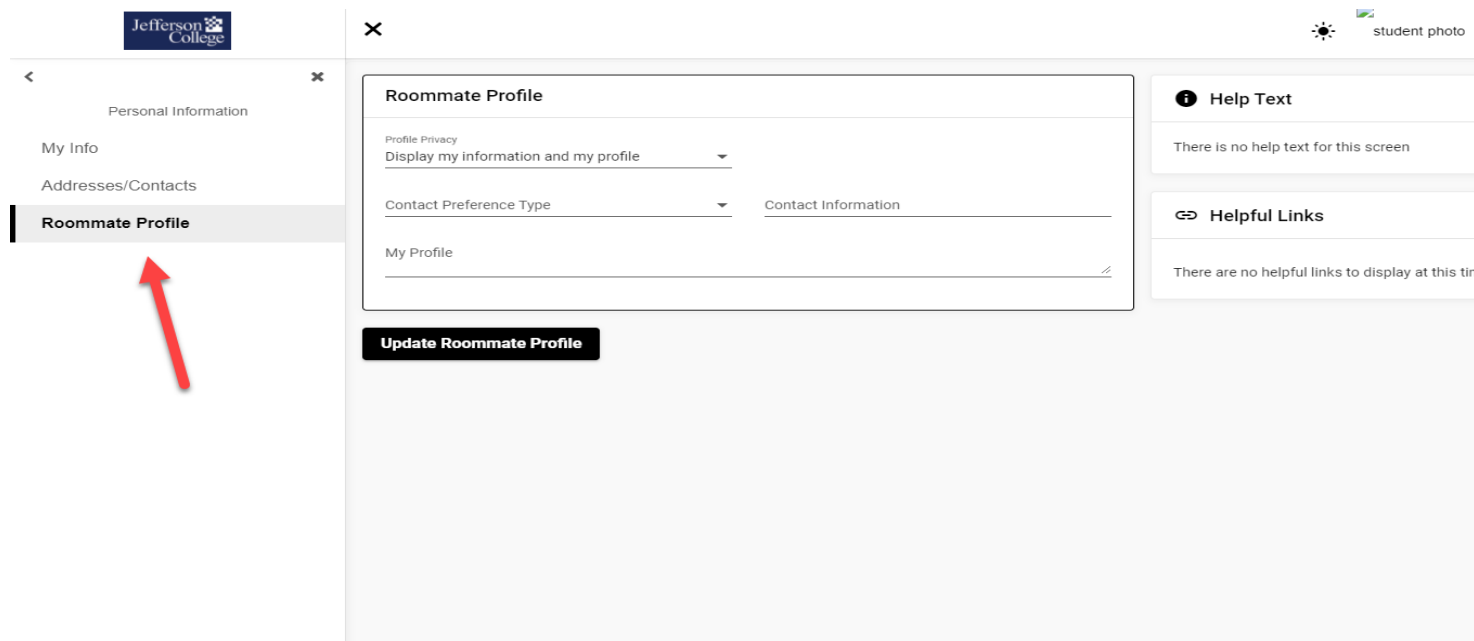


Viking Woods Student Housing Roommate and Room Selection User Guide

Step 1 – Set up your “Roommate Profile”

From your Housing Self-Service homepage, click on Personal Information > Roommate Profile.



