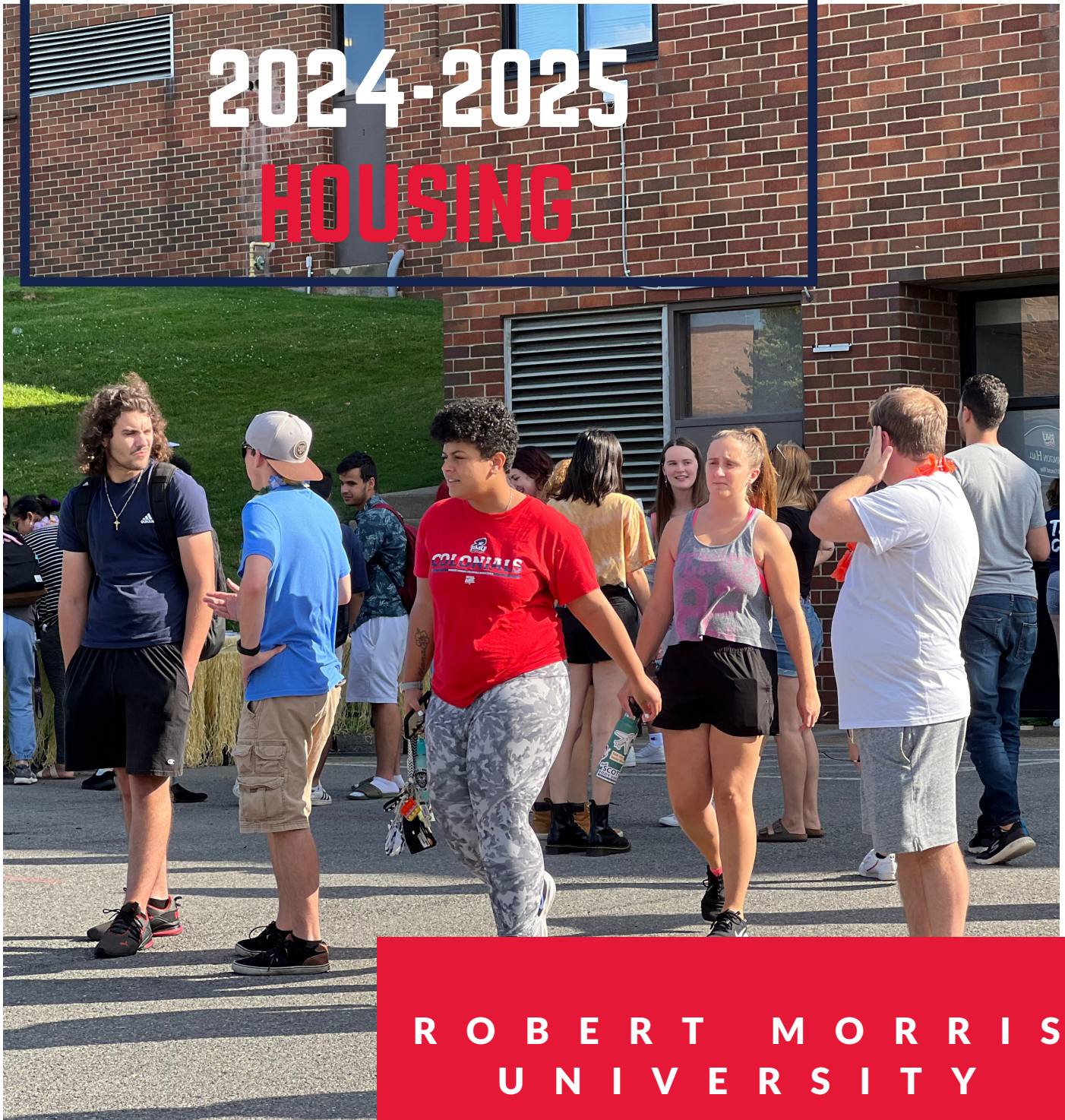


HOUSING CONTRACT: CREATE GROUPS SCREENSHOTS

2024-2025
HOUSING



ROBERT MORRIS
UNIVERSITY

HOUSING SELECTION

TIMELINE

Monday, January 29, 2024:

- The housing application will open for all returning students.

