

Creating Roommate / Suite Groups

DEPARTMENT OF RESIDENTIAL LIFE
WHEATON COLLEGE
NORTON, MA

This guide will show you...

- How to create a roommate / suite group
- How to search for other students or groups
- How to join, add, or leave a group



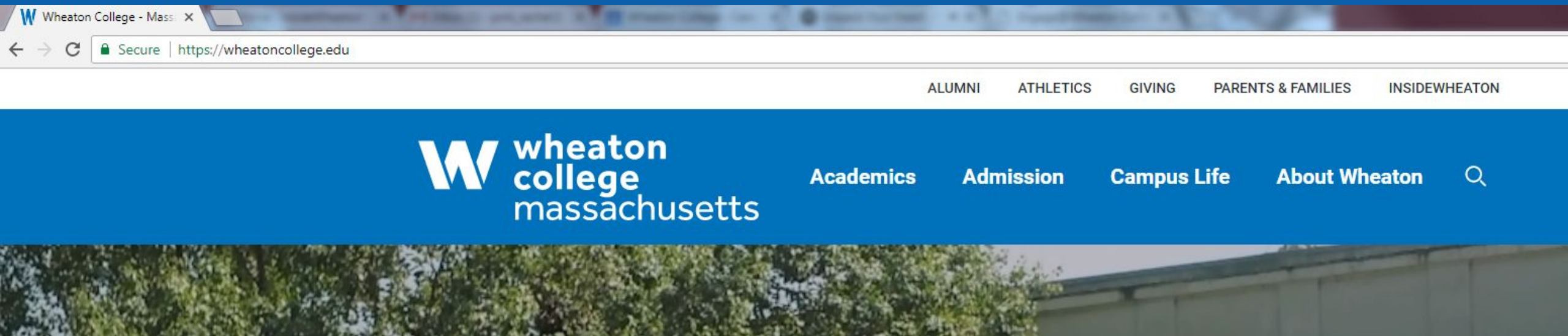
Residential Life

Room selection is completed in 3 parts.

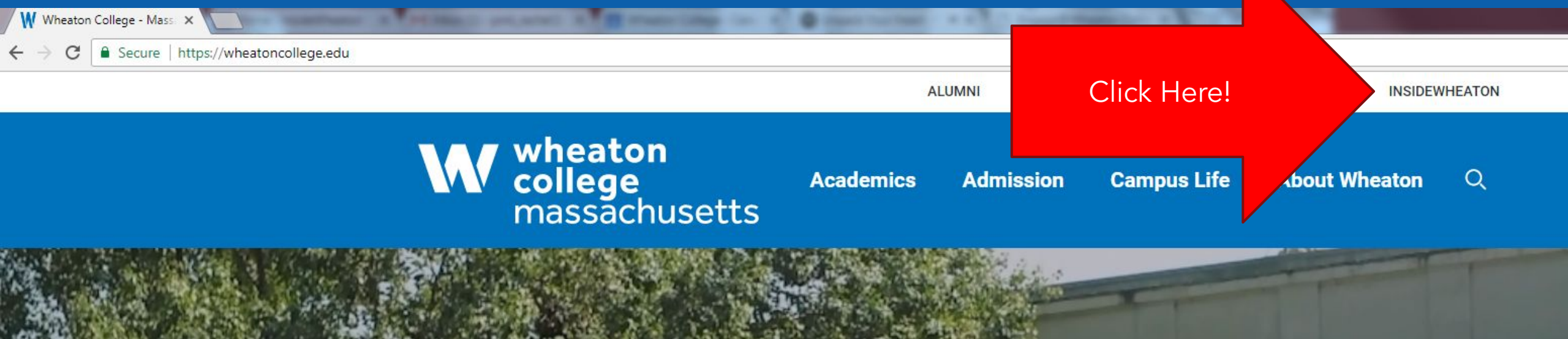
1. Sign the housing contract, confirm your web profile info, and learn more about Community Choices.
2. Create a roommate group, apply for a suite, or apply to live in a Living Learning Community.
3. Pick a room through suite selection, room lottery, or assignment by ResLife staff.

This document will go over part 2,
creating a roommate / suite group.