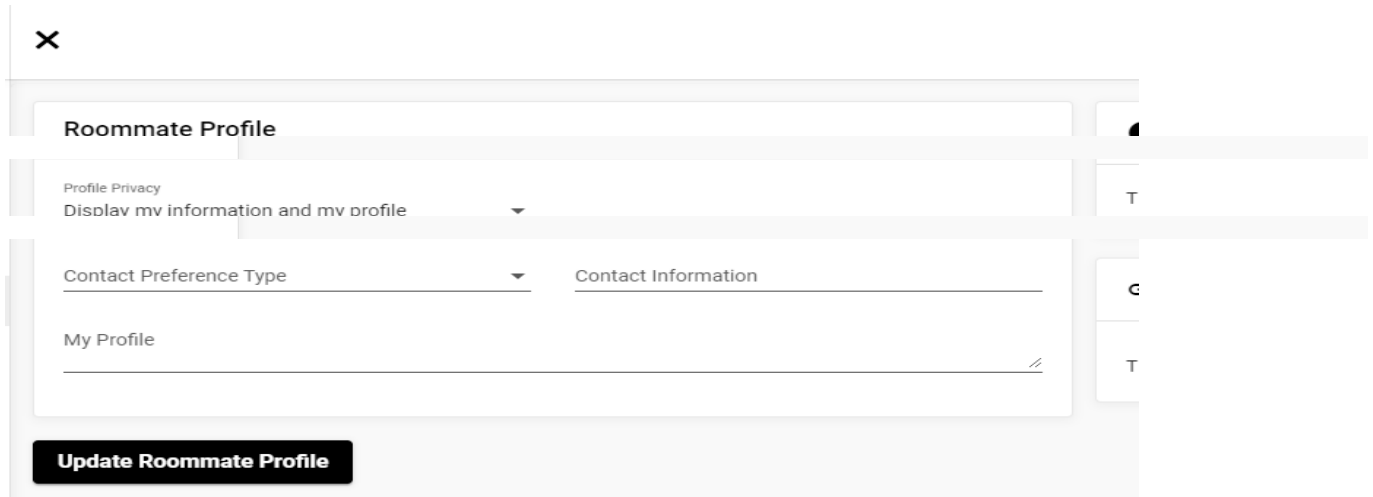
The screenshot shows the 'Roommate Profile' setup page. On the left, a navigation menu under 'Personal Information' includes 'My Info', 'Addresses/Contacts', and 'Roommate Profile', with a red arrow pointing to the latter. The main content area is titled 'Roommate Profile' and contains the following fields: 'Profile Privacy' (set to 'Display my information and my profile'), 'Contact Preference Type' (with a dropdown arrow), 'Contact Information' (with a text input field), and 'My Profile' (with a text input field and a pencil icon for editing). Below these fields is a black 'Update Roommate Profile' button. On the right side of the page, there are sections for 'Help Text' (stating 'There is no help text for this screen') and 'Helpful Links' (stating 'There are no helpful links to display at this time'). The top of the page features the Jefferson College logo and a 'student photo' placeholder.

Residents will be able to contact potential roommates. The default message will be sent to the residents @jeffco.edu email account, unless a different “Contact Preference” is provided.

Residents have an opportunity to write a Roommate Profile similar to a social media profile or bio. Things to consider including are hometown, major, interests, things you are looking for in a roommate, and any other information you think is relevant to finding a roommate. This information can be viewed by other residents to assist with roommate selection.

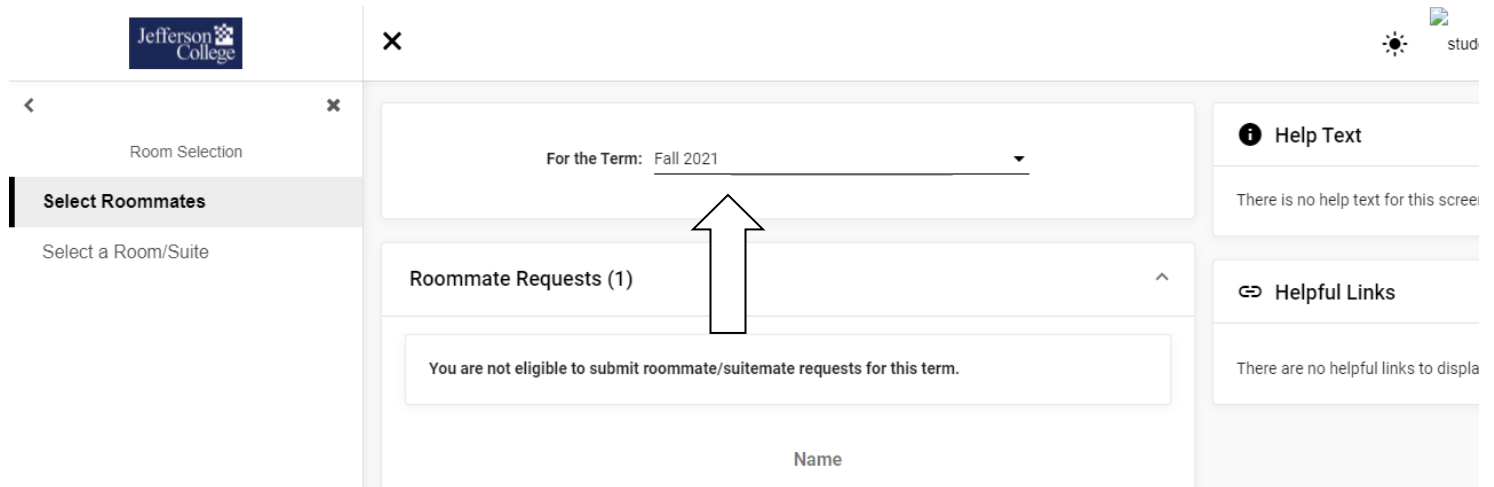
Step 2 – Search for a Roommate(s)/Suitemate(s)