Monday, February 19, 2024:

- Washington Hall Suite, Yorktown Conjoined Room, and Living Learning Community Applications are available at 2:00 PM.

Tuesday, March 19, 2024:

- The Housing Contract and \$250 non-refundable deposit are due by 5:00 PM.

Friday, March 22, 2024:

- All roommate groups should be created by 5:00 PM.

Monday, March 25, 2024:

- 5-person apartment time slots will be e-mailed to participating groups.

Tuesday, March 26, 2024:

- 5-person apartment selection will begin at 9:00 AM.

Wednesday, March 27, 2024:

- Single-room time slots will be sent by 5:00 PM.

Thursday, March 28, 2024:

- Single-room space selection will begin at 9:00 AM.

Friday, March 29, 2024:

- 4-person group time slots will be sent by 5:00 PM.
- Washington Hall Suite, Yorktown Conjoined, and Living Learning Community Applications are due by 12:00 PM.

Monday, April 1, 2024

- 4-person apartment selection will begin at 9:00 AM.

Tuesday, April 2, 2024:

- Washington Hall Suite, Yorktown Conjoined, and Living Learning Community assignments announced via email by 5:00 PM.

Wednesday, April 3, 2024:

- Double room selection time slots will be sent by 5:00 PM.

Thursday, April 4, 2024:

- Double room selection will begin at 9:00 AM.

HOUSING PROCESS BY HOUSING TYPE

ROOMMATE GROUPS

Learn how to create a group in the housing portal on page 15 of this guide
Learn how to join a group in the housing portal on page 19 of this guide

Washington Suites, Yorktown Conjoined Rooms, and Living Learning Communities:

Students applying for Washington Suites, Yorktown Conjoined Rooms, and Living Learning Communities DO NOT have to create a roommate group in the online Housing Portal. Please come to the Office of Residence Life on February 19 at 2:00pm to pick up a paper housing application for these communities. These rooms will be assigned on a first come first serve basis.

4 & 5 Person Apartments - Roommate Groups:

1. Establish a group of 4 or 5 (Salem Hall is the only building with 5 person apartments).
2. Establish a group leader.
3. Group leaders should create a group in the Housing Portal.
4. Group leaders should add all apartment members to the group or apartment members can join the group with the "group name".
5. Group leaders must "Verify" their group when complete.
6. The group will receive a time slot for 5 or 4 person housing selection day.
7. Group leaders will place all roommates in an available apartment during the group's selection time.

Single Room (Yorktown Hall Only) - No Roommate Groups:

1. If you would like to get a time slot to choose a single room, DO NOT put yourself in a group;
2. If you are in a group, remove yourself from the group.
3. You will receive a time slot to pick on single selection day.
4. You will sign in to the housing portal and select your specific room in Yorktown Hall.

Double Room (Washington & Yorktown) - Roommate Groups:

1. Establish a group of 2 roommates.
2. Establish a group leader.
3. Group leaders should create a group in the Housing Portal. Group Leaders should add their roommate to the group or share their "group name" with their roommate, so they can join the group.
4. Group leaders must "Verify" their group when complete.
5. The group will receive a time slot for double room selection day.
6. Group leaders will place both roommates in an available traditional hall or Yorktown Hall room during the group's selection time.

If your group is not able to choose your first choice for housing you will have the opportunity to regroup (For example, a four-person apartment group that is not able to choose an apartment can regroup into new groups of two people for double rooms selection).

Students going through the process alone do not need to create a roommate group.

CREATE YOUR ROOMMATE GROUP



CREATE YOUR ROOMMATE GROUP

1. On the Roommate Search Preference page, all students MUST check the “**Include in Search**” box to be able to find and accept roommate options for their roommate group.

