

# 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



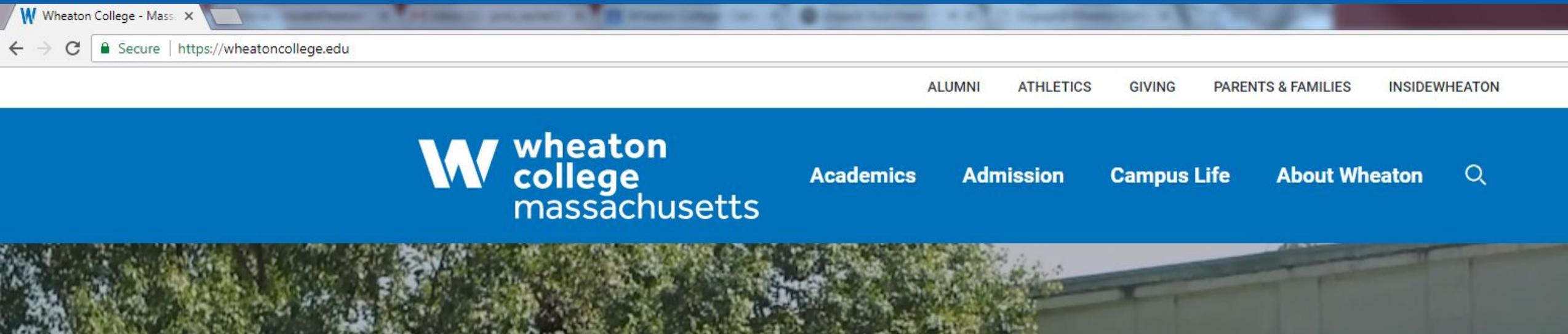
**Residential Life**

# Room selection is completed in 3 parts.

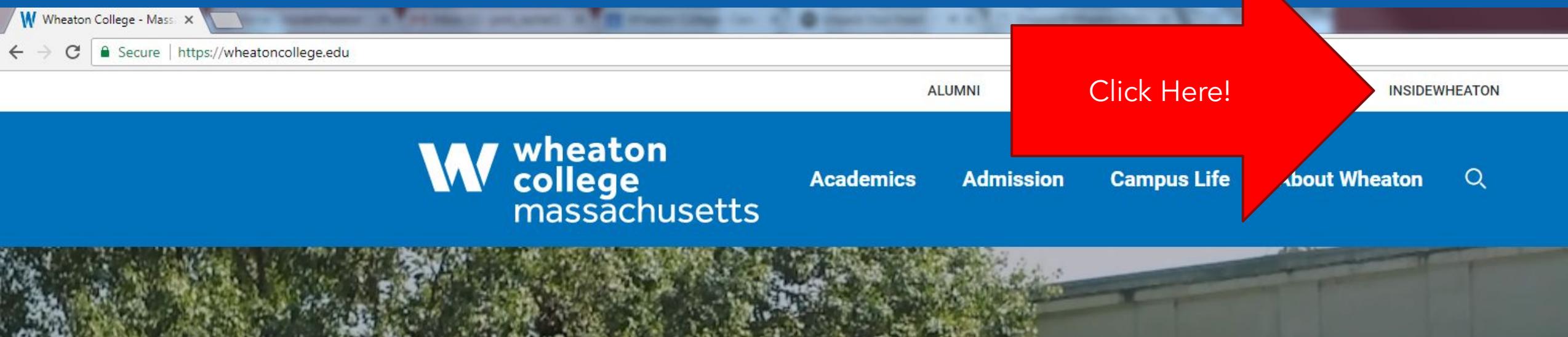
1. Sign the housing contract, confirm your web profile info, and learn more about Community Choices.
2. Create a roommate group, apply for a suite, or apply to live in a Living Learning Community.
3. Pick a room through suite selection, room lottery, or assignment by ResLife staff.

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 Services" drop down.

The image shows a screenshot of the 'insidewheaton' dashboard. On the left is a blue sidebar with navigation options: Dashboard, Tasks, Announcements, Resources, Forms, Events & Calendars, and Directory. Below these are 'Shortcuts' (Student Employment, Updating Your Gender Markers, Community Reporting Options, Banner 9 PROD, WebFOCUS (PROD)) and 'Tools' (Academics). The main content area has a search bar, notification and chat icons, and a user profile icon. Below these are three dropdown menus: 'Faculty & Staff', 'Campus Services', and 'Academics'. A large red arrow points to the 'Campus Services' dropdown. The 'Widgets' section contains: 'My Calendar' with events for March 2 (SAIL Open Hours and Accessibility Board Open Hours); 'My Tasks' showing 'Well done! You have no tasks.'; 'Wheaton College Instagram' with a grid of photos and a 'Visit Instagram' button; 'Wheaton Lyons' with a game schedule; and 'Wheaton Dining Services' with food images.

