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”.

   ![Room Selection Menu]

   - Select a Room/Suite
   - Request Room Change
4. Ensure “For the Term” is set to Fall 2020; click Submit.

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”. 
6. 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”.

7. 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.
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.

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.