4

Home Application Online Forms Log Out

« Visit Contract 17- Profile Hall & Room Roommate Roommate Room Room Contract
ent 17- Questions Type Search Search Matching Selection/Ti Status
(AY - Preference Preference (AY) meslot
UpperClass) Information

Roommate Search Preference

Roommate Search Preference

Include in Search

Tick this box if you wish to be included in the roommate searching process:

Screen Name

Enter the name you wish potential roommates to see:

.TestRMU

Description

Description

<empty>

Save & Continue

CREATE YOUR ROOMMATE GROUP

Once you have completed the initial part of your contract and paid your non-refundable deposit, you may create or select in to a roommate group. You can create a group with 2 to 5 members. Students applying for Washington Suites, Yorktown Conjoined Rooms, and Living Learning Communities DO NOT have to create a roommate group in the online Housing Portal. You have the opportunity to change/re-group following each selection period.

2. If you are the designated group leader and would like to create a group for you and your future roommate(s) start with “Create a new group”.

Home Application Online Forms Log Out

Deposit Payment Contract 17-18 Profile Questions Hall & Room Type Preferences (AY - UpperClass) Roommate Search Preference Roommate Matching (AY) Room Selection/Timeslot Information Contract Status

Roommate Matching (AY)

Not In a Group
You are not a member of any roommate groups.