Click on the  
"Student  
Housing Portal."  
This will take  
you to a new  
browser tab or  
window with the  
housing portal.

The screenshot shows the 'insidewheaton' dashboard. On the left is a blue sidebar with navigation options: Dashboard, Tasks, Announcements, Resources, Forms, Events & Calendars, and Directory. Below these are 'Shortcuts' (Student Employment, Updating Your Gender Markers, Community Reporting Options, Banner 9 PROD, WebFOCUS (PROD)) and 'Tools' (Academics). The main content area has a search bar and three dropdown menus: 'Faculty & Staff', 'Campus Services', and 'Academics'. The 'Campus Services' dropdown is open, listing various services. A red arrow points to the 'Student Housing Portal' link, which is highlighted. Below the dropdown are several widgets, including 'Wheaton Lyons' sports updates and 'Wheaton Dining Services' promotional banners.

**insidewheaton** <≡

Dashboard

Tasks

Announcements

Resources

Forms

Events & Calendars

Directory

Shortcuts

Student Employment

Updating Your Gender Markers

Community Reporting Options

Banner 9 PROD

WebFOCUS (PROD)

Tools

Academics

Search

Faculty & Staff

Campus Services

Academics

IT Service Desk

Interactive Campus Map

Printable Campus Map

Account Management

Student Housing Portal

Dining Services

Engage Portal

Reserve Space on Campus

Campus Bookstore

Gmail

Campus Commerce

Health & Wellness

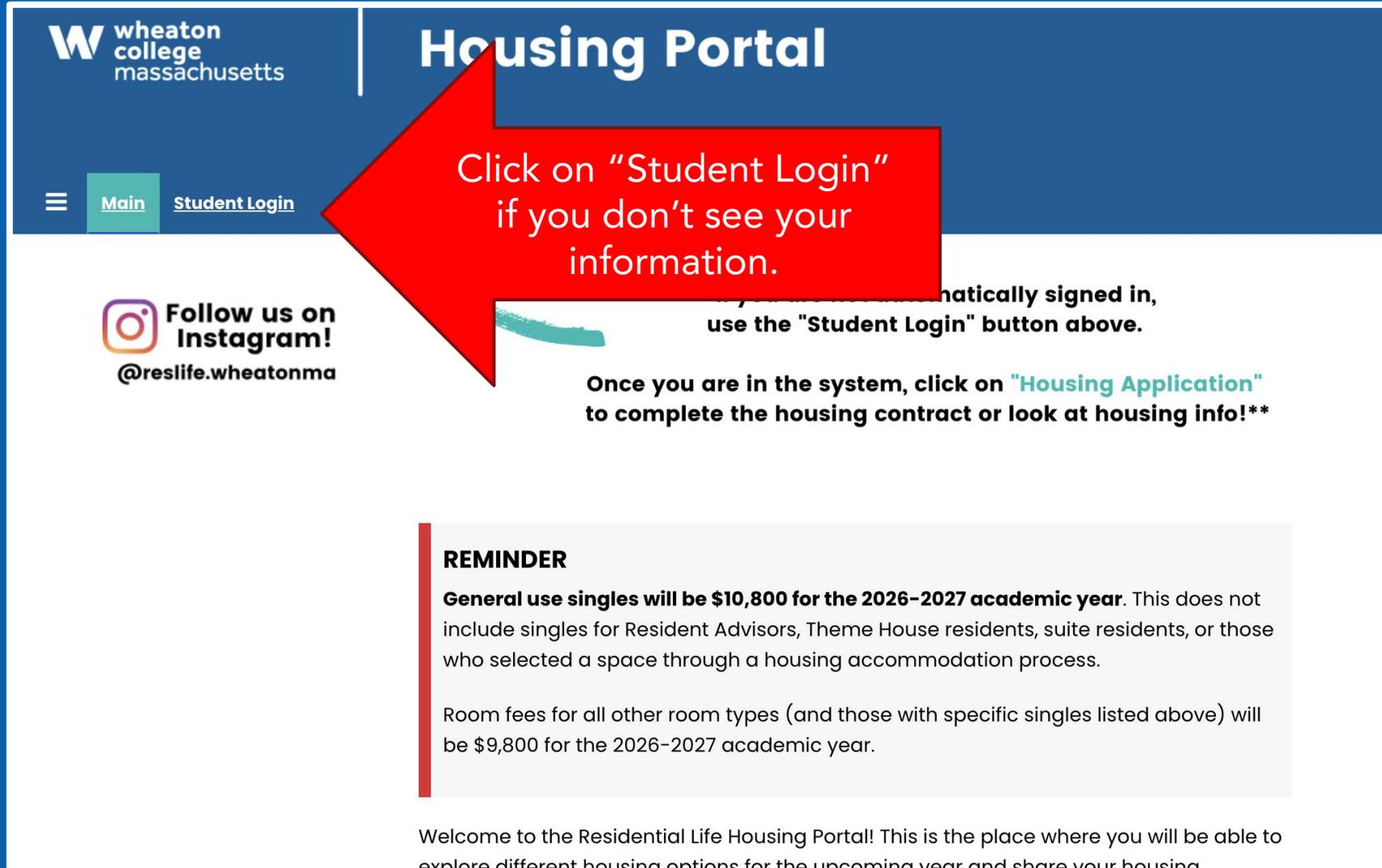
Widget

Well done!  
You have no tasks.