From your Housing Self-Service homepage, click on Room Selection > Roommates/Suitemates



A screenshot of a web form titled "Roommate Profile". At the top left is a close button (X). Below the title are several sections: "Profile Privacy" with a dropdown menu set to "Display my information and my profile"; "Contact Preference Type" with a dropdown menu and a "Contact Information" label; and "My Profile" with a text input field. At the bottom is a black button with white text that says "Update Roommate Profile".

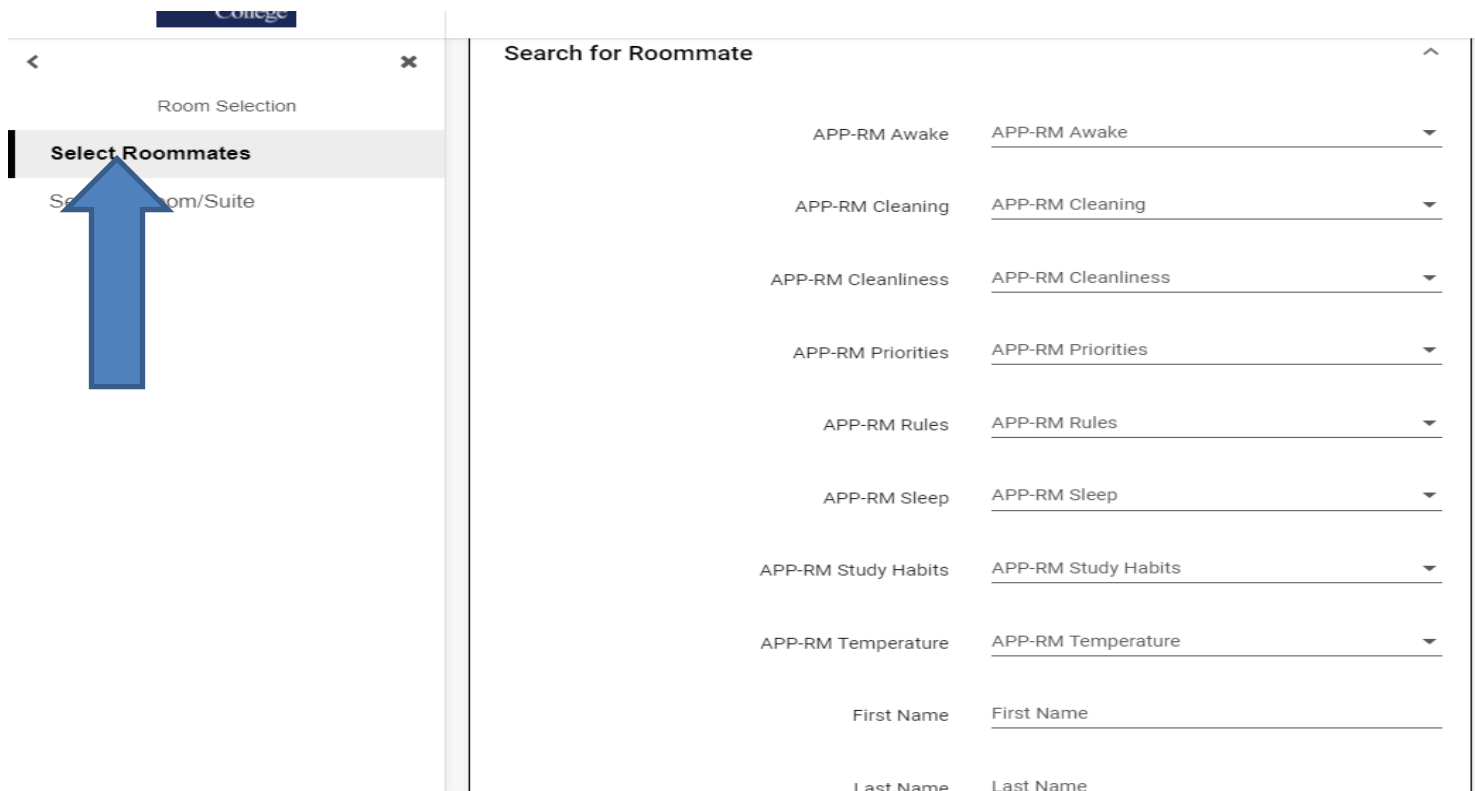
Select the fall term for the current year.



