate parameter you're most interested in exploring

This search option allows you to set one or more parameter 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.

Roommate Search Guidelines

To search for a potential roommate please note that the following parameters must be met:

- * they must be a member of the same class year
- * they must have a signed housing agreement
- * they must have the same gender, or have opted into the Gender Inclusive Housing Agreement
- * they must check the box "make my profile searchable in the portal" under Roommate Profile on the left.

See the [How To Add A Roommate Guide](#) for step-by-step instructions on the roommate search features listed below.


You may return to this page, after you sign your agreement, to continue your search or make adjustments as needed.

Not In a Group

You are not a member of any roommate groups.

[Create Group](#)

[Search for Roommates by Details](#)
[Search for Roommates by Profiles](#)
[Suggested Roommates](#)



STEP 6

Option Three: Suggested Roommates

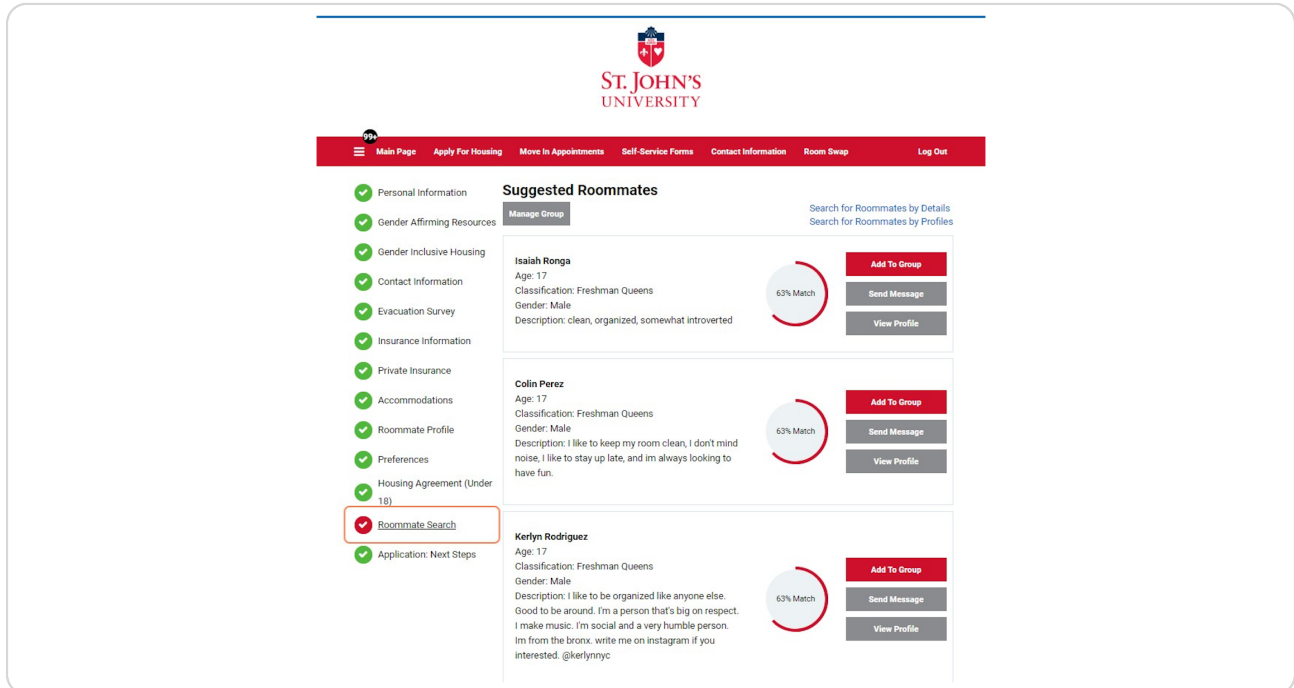
STEP 7

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.

From here you can communicate via email with the Send Message feature.

If after chatting, you decide this person would be a good roommate, you can send **Add to Group**.



STEP 8

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.

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