

## 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

VERIFY GROUPDELETE GROUPEDIT GROUP

Swoop .TheEagle (Group Leader)  
Age: 15  
Classification: Freshman - 19  
Gender: Male  
Description: hi

VIEW PROFILE

Group: FormAGroupDirections

SAVE & CONTINUE

Search for Specific Roommate  
Search Using Questions & Answers  
Suggest % Match Roommates

- (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

Roommate Search By Details

Name First:  
<empty>

Name Last:  
.TheEagle

☒ Exclude results that cannot be added or joined

MANAGE GROUPSEARCH

Search Using Questions & Answers  
Suggest % Match Roommates

- (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.

## Roommate Search By Details

Name First:

<empty>

Name Last:

.TheEagle

☒ Exclude results that cannot be added or joined

MANAGE GROUP

SEARCH

Search Using Questions & Answers  
Suggest % Match Roommates

Richard .TheEagle

Age: 21

Classification: Freshman - 19

Gender: Male

Description:

49%  
Match

ADD TO GROUP

SEND MESSAGE

VIEW PROFILE

- (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.

VERIFY GROUPDELETE GROUPEDIT GROUP

Search for Specific Roommate  
Search Using Questions & Answers  
Suggest % Match Roommates

Swoop .TheEagle (Group Leader)  
Age: 15  
Classification: Freshman - 19  
Gender: Male  
Description: hi

VIEW PROFILE

### Outgoing Requests

You have reached your limit of outgoing requests for the current application.

Richard .TheEagle  
Age: 21  
Classification: Freshman - 19  
Gender: Male  
Description:  
Expiry Date: 5/8/2021 10:24

CANCEL

Group Name: FormAGroupDirections

SAVE & CONTINUE

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/suite-mate, 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

Your group is full

VERIFY GROUP

DELETE GROUP

EDIT GROUP

Search for Specific Roommate

Search Using Questions & Answers

Suggest % Match Roommates

Swoop .TheEagle (Group Leader)

Age: 15

Classification: Freshman - 19

Gender: Male

Description: hi

VIEW PROFILE

↓

Richard .TheEagle

Age: 21

Classification: Freshman - 19

Gender: Male

Description: This is my test user profile.

REMOVE ROOMMATE

MAKE LEADER

SEND MESSAGE

VIEW PROFILE

↑

Do NOT create a group until you have found who you want to live with. At that point, whoever is going to be the Group Leader must create the group. Creating a group early will result in errors when you try to connect with another student. If you accidentally make a group, please use the "Delete Group" to remove the group from your record.

Group Name: FormAGroupDirections

SAVE & CONTINUE

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

Group Name: FormAGroupDirections

Verified

Your roommate group has been verified.

SAVE & CONTINUE

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.