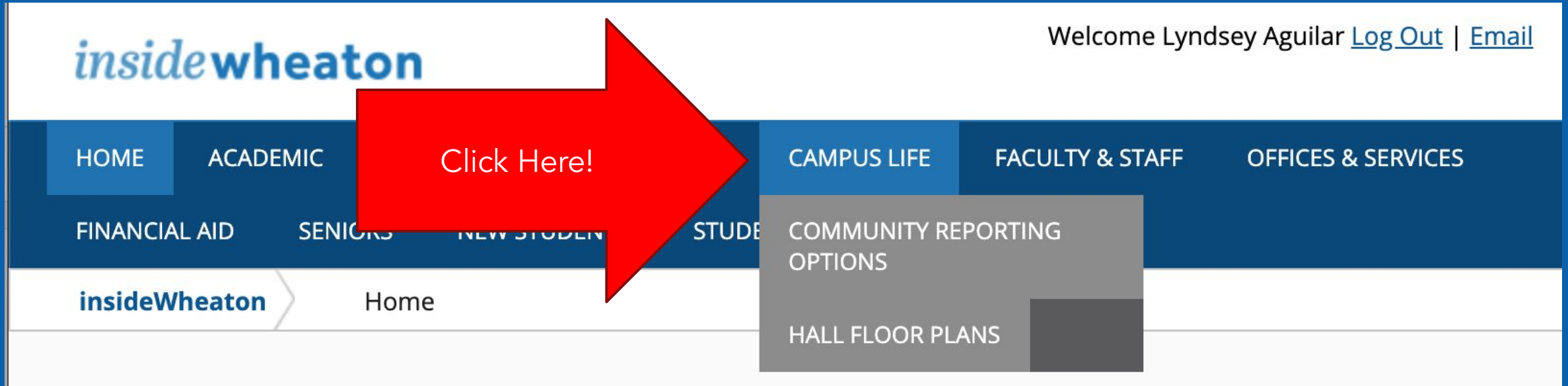
Access the portal: Go to the Wheaton web page.



Click on InsideWheaton and log in using your WID credentials.



Click on the "Campus Life" tab.



Look under
"Student Services"
and then
"Housing Services,"
and click on the
"Student Housing
Portal" link.

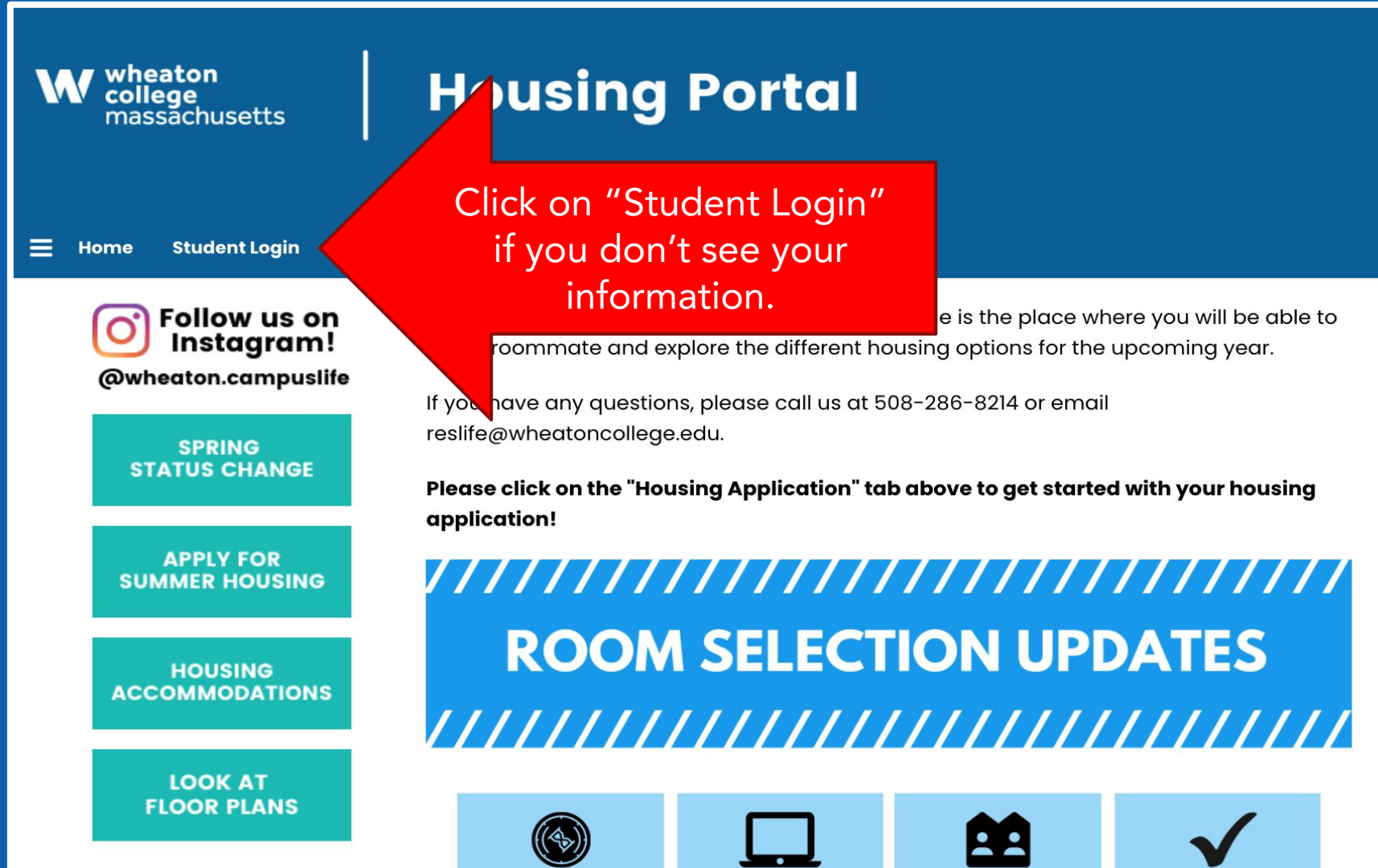
Click Here!