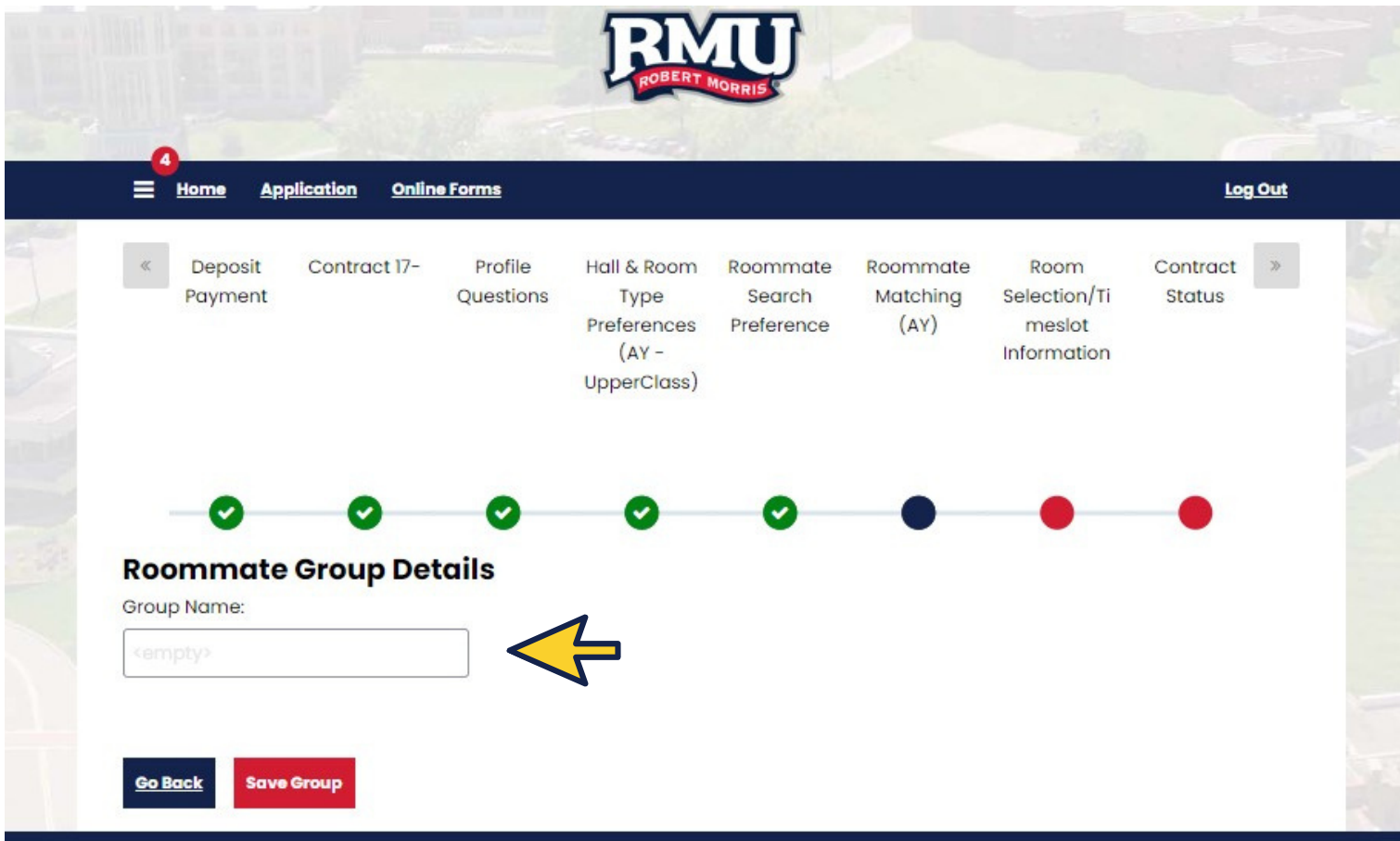
Create Group

Join Group
Search for Roommates by Details
Search for Roommates by Profiles
Suggest Roommates

Save & Continue

CREATE YOUR ROOMMATE GROUP

3. Create a group name and "Save Group". Be aware, ORL Professional Staff will see your group name. Share your group name with the people you want to be your roommates. If you have 4 in a group, we will assume you want a 4-person room.



The screenshot displays the RMU (Robert Morris University) application portal. At the top, the RMU logo is centered. Below it, a navigation bar includes links for Home, Application, and Online Forms, along with a Log Out button. A progress indicator shows eight steps: Deposit Payment, Contract 17-, Profile Questions, Hall & Room Type Preferences (AY - UpperClass), Roommate Search Preference, Roommate Matching (AY), Room Selection/Timeslot Information, and Contract Status. The 'Roommate Search Preference' step is currently active, indicated by a green checkmark. Below the progress bar, the 'Roommate Group Details' section is visible, featuring a 'Group Name:' label and an empty text input field. A yellow arrow points to this input field. At the bottom of the section, there are two buttons: 'Go Back' and 'Save Group'.

CREATE YOUR ROOMMATE GROUP

You must have a complete group to receive a time slot for each section of housing:

5-person groups will receive a time slot and be able to select 5-person apartments and 4-person groups will receive a time slot for 4-person apartments.

Each complete group will receive a time slot based on the group's collective, completed credits. This means all credits completed by Dec 31, 2023 will be included in this number.

CREATE YOUR ROOMMATE GROUP

4. There are a few ways to look for roommates to join your group. “Join Group” allows a group member to add themselves to the group.