Wheaton Lyons

Wheaton Dining Services

# That will take you here:



The screenshot shows the top navigation bar of the Housing Portal. On the left is the Wheaton College Massachusetts logo. In the center is the title "Housing Portal". On the right is a navigation menu with "Main" (highlighted in green) and "Student Login". A large red arrow points from the "Student Login" text in the center of the page to the "Student Login" button in the navigation menu.

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

Follow us on Instagram!  
@reslife.wheatonma

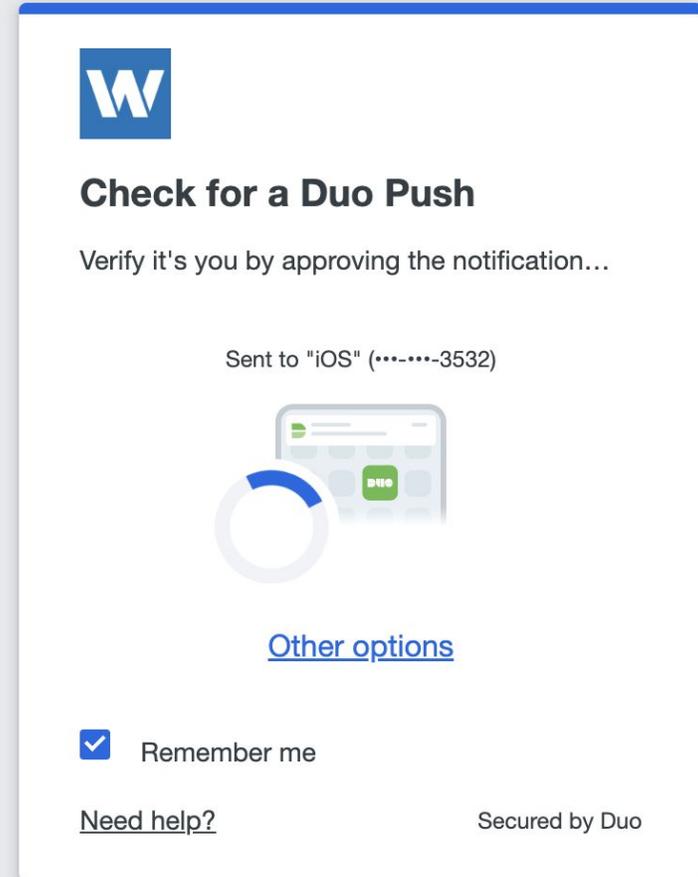
Once you are in the system, click on "Housing Application" to complete the housing contract or look at housing info!\*\*

**REMINDER**  
**General use singles will be \$10,800 for the 2026-2027 academic year.** This does not include singles for Resident Advisors, Theme House residents, suite residents, or those who selected a space through a housing accommodation process.

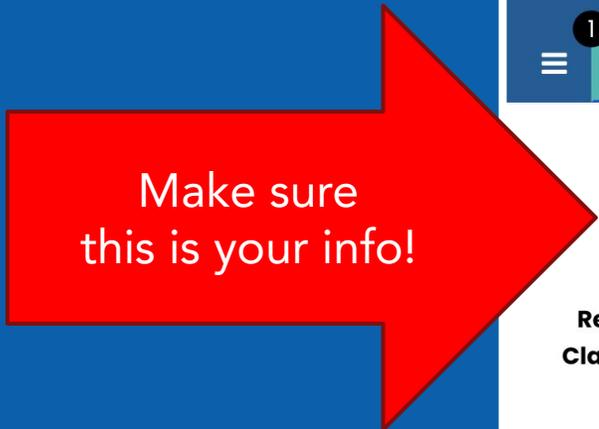
Room fees for all other room types (and those with specific singles listed above) will be \$9,800 for the 2026-2027 academic year.

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

You will then be prompted to sign in using Wheaton's SSO, and confirm your sign in via Duo Push.