The screenshot displays a university website's navigation menu with three main columns: Navigation, Student Services, and Links.

- Navigation**
 - Campus Life**
 - [Community Reporting Options](#)
 - [Hall Floor Plans](#)
 - Upcoming Events**
 - 3/1/2020
[New Plays Festival](#)
2:00 PM - 4:00 PM
Watson Fine Arts – Experimental Theatre
 - 3/1/2020
[\(Men's Tennis\) Endicott vs. Wheaton \(Mass.\)](#)
4:00 PM - 7:00 PM
 - 3/2/2020
[Stakeholders in the British Shipbreaking Industry](#)
5:00 PM - 6:00 PM
Mary Lyon Hall – Woolley Room

- Student Services**
- My Account**
 - [Change my password](#)
 - [Enroll and/or add my Cell Phone Number](#)
 - [Setup my Account / Forgot my Password](#)
- Academic Services**
 - [Course Schedule](#)
 - [onCourse](#)
 - [Majors and Minors Worksheets](#)
 - [Online Transcript Ordering](#)
 - [Old Town Hall Bookstore](#)
 - [Peer Tutoring Schedule \(Google Sheet\)](#)
- General Services**
 - [Email](#)
 - [Enrollment Certification \(National Student Clearinghouse\)](#)
 - [Bias Incident Report Form](#)
 - [Student Employment Program](#)
 - [Car Registration Information](#)
 - [Technology](#)
 - [Career Services](#)
 - [Dining \(CampusDish\)](#)
 - [Atomic Learning/Hoonuit](#)
 - [Hometown News](#)
- Housing Services**
 - [Student Housing Portal](#)
 - [Hall Floor Plans](#)
 - [Submit a Work Order](#)
 - [My Library Record](#)
 - [Guest Registration Policy \(Google Doc\)](#)
 - [Guest Registration Form \(Google Form\)](#)
- Reserving Space**
- Links**
- Dean of Students**
 - [Athletics](#)
 - [Counseling Center](#)
 - [Health & Wellness](#)
 - [Marshall Center for Intercultural Learning](#)
 - [Office of Student Activities, Involvement & Leadership \(SAIL\)](#)
 - [Social Justice and Community Impact](#)
- Programs and Services**
 - [Technology Support](#)
 - [New Student Orientation](#)
 - [Dining Services](#)
 - [Student Employment](#)
 - [Honor Code](#)
 - [Student Handbook](#)
 - [Old Town Hall Bookstore](#)
- Student Pages**
 - [Student Government Association](#)
 - [Student Clubs and Organizations](#)

