

Roommate Profile and Roommate Requests steps will open Thursday, May 2, 2016.

This document will show you how to find, request and accept a roommate.

Within the Roommate Profile step:

1. **Include in Search** - Leave the box checked under 'Include in Search'
 - If you are an incoming scholarship Athlete, you will be matched with a roommate per your coach, **Athletes should un-check this box**
2. **Screen Name** - this will be the name others will see when utilizing the Roommate Requests step. We suggest entering your first and/or last name.
3. **Description** – others will be able to see your description when searching for a roommate
 - If you are an incoming scholarship Athlete, enter "**Athlete**" as the first word in your description.
 - If you are an approved incoming BSMD student, enter "**BSMD**" as the first word in your description.
 - If you are an approved incoming Scholar or Honors student, enter "**Scholar/Honors**" as the first word in your description.
 - If you are in your college's academic learning community, enter "ALC" as the first word in your description
4. **Examples of Roommate Profile Descriptions**
 - My name is Penny Penguin. I'm from Youngstown and graduated from XYZ High School. I'm an English BA major. I will be working and hopefully participating in something extracurricular so I won't be constantly in the room. I tend to study at night, not every single night but just when I feel like I have to. I will definitely be doing homework every day. My bedroom isn't always the cleanest, but I definitely wouldn't say I was a slob. I like all different kinds of music, but mostly bands like Dave Matthews and Coldplay. I really don't like music played at really loud volumes and would have no problem with putting in headphones if my roommate wanted quiet. I work out a few days a week. I'm not a huge party animal but I do go to parties from time to time. I'm looking for a roommate that's pretty easy going, friendly, and not too sloppy.
 - Scholars/Honors, I'm not very good at describing myself. I'm open minded and easy to get along with. I'm awkward at first but then very outgoing once we get to know each other. I like to have fun and be random. I go to parties but i choose not to drink yet i still have fun. I'd be OK with anyone gay, straight, bi, black, white, whatever.
 - Whats up everyone? I'm huge on football, music, movies and I'm a clean guy. Don't like to have a messy room, so that's pretty important. I'm not huge on partying as much as everyone else, but I'll go to one every once in a while. Love making people laugh. Play a lot of video games too. A big pet peeve of mine is snoring, and I'd prefer not to have a roommate who does that. I'm a die-hard Steelers fan and am all about football and any pick-up games, I'm down for. Just hit me up if you're interested in rooming.
 - ALC, I am a pretty laid-back person and easy to get along with! I usually need a pretty quiet place to study, so I'll usually head to a library. I play volleyball, a little bit of guitar and piano as well, but I'm open to trying new things! In a roommate, I'm looking for someone who can mainly function living with me in the same room. Hopefully it will be someone who is laid back and able to make compromises in our room.



Roommate Profile

Enter a Screen Name - this will be the name others will see when utilizing the Roommate Requests step. We suggest entering your first and/or last name.

Special Instructions:

- If you are an incoming scholarship **Athlete**, un-check the "Include in Search" box. You will be matched with a roommate per your coach.
- If you are an approved incoming BSMD student, enter "**BSMD**" as the first item in your description.
- If you are an approved incoming Scholar or Honors student, enter "**Scholar/Honors**" as the first item in your description.

Hit "Save & Continue" to get to the next step, Roommate Requests.

Include in Search

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

This box needs to be checked so other students can search for you.

Screen Name

Enter a screen name that is visible for others to view:

John

Give yourself a screen name, we suggest your first and/or last name.

Description

Enter a description of yourself to show to potential roommates:

I intend to study in the room and not have too many guests. I will be bringing a mini fridge and hope my roommate will bring a tv.

Hit "Save & Continue" to get to the next step, Roommate Requests

Roommate Requests

At the top of the page, 'Suggested Roommates' will be listed based upon your match with them on the answers to the Profile Step.

The screenshot shows the top navigation bar with 11 steps: 1 Welcome, 2 Personal Details, 3 Medical Information, 4 Profile, 5 Room Preferences, 6 Additional Information, 7 Confidential Contact, 8 Housing Contract - Under 18, 9 Housing Deposit, 10 Roommate Profile, and 11 Roommate Requests. Below the navigation bar, the page title is "Roommate Requests" and it indicates "(Step 11 of 12)".

You can search for possible roommates and invite them to room with you or you can accept random selection based on your profile.

Please note that roommate requests, and all selectable housing options, must be mutual to be honored. While we try to accommodate preferences, not all requests can be honored.

You are NOT required to choose a preferred roommate. If you do not have a roommate request, please use the "Continue" button at the bottom of the page to proceed.

