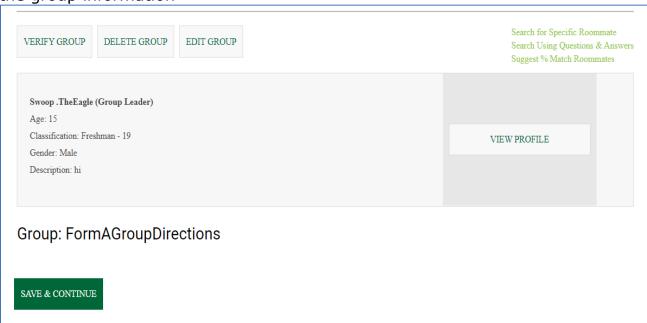
How to Create a Group of Two

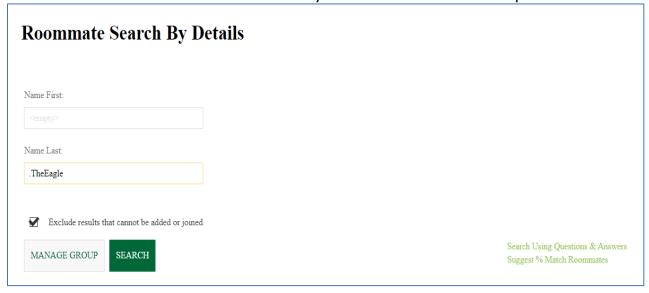
Once you have found your ideal roommate/suite-mate, you and the other student need to discuss which of you will be the Group Leader. The Group Leader is responsible for making the group in the application, adding the other student, verifying the group once the request has been accepted, and booking the residence hall space for both students.

The student designated as the Group Leader needs to complete the following:

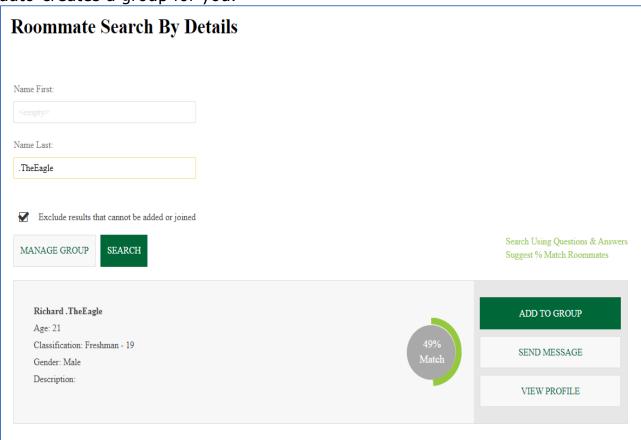
(1) Click on "Search for Specific Roommate" from the links listed in the upper right of the group information



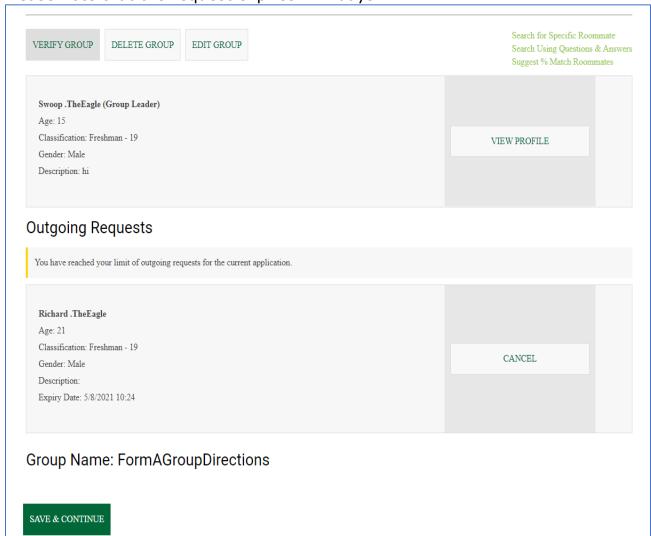
(2) Enter your group members LEGAL first and/or last name into the text boxes. If you enter a nickname or have the spelling wrong, you won't be able to find the other student. Click on "Search" once you have entered the required information



(3) As long as the information you entered is correct AND the other student is not a member of another group, you will see the student as an option to add to your group. Click on "Add to Group" to add the person to your group. This action sends an email the other student, telling them that they have a request to join. This also auto-creates a group for you.



(4) After requesting another student to join you, the application will refresh to the "Form a Group of Two" page. You will see the outgoing request you just made. Please note that the request expires in 7 days.



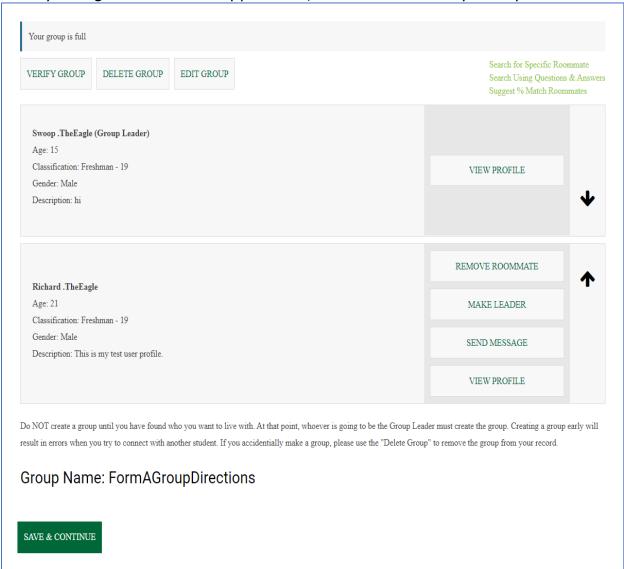
The other student has 7 days to accept or deny your request.

If they deny your request, you will get an email stating this. If they deny your request, delete your group and restart the process to find a roommate.

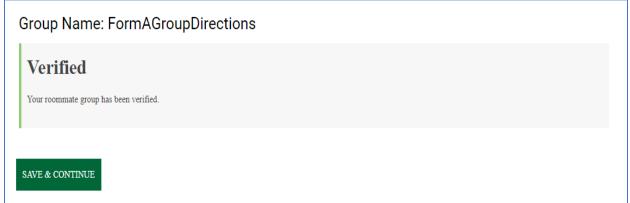
If the request expires and you haven't heard from the potential roommate/suitemate, delete your group and restart the process to find a roommate.

If they approve your request, you will get an email prompting you to return to the application to verify your group.

(5) After you log back into the application, click on the "Verify Group" button



(6) Once your group is verified, a notification will display at the bottom of the page.



At this point, you are ready to select spaces for you and your roommate/Suite-mate! Click on "Save & Continue" to proceed to room selection.