That will take you here:



The screenshot shows the Wheaton College Massachusetts Housing Portal. At the top left is the college's logo. To its right is the title "Housing Portal". Below the logo is a navigation bar with "Home" and "Student Login" links. A large red arrow points from the text "Click on 'Student Login' if you don't see your information." to the "Student Login" link. On the left side, there is an Instagram follow prompt and a vertical stack of four teal buttons: "SPRING STATUS CHANGE", "APPLY FOR SUMMER HOUSING", "HOUSING ACCOMMODATIONS", and "LOOK AT FLOOR PLANS". The main content area contains a paragraph about room selection, contact information, and a "ROOM SELECTION UPDATES" banner. At the bottom are four icons: a compass, a laptop, a house with people, and a checkmark.

wheaton college massachusetts

Housing Portal

Home Student Login

Click on "Student Login" if you don't see your information.

Follow us on Instagram!
@wheaton.campuslife

SPRING STATUS CHANGE

APPLY FOR SUMMER HOUSING

HOUSING ACCOMMODATIONS

LOOK AT FLOOR PLANS

... is the place where you will be able to ... roommate and explore the different housing options for the upcoming year.

If you have any questions, please call us at 508-286-8214 or email reslife@wheatoncollege.edu.


Please click on the "Housing Application" tab above to get started with your housing application!

ROOM SELECTION UPDATES

Icons: Compass, Laptop, House with People, Checkmark

Here is the Home page once you're logged in!

Make sure
this is your info!




Housing Portal

[Home](#) [Housing Application](#) [Log Out](#)

My Details

WID: 123456789
Birth Date: 3/17/2011
Class Year: 2033

 **Follow us on Instagram!**
[@wheaton.campuslife](#)

[SPRING STATUS CHANGE](#)

[APPLY FOR SUMMER HOUSING](#)

[HOUSING ACCOMMODATIONS](#)

[LOOK AT](#)





Hi .Kirby .Corgi!

Welcome to the Residential Life Housing Portal! This is the place where you will be able to find a roommate and explore the different housing options for the upcoming year.

If you have any questions, please call us at 508-286-8214 or email reslife@wheatoncollege.edu.

Please click on the "Housing Application" tab above to get started with your housing application!

ROOM SELECTION UPDATES



Click on "Housing Application"

Click Housing
Application



Housing Portal

Housing Application

Log Out

My Details

WID: 123456789

Birth Date: 3/17/2011

Class Year: 2033

 **Follow us on
Instagram!**
@wheaton.campuslife

SPRING
STATUS CHANGE

APPLY FOR
SUMMER HOUSING

HOUSING
ACCOMMODATIONS

LOOK AT

Hi .Kirby .Corgi!

Welcome to the Residential Life Housing Portal! This is the place where you will be able to find a roommate and explore the different housing options for the upcoming year.


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Please click on the "Housing Application" tab above to get started with your housing application!


ROOM SELECTION UPDATES



That will take you here...

 |

Housing Portal

 Home Housing Application Log Out

Term Selector

If you can see more than one application, please make sure you are picking the correct one. For Fall 2021 room selection, you will want to make sure you are choosing the **"2021-2022 Academic Year."**

Academic Year 2021-2022


(8/31/2021 - 5/14/2022)

You started your housing application (part I) for **Academic Year 2021-2022** on **4/17/2021** and have **signed the contract** as of **4/17/2021**.


Your housing application (part I) is complete as of **4/17/2021**.

[Continue](#)

Select the term for the upcoming academic year and hit "Apply."