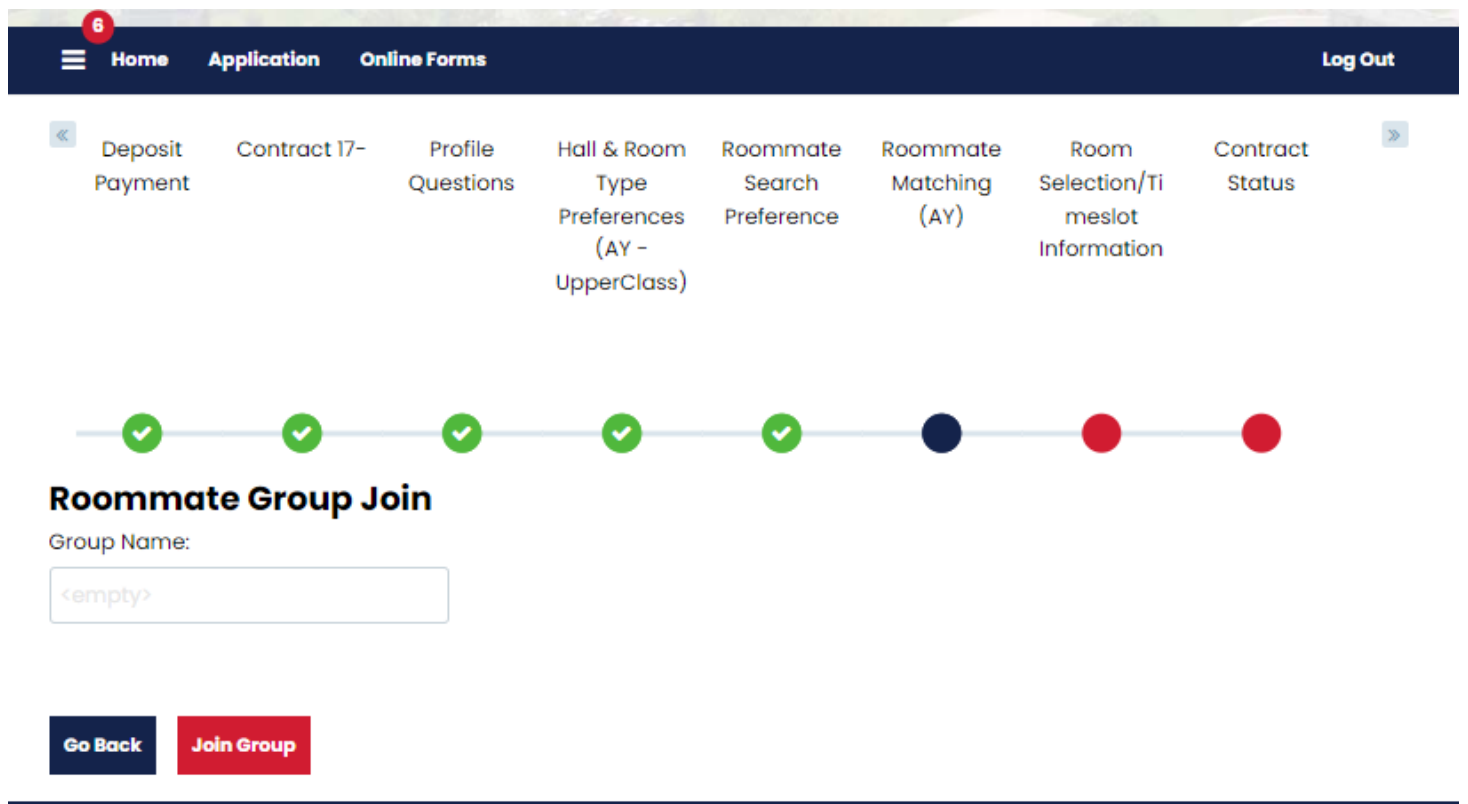
The screenshot shows the RMU website interface. At the top, there is a navigation bar with the RMU logo and a menu with items: Home, Application, Online Forms, and Log Out. Below the navigation bar is a breadcrumb trail: Deposit Payment > Contract 17- > Profile Questions > Hall & Room Type Preferences (AY - UpperClass) > Roommate Search Preference > Roommate Matching (AY) > Room Selection/Timeslot Information > Contract Status. A progress bar below the breadcrumb trail shows five green checkmarks, a blue circle, a red circle, and another red circle. The main content area is titled "Roommate Search By Details" and contains a form with the following elements:

- RMU Username:
- Exclude results that cannot be added or joined
-
- [Join Group](#)
- [Search for Roommates by Profiles](#)
- [Suggest Roommates](#)

A yellow arrow points to the "Join Group" link.

CREATE YOUR ROOMMATE GROUP

5. Your group leader will create the group name and share this information with you. Add in the group name and click “Join Group” to be added to the group.