A screenshot of the "Room Selection" page on the Jefferson College website. The page has a left sidebar with "Room Selection" and "Select Roommates" (highlighted) and "Select a Room/Suite". The main content area shows "For the Term: Fall 2021" with a dropdown arrow. Below this is a section titled "Roommate Requests (1)" with an upward arrow icon. A message box states: "You are not eligible to submit roommate/suitemate requests for this term." Below the message is a table header with the word "Name". On the right side, there are sections for "Help Text" (stating "There is no help text for this screen") and "Helpful Links" (stating "There are no helpful links to display").

SEARCH OPTION #1

Use "Simple Roommate Search" ONLY if you plan to request a specific resident by name. You will not be able to view the resident's profile or roommate matching questions. An automatic roommate request will be sent when the resident is found in the search.



The screenshot displays a mobile application interface for finding roommates. On the left, a sidebar menu is visible with the following items: a back arrow, a close icon (x), 'College', 'Room Selection', 'Select Roommates' (highlighted in grey with a blue arrow pointing to it), and 'Sp...om/Suite'. The main content area is titled 'Search for Roommate' and features a list of filterable categories, each with a dropdown arrow:

- APP-RM Awake
- APP-RM Cleaning
- APP-RM Cleanliness
- APP-RM Priorities
- APP-RM Rules
- APP-RM Sleep
- APP-RM Study Habits
- APP-RM Temperature
- First Name
- Last Name

SEARCH OPTION #2

Use “Advanced Roommate Search” to search for a potential roommate using roommate matching questions. If there is a particular attribute important to you when living with others, search by that question. FOR EXAMPLE: If you like things clean and organized you might search by a cleaning question.

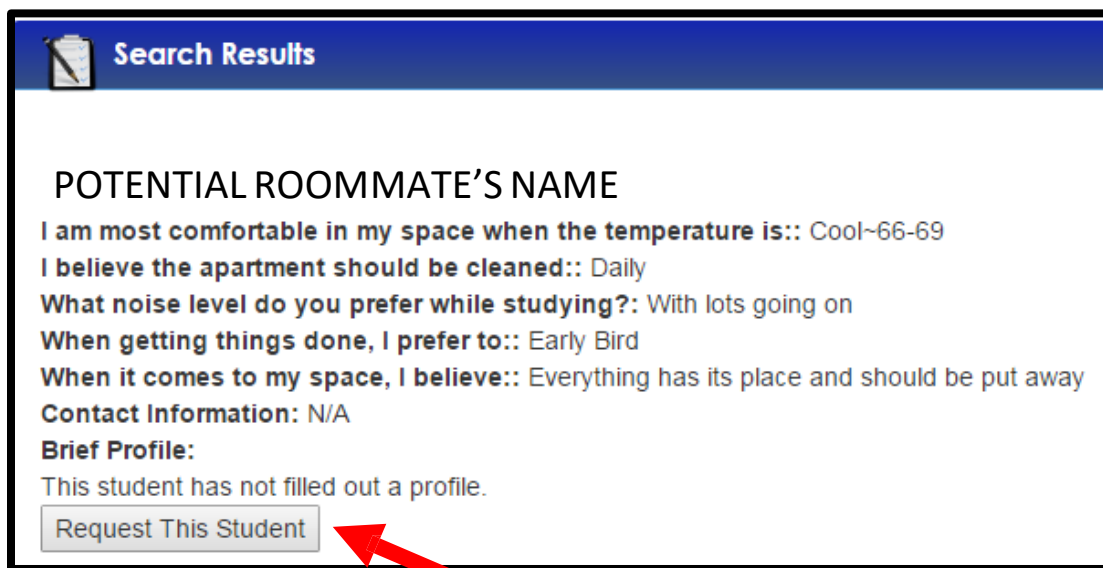
NOTE: If you select an answer from every question, you may not find someone who is an exact match. Choosing a smaller number of attributes will give you a larger population to consider.