Housing Portal

 Home Housing Application

Log Out

Term Selector

If you can see more than one application, please make sure you are picking the correct one. For Fall 2021 room selection, you will want to make sure you are choosing the **"2021-2022 Academic Year."**

Academic Year 2021-2022
(8/31/2021 - 5/14/2022)

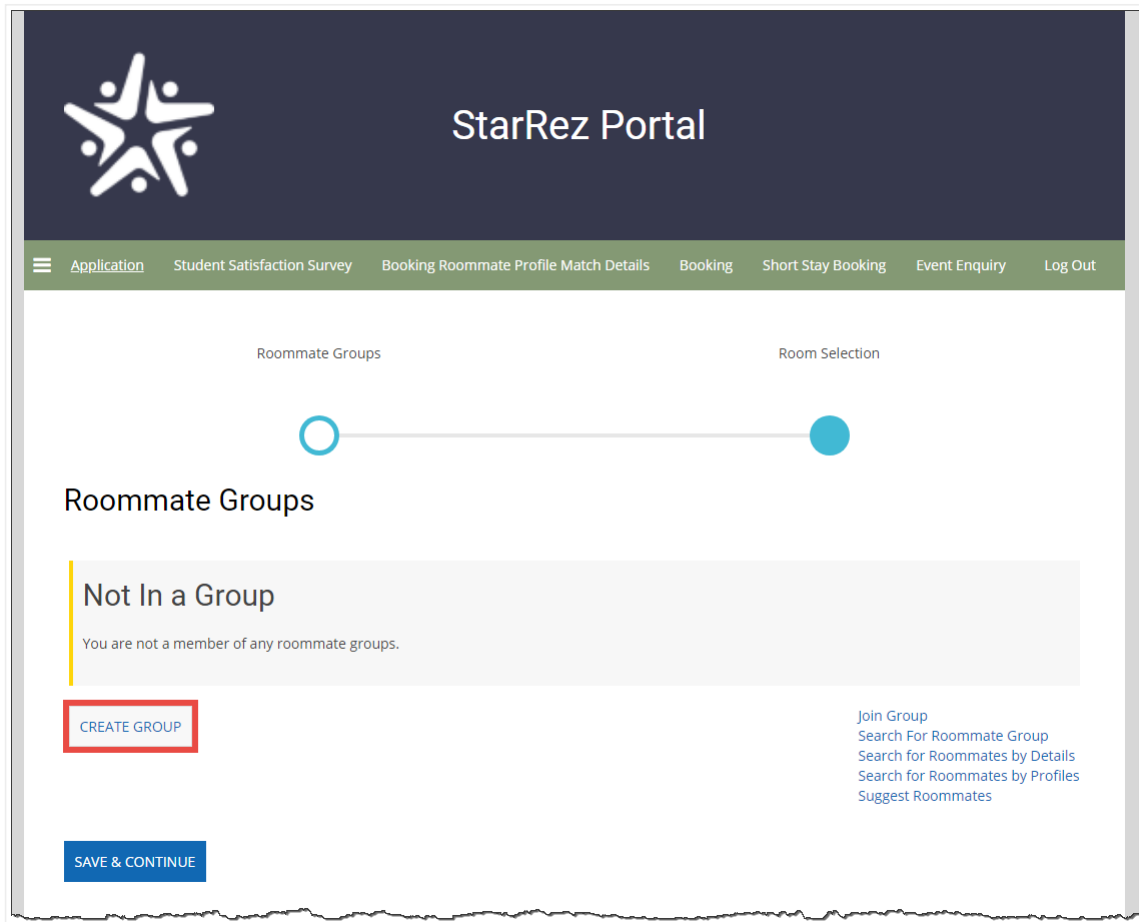
Apply



Click Here

Step 3

- Navigate to the **Roommate Groups** page.
- Select **Create Group**.



Step 4

Fill in the **following information (A)**:

- **Group Name:** The entry will enter the name of the group.
- **Desired Group Size:** The entry will select the size they would like the group to be, predefined by your organization in settings.
- **Let other people search for this group?:** The entry will select whether or not they want the group to be found in search results.

They will then click **Save Changes (B)**.



StarRez Portal

Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Roommate Groups

Room Selection



Roommate Group Details

Group Name:

Best Group Ever

Desired Group Size

Unlimited

Let other people search for this group?



A

GO BACK

SAVE GROUP


B

Step 5

The group has now been created.

- Click the **Menu (A)** to see a message saying the group has been created.
- Click **Verify, Delete** or **Edit (B)** to perform these actions on the group.
- Click **View Profile (C)** to see the profile created.

Click the button **Save and Continue**.