The screenshot shows a web application interface with a dark blue navigation bar at the top. The navigation bar contains a hamburger menu icon, the text "Home", "Application", and "Online Forms", and a "Log Out" button on the right. Below the navigation bar is a horizontal menu with eight items: "Deposit Payment", "Contract 17-", "Profile Questions", "Hall & Room Type Preferences (AY - UpperClass)", "Roommate Search Preference", "Roommate Matching (AY)", "Room Selection/Timeslot Information", and "Contract Status". Below the menu is a progress indicator consisting of a horizontal line with eight circular markers. The first five markers are green with white checkmarks, the sixth is dark blue, and the seventh and eighth are red. Below the progress indicator is the heading "Roommate Group Join". Underneath the heading is the label "Group Name:" followed by a text input field containing the placeholder text "<empty>". At the bottom of the form are two buttons: "Go Back" (dark blue) and "Join Group" (red).

CREATE YOUR ROOMMATE GROUP

6. "Search for Roommates" will allow you to search using their RMU Username. "Search for Roommates by Details or Profiles" if you do not know the group name.

RMU
ROBERT MORRIS

4

Home Application Online Forms Log Out

« Deposit Payment Contract 17- Profile Questions Hall & Room Type Preferences (AY - UpperClass) Roommate Search Preference Roommate Matching (AY) Room Selection/Ti meslot Information Contract Status »

✓ ✓ ✓ ✓ ✓ ● ● ●

Roommate Search By Details

RMU Username:

Exclude results that cannot be added or joined

[Manage Group](#) [Search](#)

[Join Group](#)
[Search for Roommates by Profiles](#)
[Suggest Roommates](#)

CREATE YOUR ROOMMATE GROUP

If a group leader has found you and asked for you to join their group, log into the portal and navigate to this page. You will see a notification, here, with the option to "Join Group" on the Roommate Matching page.

7. "Suggest Roommates" will suggest three students who match closely with you based on your profile questions.

Home Application Online Forms Log Out

Deposit Payment Contract 17- Profile Questions Hall & Room Type Preferences (AY - UpperClass) Roommate Search Preference Roommate Matching (AY) Room Selection/Timeslot Information Contract Status

Roommate Matching (AY)

Not In a Group

You are not a member of any roommate groups.

Create Group

Join Group

- Search for Roommates by Details
- Search for Roommates by Profiles
- Suggest Roommates

Save & Continue

CREATE YOUR ROOMMATE GROUP

8. When everyone is in the group, the group leader (who made the group) needs to go back to "Verify Group".

The screenshot displays a web application interface for creating a roommate group. At the top, a navigation bar includes 'Home', 'Application', 'Online Forms', and 'Log Out'. A progress indicator shows eight steps: 'Deposit Payment', 'Contract 17-', 'Profile Questions', 'Hall & Room Type Preferences (AY - UpperClass)', 'Roommate Search Preference', 'Roommate Matching (AY)', 'Room Selection/Timeslot Information', and 'Contract Status'. The 'Roommate Matching (AY)' step is currently active, indicated by a blue circle, while the others are marked with green checkmarks. Below the progress bar, the text 'Roommate Matching (AY)' and 'Group: Unbelievable' is shown. There are three buttons: 'Verify Group', 'Edit Group', and 'View Profile'. A yellow arrow points to the 'Verify Group' button. To the right, there are three links: 'Search for Roommates by Details', 'Search for Roommates by Profiles', and 'Suggest Roommates'. Below this, a profile card for '.TestRMU (Group Leader)' is visible, showing details like 'Age: 1', 'Classification: Returner', 'Gender: Male', and 'Description:'. A 'View Profile' button is next to the profile card. At the bottom left, there is a 'Save & Continue' button.

CREATE YOUR ROOMMATE GROUP: TROUBLESHOOTING

Problem: I can't find my friend to add to my group, what do I do?

Solution: Go back to page 5. Is the box checked on your friend's contract to be included to be searched? If not, have them check it.

Problem: I'm going to try for single selection, do I need to make a group for myself?

Solution: Nope. Don't make a group.

Problem: I already put in a Washington Suite (or Yorktown Conjoined or LL application) and that is the housing I want for next year, do I need to make a group?

Solution: Nope. Your group is your paper application.



Other questions?
Contact the
Office of Residence Life at
412-397-5252 or
reslife@rmu.edu