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



**wheaton college massachusetts** | **Housing Portal**

1 **Main** [Housing Application](#) [Log Out](#)

**My Details**  
WID: 123456789  
Birth Date: 3/17/2011  
Class Year: 2029  
Residential Status: Residential  
Classification: Returning Student

**My Current Room**  
Term Session: **Spring 2026**  
Room: **McIntire 414 - A**  
Room Type: **Double (was Triple)**

**My Roommate(s)**  
Bluey .Healer



**\*\*If you are not automatically signed in, use the "Student Login" button above.**

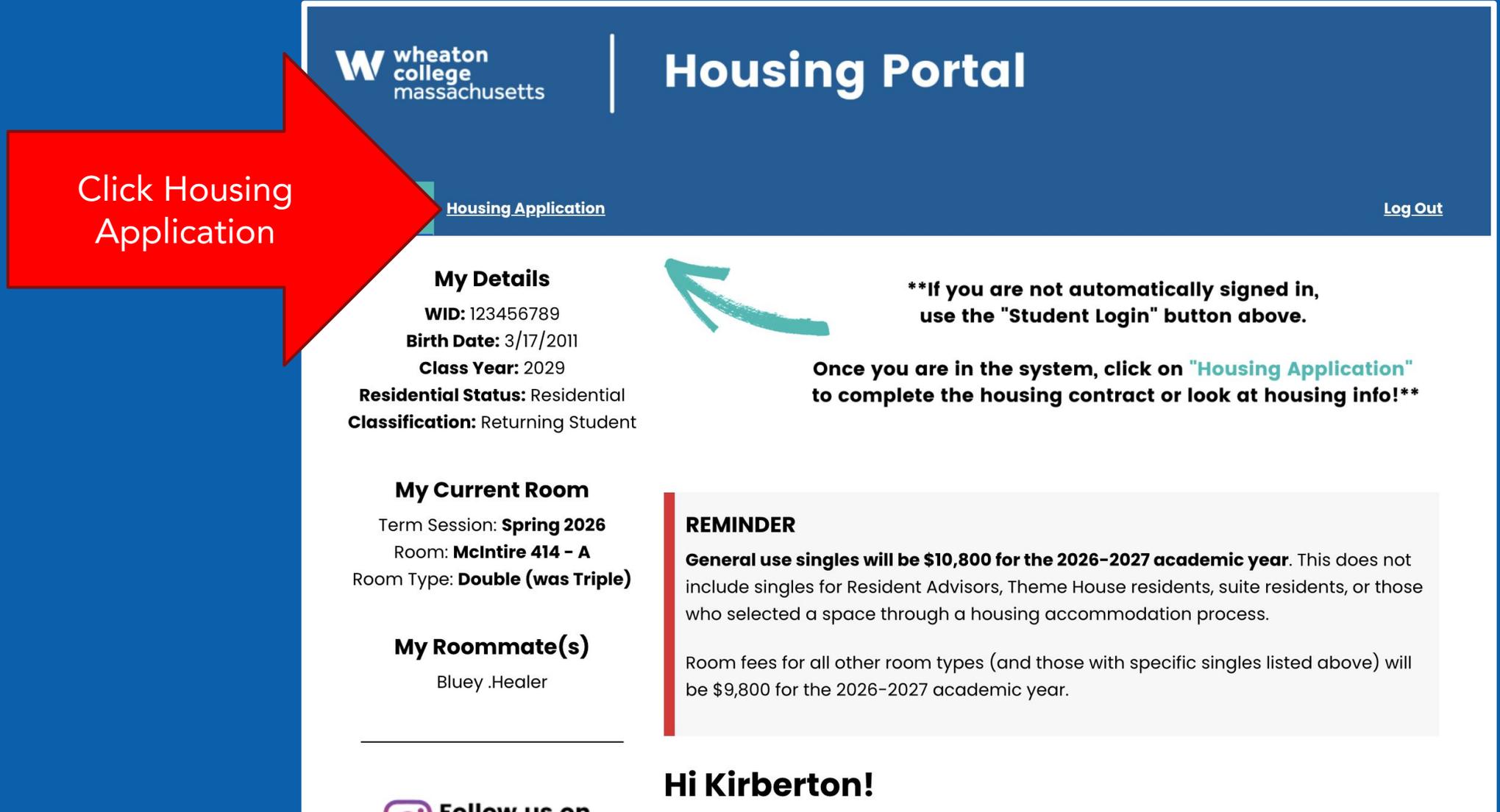
**Once you are in the system, click on "Housing Application" to complete the housing contract or look at housing info!\*\***

**REMINDER**  
**General use singles will be \$10,800 for the 2026-2027 academic year.** This does not include singles for Resident Advisors, Theme House residents, suite residents, or those who selected a space through a housing accommodation process.  
  
Room fees for all other room types (and those with specific singles listed above) will be \$9,800 for the 2026-2027 academic year.

**Hi Kirberton!**



# Click on "Housing Application"



The screenshot shows the Wheaton College Massachusetts Housing Portal. A large red arrow on the left points to the 'Housing Application' link in the navigation bar. The page header includes the college logo and the title 'Housing Portal'. The navigation bar contains 'Housing Application' and 'Log Out'. The main content area is divided into sections: 'My Details' (WID: 123456789, Birth Date: 3/17/2011, Class Year: 2029, Residential Status: Residential, Classification: Returning Student), 'My Current Room' (Term Session: Spring 2026, Room: McIntire 414 - A, Room Type: Double (was Triple)), and 'My Roommate(s)' (Bluey .Healer). A green arrow points to the 'Housing Application' link in the navigation bar. A note states: '\*\*If you are not automatically signed in, use the "Student Login" button above. Once you are in the system, click on "Housing Application" to complete the housing contract or look at housing info!\*\*'. A 'REMINDER' box contains information about room fees for the 2026-2027 academic year. The page footer includes 'Hi Kirberton!' and 'Follow us on'.