StarRez Portal

A

1

Application

Student Satisfaction Survey

Booking Roommate Profile Match Details

Booking

Short Stay Booking

Event Enquiry

Log Out

Roommate Groups

Room Selection

Roommate Groups

Group: Best Group Ever

B

VERIFY GROUP

DELETE GROUP

EDIT GROUP

Search For Roommate Group

Search for Roommates by Details

Search for Roommates by Profiles

Suggest Roommates

Eliza Nelton (Group Leader)

Age: 26

Classification: Freshmen

Gender: Female

Description:

C

VIEW PROFILE

SAVE & CONTINUE

Step 6

Observe the Entries answers to the **roommate matching questions** below.



StarRez Portal

1 Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Roommate Groups

Room Selection



View Profile

Name: Eliza Nelton

Description:

Gender: Female

Age: 26

Roommate Matching Questions

The noise level should be...: ... quiet.

Room should be...: ... clean and tidy.

I want my roommate to be my...: ... acquaintance

I like to sleep from...: ... 19:00 - 21:00

The temperature should be...: ... cold, sweater temperature.

GO BACK

Join Group

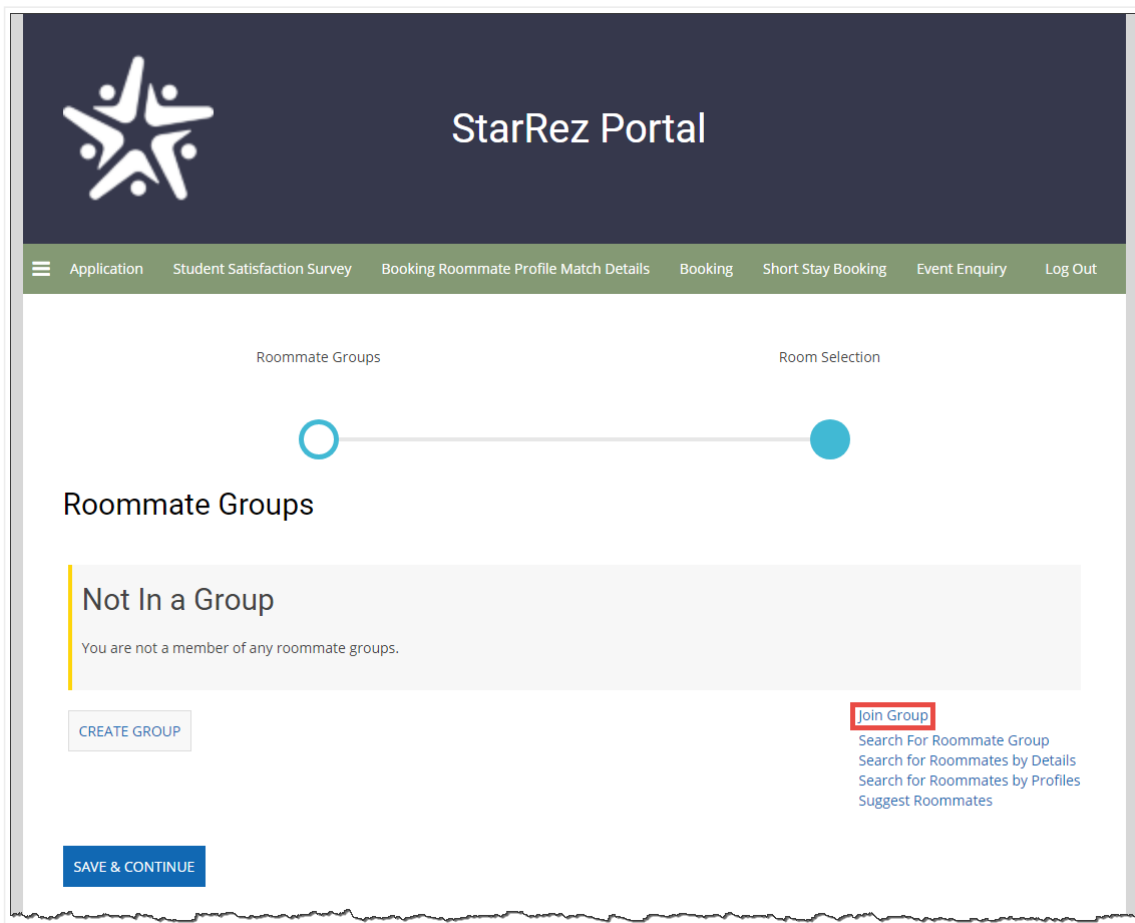


This section describes how to join a group. In the example below the entry has not created a group of their own and is going to search for a group to join.