APP-RM Awake	APP-RM Awake	▼
APP-RM Cleaning	APP-RM Cleaning	▼
APP-RM Cleanliness	APP-RM Cleanliness	▼
APP-RM Priorities	APP-RM Priorities	▼
APP-RM Rules	APP-RM Rules	▼
APP-RM Sleep	APP-RM Sleep	▼
APP-RM Study Habits	APP-RM Study Habits	▼
APP-RM Temperature	APP-RM Temperature	▼
First Name	First Name	
Last Name	Last Name	

Your search results will show anyone who matches the criteria you select. You can view answers to roommate matching questions, read profiles (if applicable), and then decide if you are interested in another resident as a potential roommate.

AT THIS TIME YOU HAVE TWO CHOICES.

1. If you want more information before you make a roommate request, reach out to the resident via their preferred contact type. Ask more questions. See if they are interested in living with you.
2. If you are confident this is a person you want to live with, click “Request This Student” to send them a request.



Step 3 – Accept/Decline Roommate Requests

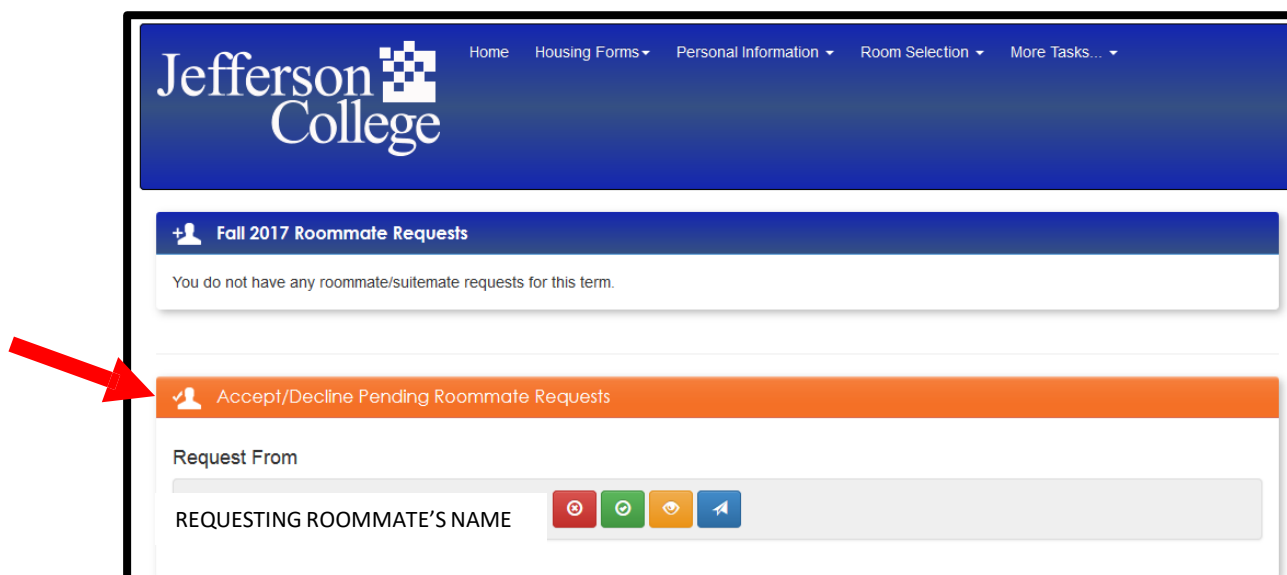
Once you have submitted a roommate request, that resident must also confirm you as a roommate choice.

Click on the red box to “Decline” a request.

Click on the red box to “Accept” a request.