**W** wheaton college massachusetts

## Housing Portal

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

### My Details

**WID:** 123456789  
**Birth Date:** 3/17/2011  
**Class Year:** 2029  
**Residential Status:** Residential  
**Classification:** Returning Student

### My Current Room

**Term Session:** Spring 2026  
**Room:** McIntire 414 - A  
**Room Type:** Double (was Triple)

### My Roommate(s)

Bluey .Healer

**\*\*If you are not automatically signed in, use the "Student Login" button above.**

**Once you are in the system, click on "Housing Application" to complete the housing contract or look at housing info!\*\***

**REMINDER**

**General use singles will be \$10,800 for the 2026-2027 academic year.** This does not include singles for Resident Advisors, Theme House residents, suite residents, or those who selected a space through a housing accommodation process.

Room fees for all other room types (and those with specific singles listed above) will be \$9,800 for the 2026-2027 academic year.

**Hi Kirberton!**

Follow us on

# That will take you here...

**1** [Main](#) [Housing Application](#) [Log Out](#)

## Term Selector

If you can see more than one application, please make sure you are picking the correct one.

**Academic Year 2026–2027**  
(8/30/2026 - 5/8/2027)

You started your housing application (part I) for **Academic Year 2026–2027** on **2/26/2026** and have **signed the housing contract** as of **2/26/2026**.

Your housing application (part I) is complete as of **2/26/2026**.

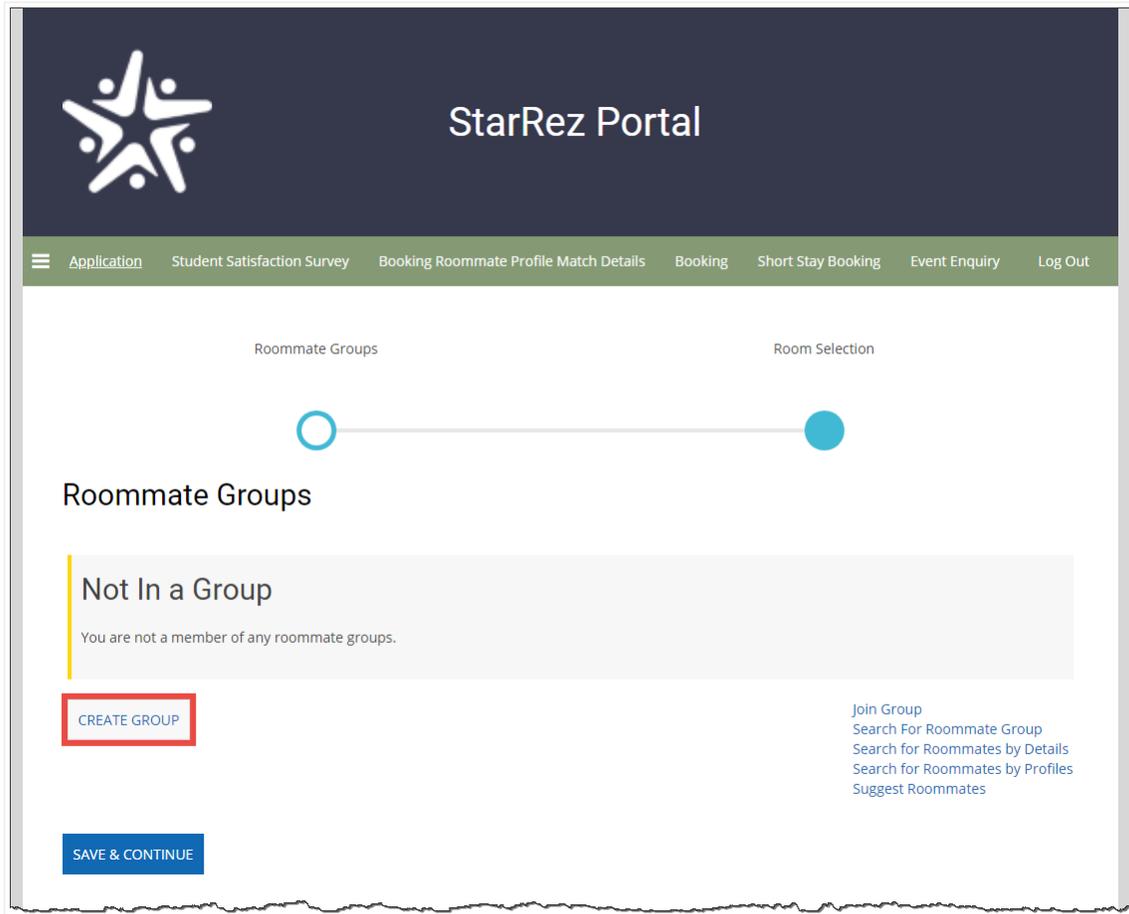
[Continue](#)