Step 1

Click **Join Group**.

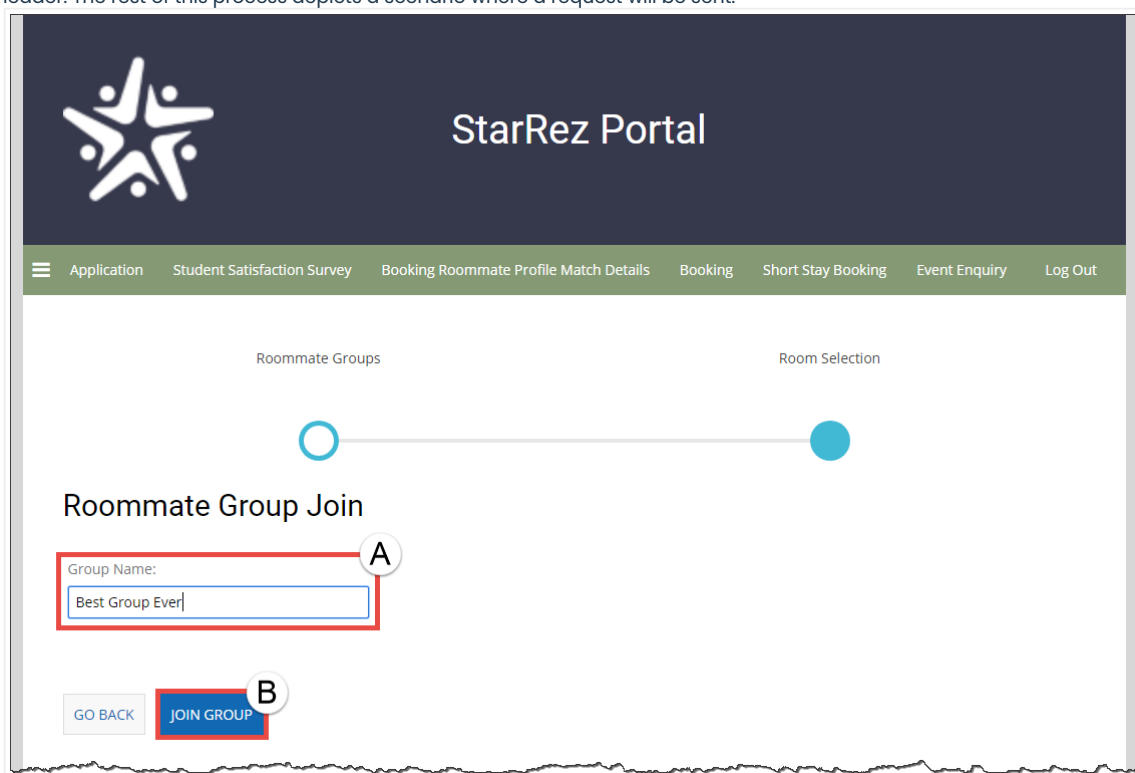
Note: This option will only be available if the entry has not created their own group.



Step 2

- Enter the **Group Name (A)** of the group you wish to join.
- Click **Join Group (B)**.

Depending on how the process has been set up, the entry will either join the group or a request will be sent to the group leader. The rest of this process depicts a scenario where a request will be sent.



Step 3

- The entry will receive a **message (A)** saying that their request has been sent.
- The entry's **Outgoing Requests (B)** will then appear.

StarRez Portal

Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Roommate Groups Room Selection

Roommate Groups

Your request to join group Best Group Ever has been sent. (A)

Not In a Group

You are not a member of any roommate groups.

CREATE GROUP

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

Outgoing Requests (B)

Best Group Ever
Leader: Eliza Nelton
Members: Eliza Nelton
Expiry Date: 3/08/2018 15:17

CANCEL

SAVE & CONTINUE

Search For Roommate Groups



This section describes how to search for roommate groups. In the example below the entry has not created a group of their own but is going to browse potential groups to join.

