

How to Form a Roommate Group

1. Log into housing portal with Tech username and password
2. Select Term
3. Go to Roommate Groups page
4. Create Group: Assign it a username and password
5. Start adding roommates:
 - a. Search for roommate by details: Screen name, email (ATU), description, gender, etc.
 - b. Search for roommate by profile: cleaning habits, sleep habits, sports?
 - c. Suggest roommate: system will suggest roommate matches depending on the profile completed
 - d. Join Group: this option may be used to join a group created by someone else. The resident wanting to join the group must know the group name and password. After entering the user name and password, the leader or creator of the group will receive the request to join the group and must approve it.
6. Verify the group once all members have been added.

**When searching for roommates make sure to uncheck "Exclude Results that cannot be added or joined"*

How to Select a Room for a Roommate Group

Before selecting a room as a roommate group, roommate members must have received a timeslot (*date and time when room selection opens*) to their ATU email address.

1. Log into the housing portal with Tech username and password
2. Select term
3. Go to Room Selection page
4. Search and select rooms in your desired location/type (single/double/triple/quad).
 - a. If roommate group has 5 members, more than one space may be selected but ONLY in the same unit. For instance, the “Techie” roommate group has 5 members. Lauren, who everyone agreed would make the room selection for the group, can select Nutt Suite 323 Quad and Nutt Suite 323 Singles. It has to be Nutt 323. It cannot be Nutt 323 and Nutt 109 or anything else.
 - b. Make sure there are enough beds in that room for all members.
5. Assign beds to roommate group members. Click on dropdown under each member name and assign beds. Click on ASSIGN BEDS.
6. Confirm room selection. Click Save & Continue. This step is important to finish room selection.

Roommate Group Room Selection Tips

- Residents can only be in ONE roommate group
- Residents who already renewed their same room cannot pull others into the room
- Groups must have a minimum of 2 and a maximum of 5 people (some Nutt suites have 5 spots)
- If there are no rooms with enough spots for all roommate group members, roommates must leave roommate group to be able to find available spots.
- All roommate group members will receive a timeslot
- Roommate group must select one member to select the room/assign beds for all
- Residents must have signed the contract and made the \$100 room prepayment to be able to see room and meal plan selection.