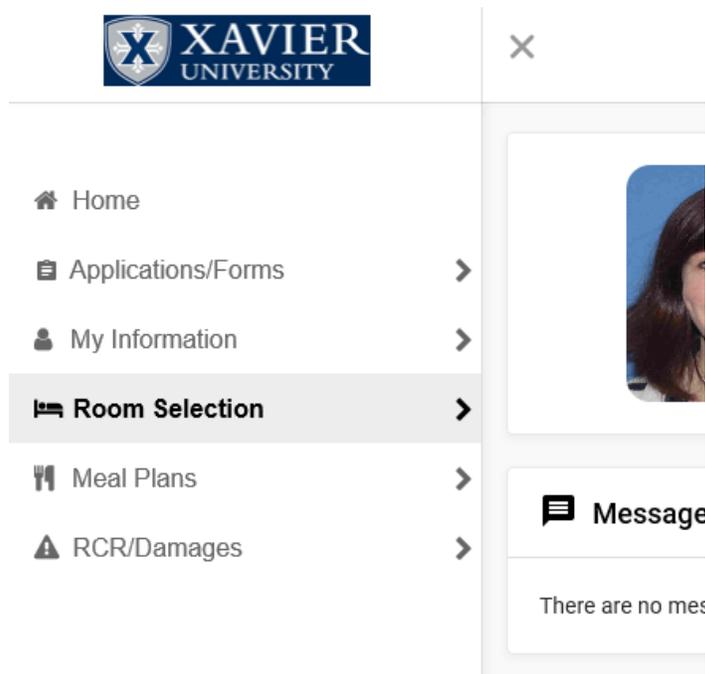




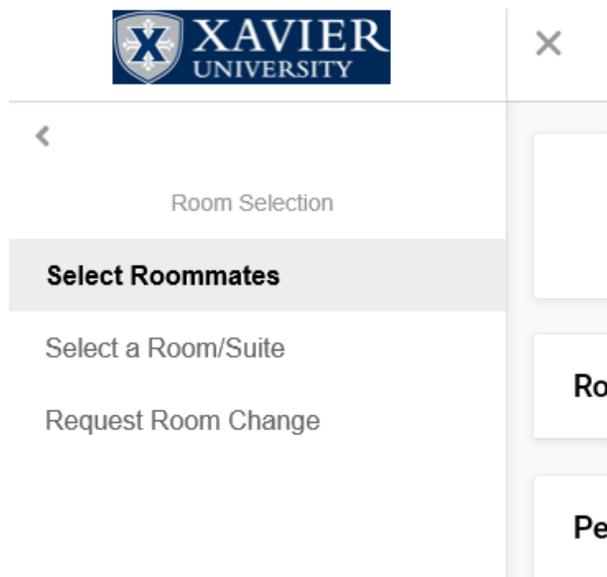
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## Step 2: Forming a Roommate Group

1. Login to [Housing Self Service](#) with your Xavier credentials. Note: You do **NOT** have to form a roommate group to sign up for housing but if you have preferred roommates it is best to form a group to ensure the selection process is as easy as possible.
2. Select "Room Selection" on left of screen.



3. Select "Select Roommates".





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4. Ensure "For the Term" is set to Fall 2020; click Submit.

The screenshot shows a web interface for Xavier University. On the left is a navigation menu with a back arrow and four items: "Room Selection", "Select Roommates", "Select a Room/Suite", and "Request Room Change". The main content area has a close button (X) at the top right. Below it is a dropdown menu labeled "For the Term:" with "Fall 2020" selected. Underneath are two sections: "Roommate Requests (0)" and "Pending Roommate Requests (0)".

5. Under Search for Roommate, you will be able to search using any of the following fields: first name, last name, and/or email. The more fields entered will help narrow the search. Click "Begin Search".

This screenshot shows the same interface as above but with the "Search for Roommate" section expanded. The "For the Term:" dropdown is still set to "Fall 2020". Below it are two collapsed sections: "Roommate Requests (0)" and "Pending Roommate Requests (0)". The "Search for Roommate" section is expanded, showing three input fields: "First Name", "Last Name", and "Email". At the bottom of this section is a black button with the text "Begin Search".



- The search results will include any students who have already completed their housing application who meet the search criteria. If a student has not completed their application, they will need to do so before you are able to form a group with them. Once you have found the correct individual, click "Request Roommate".

### Search for Roommate

First Name

Last Name

Email

**Begin Search**

### Search Results (1)

First Name : S [redacted]  
Last Name : S [redacted]  
Email : [redacted]@xavier.edu  
Profile: This student has not filled out a profile

**Request Roommate**

- Your screen will update to show your Roommate Requests and will tell you the status of your request (unmatched or matched). Use the pointer to send your request a "poke". Use the eye to see the info for your request. Use the letter to send your request an email. Use the trash can to delete the request.

### Roommate Requests (1)

Name
S [redacted] S [redacted]

Unmatched Roommates:  
S [redacted] S [redacted] has not requested A [redacted] H [redacted]



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8. To accept a roommate request from someone, navigate to Room Selection and then Select Roommates. Change Term to Fall 2020 and you will see your pending requests. If you have received a roommate request, please be prompt in either accepting or declining it as to not drag an individual along who thinks they are going to live with you. Be honest with each other upfront! Clicking the trash can will decline the request. Clicking the person plus symbol will accept the request and match you.

The screenshot shows the Xavier University Room Selection interface. On the left is a navigation menu with options: Room Selection, Select Roommates, Select a Room/Suite, and Request Room Change. The main content area is titled 'For the Term: Fall 2020'. It displays 'Roommate Requests (0)' and 'Pending Roommate Requests (1)'. Below this, a table lists pending requests with a header 'Name'. One request is visible for 'H [REDACTED], A [REDACTED]'. To the left of the name is a trash can icon, and to the right are icons for eye, envelope, and a person with a plus sign.

9. Once you have selected a roommate(s) and they have selected you and each other, the group will be considered Fully Matched and you are done with the Roommate Selection Process. All roommates **must** match with each other for the group to be Fully Matched.

This screenshot shows the same Roommate Selection interface as above, but with 'Select a Room/Suite' highlighted in the navigation menu. The 'Roommate Requests (1)' section now shows a single entry for 'H [REDACTED], A [REDACTED]'. The trash can icon is no longer present, and the right-side icons are eye, envelope, and trash. A yellow highlighted message at the bottom of the main content area reads: 'Your roommate group is fully matched.'