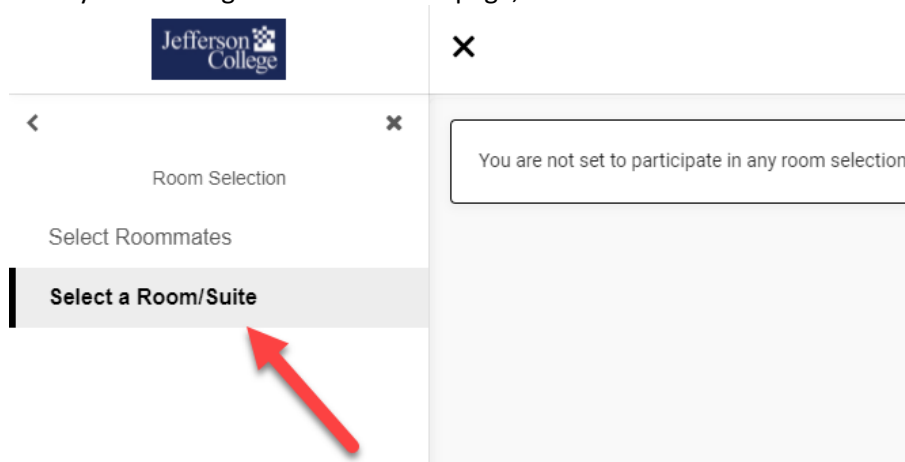
Click on the yellow box to “View” the requestor’s profile.

Click on the blue box to “Send a Message” to the requestor.



Step 4 – Search for a Room

From your Housing Self-Service homepage, click on Room Selection > Select a Room or Suite.



The Online Room Selection page shows residents who you have requested and confirmed as roommate selections. This is now your Roommate Group and it is followed by the number of residents in the group.

NOTE: When you are part of a Roommate Group, and you begin selecting a room, you will be asked to assign everyone in your Roommate Group to a room as well.

Search by Floor. Below is a table of common amenities available in each apartment.

Apartment #	Floor	Ground Level Access	Double Occupancy Unit (5 person)	Balcony
211-216	1	x		
221-226	2			x
415-418	1	x		
421-424	2	x		
425-428	2	x		x
431-438	3			x
811-818	1	x		
821-828	2			x
831-838	3			x

Step 5 – Select a Room

You can now see which spaces are available.

NOTE: A “suite” is an apartment with 4 bedrooms and 2 bathrooms.

Once you find a unit click on “Select Room/Suite”.


The screenshot displays the Jefferson College room selection interface. The top left features the Jefferson College logo. The main content area is titled "Your Room Selection" and includes a message: "You are now eligible to select a room in the 'Fall 2021 Room Selection' process. You have until 6/28/2021 at 10:00 PM (US/Central)." Below this, there is a "Roommate Group (1)" section and a "Select from Room List" dropdown menu. The "Available Rooms: (91)" section is expanded, showing details for "802 Mel Carnahan - 213-A". The room details include: "Room Type: Single", "Spots: 1", "Suite: 213 Spots: 4", and "Rate: \$2130 [Term]". There are two buttons: "Roster" and "Select Room/Suite". The right sidebar contains "Help Text" (stating "There is no help text for this screen") and "Helpful Links" (stating "There are no helpful links to display at th").

Step 6 – Assign Roommate Group Spaces

As a Roommate Group you may need to assign each roommate to a bed space. NOTE: Only one person from each Roommate Group will complete this step.

Use the drop down arrows to choose which resident is assigned to which bed space.

After all assignments are selected, click “I Agree – Submit my Room Selection”. Once you click this button, your room selection is final for your entire Roommate Group.

 **Room Booking**


You have selected the suite: **422**

422

422-A bed 0	YOUR NAME
422-B bed 0	ROOMMATE NAME
422-C bed 0	<Leave Empty>
422-D bed 0	<Leave Empty>
422-E bed 1	<Leave Empty>

Are you sure that this is correct (you will not be able to change this yourself)?

If so, you may submit room booking now...



FINAL TIPS FOR A SUCCESSFUL ROOMMATE AND ROOM SELECTION PROCESS

- Start this process early and check in regularly! As the self-selection window goes on, spaces will fill up and there may be less options to choose from regarding roommates and rooms.
- Do your best to create a full Roommate Group prior to Room Selection. If your Roommate Group is not full, and empty bed spaces are left in your apartment, anyone can select open spaces. Open spaces that are not self-selected by the self-selection deadline will be assigned by the Office of Residential Life staff.
- Discuss with everyone in your Roommate Group:
 - who will do the Room Selection
 - each resident’s preference about the floor and room selected
- Check your @jeffco.edu email frequently, especially if you did not select a preferred contact type on your profile.