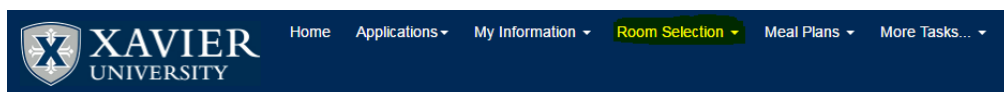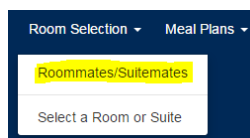# Step 2: Forming a Roommate Group

1. Login to Self Service at www.xavier.edu/thd.
2. Select Room Selection.

3. Select Roommates/Suitemates.

4. Ensure "Fall 2016" Term is selection; click Submit.

5. Choose Simple Search or Advanced Search based on your needs:
6. If you know the name of your desired roommates, type it into the Simple Roommate Search and press Begin Search (Not all information is necessary but helps the system narrow the search). Skip to Step 9.

7. If you need the system to help find potential roommates, type the desired information in the Advanced Roommate Search. We recommend starting off with the three most important parameters for you to ensure the system is able to find several choices for potential roommates. Click Begin Search when you have selected your parameters.
Feel free to come back to this page, using the Back Button of your web browser, to refine your search.

8. The Search Results page will pop up identifying peers with the answers you are searching for.

Once you have identified a potential roommate; feel free to Request This Student (you can undo this later if you change your mind).

9. Select Room Selection → Select Roommates/Suitemates again to return to the Search Page

10. Here you will see the roommate requests you have sent out. The following icons assist you in communicating with your potential roommates. Feel free to use social media to assist this process.

A. Cancel Request   B. Poke Student   C. View Profile   D. Send Message

11. Once you have selected a roommate(s) and they have selected you, the group will be considered Fully Matched and you are done with the Roommate Selection Process.

Note: You do **NOT** need to select a roommate to sign up for housing. But if you have preferred roommates it is best to form a roommate group to ensure the selection process is as easy as possible.