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

The screenshot shows a web application interface. At the top, there is a dark blue header with a hamburger menu icon, a 'Main' link, a 'Housing Application' link, and a 'Log Out' link. Below the header is a large white box with a red border containing the text 'Term Selector'. Underneath this box is a paragraph: 'If you can see more than one application, please make sure you are picking the correct one.' Below that is a light green box containing the following text: 'Academic Year 2026-2027', '(8/30/2026 - 5/8/2027)', 'You started your housing application (part I) for **Academic Year 2026-2027** on **2/26/2026** and have **signed the housing contract** as of **2/26/2026**.', and 'Your housing application (part I) is complete as of **2/26/2026**.' To the right of this text is a teal 'Continue' button. A large red arrow points from the right side of the image towards the 'Continue' button, with the text 'Click Here' written inside the arrow.

## 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)**.



Roommate Groups

Room Selection



## Roommate Group Details

Group Name:  **A**

Desired Group Size

Let other people search for this group?

GO BACK

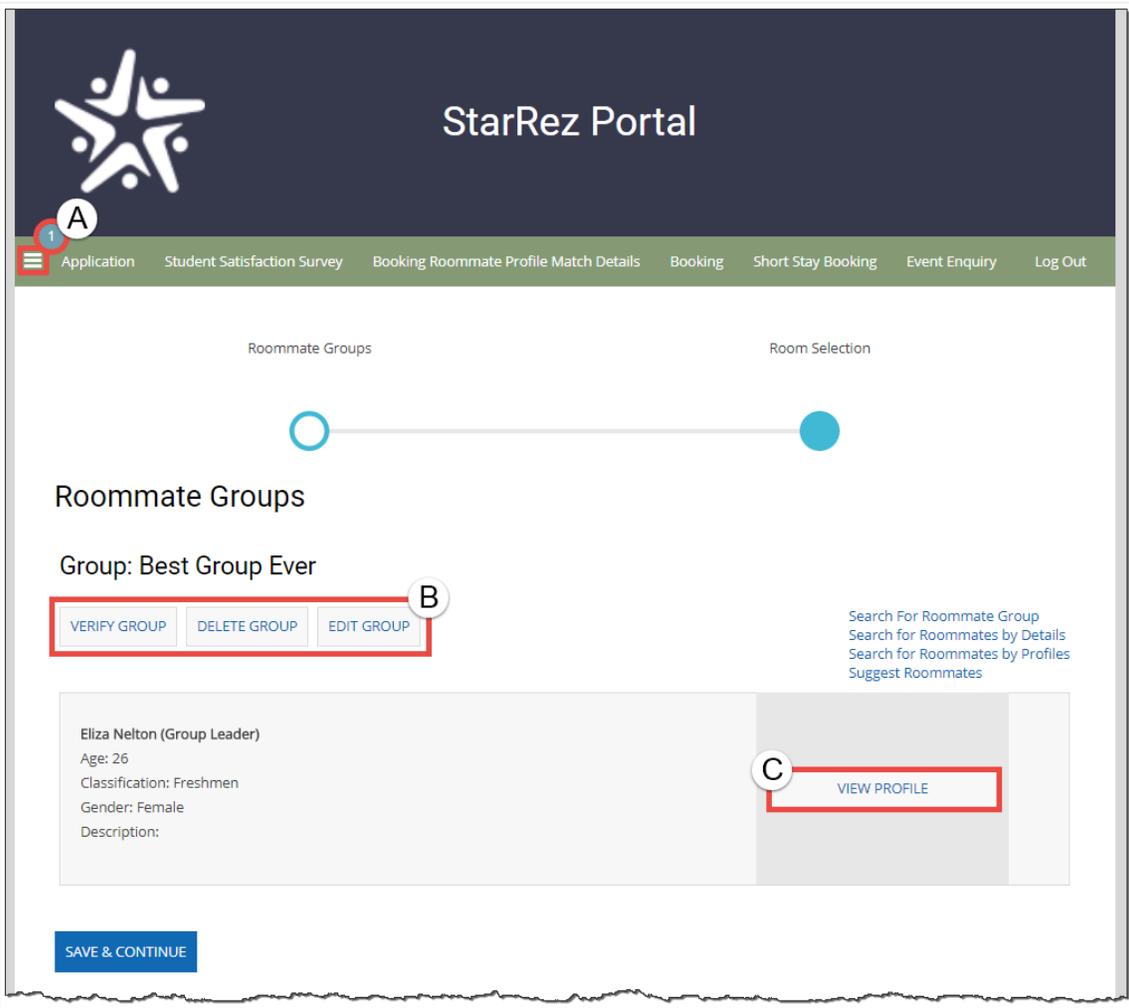
SAVE GROUP **B**