Suggested Roommates

John F (Age: 17) Request View Profile Send Message	71%
Malik (Age: 18) Request View Profile Send Message	69%
Joseph (Age: 18) Request View Profile Send Message	68%

SCROLL to the bottom of the Roommate Requests page to see other search options as well as any Accepted or Requested Roommates:

The screenshot shows the bottom section of the page. At the top, there are two suggested roommates: Benjamin (Age: 18) with a 49% match and John (Age: 23) with a 49% match. Below them are two sections: "Accepted Roommates" and "Requested Roommates", both of which are circled in red and contain the message "You currently have no accepted roommates. You can search for roommates using the menu." and "You have no roommate requests." respectively.

Search for roommates

- Search for roommates by details
Search for roommates by entering their details
- Search for roommates by profile questions
Search for a roommate by selecting profile questions
- Browse matching roommates
Browse roommates who match my profile information

Save & Continue

There are three options on searching for roommates:
- By Details
- By Profile Questions
- Browse

Search By Details – Search By Details should be used if you know someone who has also started a housing application and is attending YSU. Note that proper names must be used as an exact match is required. For example, if your friend’s first name is Jonathan, but he goes by ‘Jon’, you would need to enter Jonathan as the first name.

Search By Details

To use this feature you will need to provide an exact name of the student and the student will need to have filled out an application and opted into the roommate search process.

Last Name:

First Name:

Search

Search By Profile – Search By Profile should be used if there is a profile question from step 4 that is important to you. In this example, the box for “Do you smoke” is noted as the profile question to search by checking the box, and the answer selected is ‘No’. Once the Search button is clicked, it will find potential matches, based off their answer of ‘No’ to the question “Do you smoke?”.

***Note that matches are displayed below the profile questions, you must scroll to the bottom.**

Smoking

Do you smoke? No Yes

Are you willing to live with someone who smokes? No Yes

Search

John F (Age: 17) Request View Profile Send Message	71%
Malik (Age: 18) Request View Profile Send Message	69%
Nizeer (Age: 19) Request View Profile Send Message	68%

Browse Matching Roommates – Browse Matching Roommates can be used to find potential matches based upon the percentage you match their answers to the profile questions in step 4. Browse matching will show a list of potential roommates in decending percentage match order.

Browse Matching

John F (Age: 17) Request View Profile Send Message	71%
Malik (Age: 18) Request View Profile Send Message	69%
Joseph (Age: 18) Request View Profile Send Message	68%

Requesting a Roommate - Request a roommate by clicking 'Request' under the screen name.

Here, John requests Scott:

You can search for possible roommates and invite them to room with you or you can accept random selection based on your profile.

Please note that roommate accommodate preferences, While we try to

You are NOT required to ch request before they are confirmed as a roommate, are you sure you wish to continue? use the "Continue" button

at the bottom of the page t

Suggested Roommates

Request Roommate

This will request Scott as a roommate, who must first accept your request before they are confirmed as a roommate, are you sure you wish to continue?

[Yes](#) [No](#)

Scott (Age: 17) Request View Profile Send Message	71%
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Scott is now seen as a Requested Roommate by John:

Requested Roommates

Scott (Age: 17) You have requested this person as a roommate but they haven't yet accepted. Cancel Request View Profile Send Message	71%
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When Scott goes into the Application, he sees that John requested him and can then Accept the request:

The screenshot shows a web interface with two sections: "Requested Roommates" and "Suggested Roommates". In the "Requested Roommates" section, a request from John (Age: 17) is shown with a 71% progress bar. The "Accept Request" button is circled in red. A dialog box titled "Accept Request" is overlaid on the screen, containing the text "This will accept the roommate request from John, are you sure you wish to continue?" and two buttons: "Yes" (circled in red) and "No". The "Suggested Roommates" section lists Malik (Age: 18) with a 69% progress bar and Nizeer (Age: 19) with a 68% progress bar.

Once complete, both students will see each other as "Accepted Roommates" in the Roommate Requests step:

Scott's view:

The screenshot shows Scott's view of "Accepted Roommates". It features a single entry for John (Age: 17) with a 71% progress bar. The text below the name reads: "You and this person have accepted each other's roommate request. I intend to study in the room and not have too many guests. I will be bringin...". Below this text are three links: "Delete", "View Profile", and "Send Message".

John's view:

The screenshot shows John's view of "Accepted Roommates". It features a single entry for Scott (Age: 17) with a 71% progress bar. The text below the name reads: "You and this person have accepted each other's roommate request.". Below this text are three links: "Delete", "View Profile", and "Send Message".