Changing your Roommate Group in Housing Self-Service

1. Login to www.xavier.edu/thd using your Xavier credentials

2. Select Roommate and Room Selection in left menu

3. Select “Select Roommates”

4. Change For the Term to correct term

   For the Term: Fall 2021

5. Your existing group will show along with if you are fully matched.

Roommate Requests (1)

<table>
<thead>
<tr>
<th>Name</th>
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<td>“s” “s”</td>
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6. **To delete a roommate,** click the three ellipses and then the trash can.

7. **To add a roommate,** click Search for a Roommate, enter name and “Begin Search”

8. Review search results and then Request Roommate

9. The other student will need to go to their pending roommate request and accept it.

10. All members of a group must accept a request from the new person for the group to be fully matched.