## 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**.



The screenshot shows the StarRez Portal interface. At the top left is a logo of a star with people icons. The title "StarRez Portal" is centered at the top. Below the title is a navigation bar with a menu icon (labeled 'A') and links for "Application", "Student Satisfaction Survey", "Booking Roommate Profile Match Details", "Booking", "Short Stay Booking", "Event Enquiry", and "Log Out". The main content area is titled "Roommate Groups" and "Room Selection". A progress bar shows the current step is "Roommate Groups". Below this, the group name "Group: Best Group Ever" is displayed. A red box (labeled 'B') highlights three buttons: "VERIFY GROUP", "DELETE GROUP", and "EDIT GROUP". To the right of these buttons are four search options: "Search For Roommate Group", "Search for Roommates by Details", "Search for Roommates by Profiles", and "Suggest Roommates". Below the search options is a profile card for "Eliza Nelton (Group Leader)" with details: "Age: 26", "Classification: Freshmen", "Gender: Female", and "Description:". A red box (labeled 'C') highlights the "VIEW PROFILE" button on the right side of the profile card. At the bottom left of the main content area is a blue button labeled "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

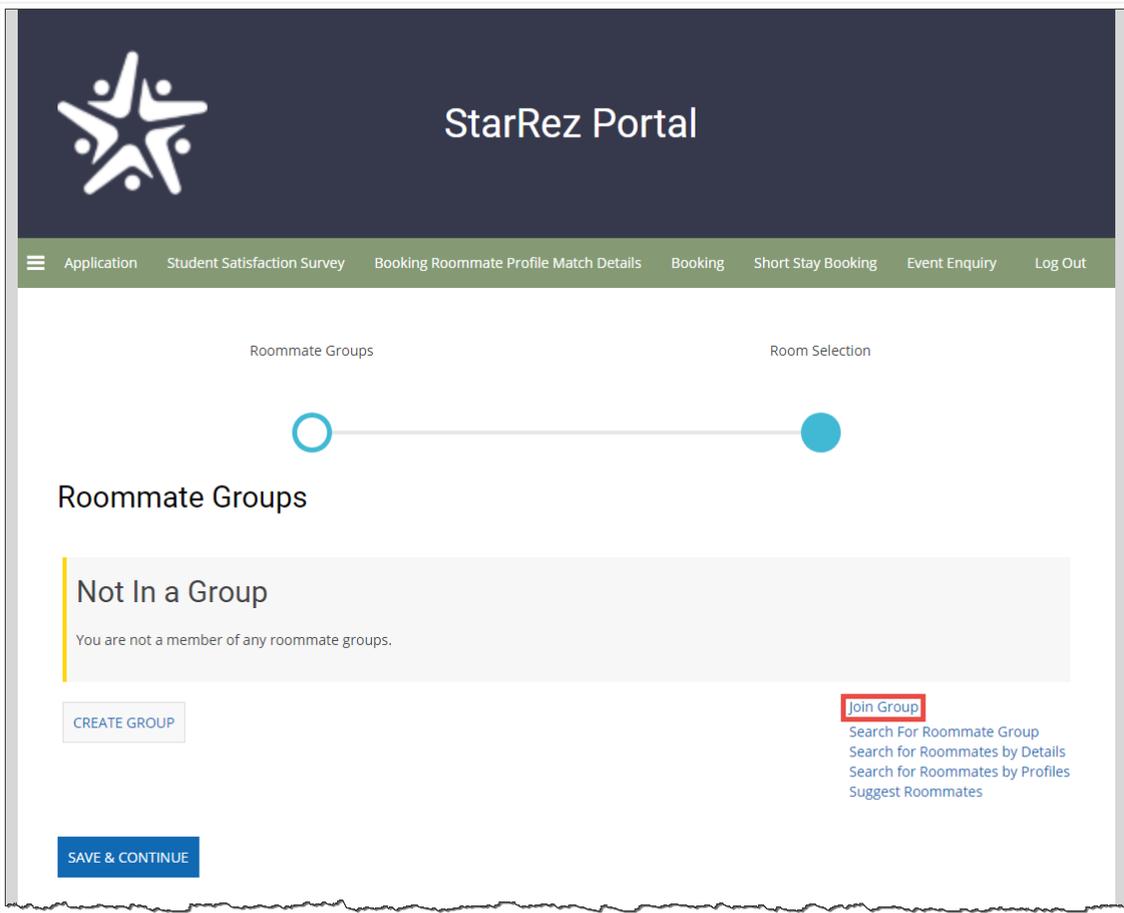


This section describes how to join a group. In the example below the entry has not created a group of their own and is going to search for a group to join.

### Step 1

Click **Join Group**.