Step 1

Click the link **Search For Roommate Group**.



StarRez Portal

Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Roommate Groups

Room Selection



Roommate Groups

Not In a Group

You are not a member of any roommate groups.

CREATE GROUP

Join Group

Search For Roommate Group

Search for Roommates by Details

Search for Roommates by Profiles

Suggest Roommates

SAVE & CONTINUE

Step 2

- Use the **Filters (A)** on the left-hand side to refine the groups that appear in search results.
- Click the button **Join Group (B)** to join that group.



StarRez Portal

Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Roommate Groups

Room Selection



Roommate Group Search

Desired Group Size

1 to 30

☒ Include Unlimited Size

Group Name

<empty>

Member Name

<empty>

A



Best Group Ever

Group Leader: Eliza Nelton

Total Members: 1

Members: Eliza Nelton

B

JOIN GROUP



StarResidents

Group Leader: Bonnie Bart

Total Members: 1

Members: Bonnie Bart

JOIN GROUP

Previous

1

Next

GO BACK

Step 3

- The entry will receive a **message (A)** saying that their request has been sent.
- The entry's **Outgoing Requests (B)** will then appear.



StarRez Portal

Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Roommate Groups

Room Selection



Roommate Groups

Your request to join group Best Group Ever has been sent.

A

Not In a Group

You are not a member of any roommate groups.

CREATE GROUP

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

Outgoing Requests

B

Best Group Ever
Leader: Eliza Nelton
Members: Eliza Nelton
Expiry Date: 3/08/2018 15:23

CANCEL

SAVE & CONTINUE

Suggest Roommates



This section describes how to add suggested roommates to roommate groups.

Note: This section is only available to entries who can add other entries to groups.

Step 1

Click the link labeled **Suggest Roommates**.



StarRez Portal

Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Roommate Groups

Room Selection



Roommate Groups

Not In a Group

You are not a member of any roommate groups.

CREATE GROUP

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

SAVE & CONTINUE

Step 2

A list of entries will appear who meet a certain match threshold. Only entries who have created groups will have search results returned.

Click one of the following options:

- Add To Group
- Send Message
- View Profile



StarRez Portal

1 Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Roommate Groups

Room Selection

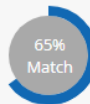


Suggested Roommates

MANAGE GROUP

Search For Roommate Group
Search for Roommates by Details
Search for Roommates by Profiles

Kylie Banner
Age: 18
Classification: Freshmen
Gender: Female
Description:

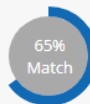


ADD TO GROUP

SEND MESSAGE

VIEW PROFILE

Hayley Lasp
Age: 20
Classification: Freshmen
Gender: Female
Description:



ADD TO GROUP

SEND MESSAGE

VIEW PROFILE

Respond to Incoming Requests



Step 1

Entries who have created groups and have had requests sent to them can accept them by selecting to add them to the group or decline their request.



StarRez Portal

2

Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Description

Incoming Requests

Hayley Lasp

Age: 20

Classification: Freshmen

Gender: Female

Description:

Expiry Date: 3/08/2018 15:23

ACCEPT

DECLINE

Kylie Banner

Age: 18

Classification: Freshmen

Gender: Female

Description:

Expiry Date: 3/08/2018 15:17

ACCEPT

DECLINE

SAVE & CONTINUE

Step 2

If the entry selects to decline, the entry who has been declined will be sent a message letting them know. If the entry selects to Accept, they will be offered the option to remove the roommate, make them a leader, send them a message or view their profile.



StarRez Portal

4 Application Student Satisfaction Survey Booking Roommate Profile Match Details Booking Short Stay Booking Event Enquiry Log Out

Roommate Groups

Room Selection



Roommate Groups

Group: Best Group Ever

VERIFY GROUP

DELETE GROUP

EDIT GROUP

[Search For Roommate Group](#)
[Search for Roommates by Details](#)
[Search for Roommates by Profiles](#)
[Suggest Roommates](#)

Hayley Lasp
Age: 20
Classification: Freshmen
Gender: Female
Description:

REMOVE ROOMMATE

MAKE LEADER

SEND MESSAGE

VIEW PROFILE