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

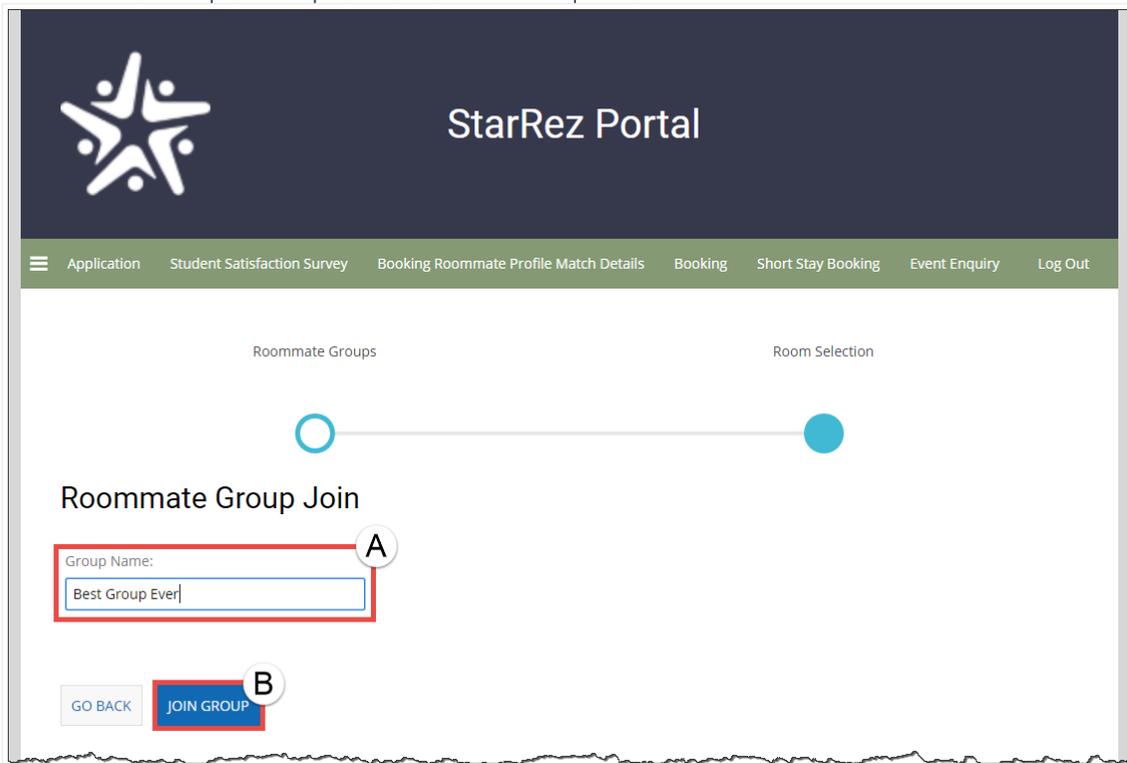


The screenshot shows the StarRez Portal interface. At the top left is the StarRez logo, a stylized star with human figures. The title "StarRez Portal" is centered at the top. Below the header is a navigation bar with links: Application, Student Satisfaction Survey, Booking Roommate Profile Match Details, Booking, Short Stay Booking, Event Enquiry, and Log Out. The main content area features a progress indicator with two steps: "Roommate Groups" (active, indicated by a blue circle) and "Room Selection" (inactive, indicated by a grey circle). The heading "Roommate Groups" is displayed. A grey box contains the text "Not In a Group" and "You are not a member of any roommate groups." Below this are two buttons: "CREATE GROUP" and "Join Group". The "Join Group" button is highlighted with a red box. Underneath it are four links: "Search For Roommate Group", "Search for Roommates by Details", "Search for Roommates by Profiles", and "Suggest Roommates". At the bottom left is a "SAVE & CONTINUE" button.

## 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.



The screenshot shows the StarRez Portal interface for the "Roommate Group Join" step. The progress indicator shows "Roommate Groups" as the active step (blue circle) and "Room Selection" as the next step (grey circle). The heading "Roommate Group Join" is displayed. Below the heading is a form with a "Group Name:" label and a text input field containing "Best Group Ever". The input field is highlighted with a red box and labeled with a circled "A". Below the form are two buttons: "GO BACK" and "JOIN GROUP". The "JOIN GROUP" button is highlighted with a red box and labeled with a circled "B".

## 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**.



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.



Roommate Groups

Room Selection



## Roommate Group Search

**Desired Group Size**  
1 to 30  
 Include Unlimited Size

**Group Name**  
<empty>

**Member Name**  
<empty>

**Best Group Ever**  
Group Leader: Eliza Nelton  
Total Members: 1  
Members: Eliza Nelton

**StarResidents**  
Group Leader: Bonnie Bart  
Total Members: 1  
Members: Bonnie Bart

**JOIN GROUP** **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.



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**.



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

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.



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.

