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

wheaton college

Residential Life

Room selection is completed in 3 parts.

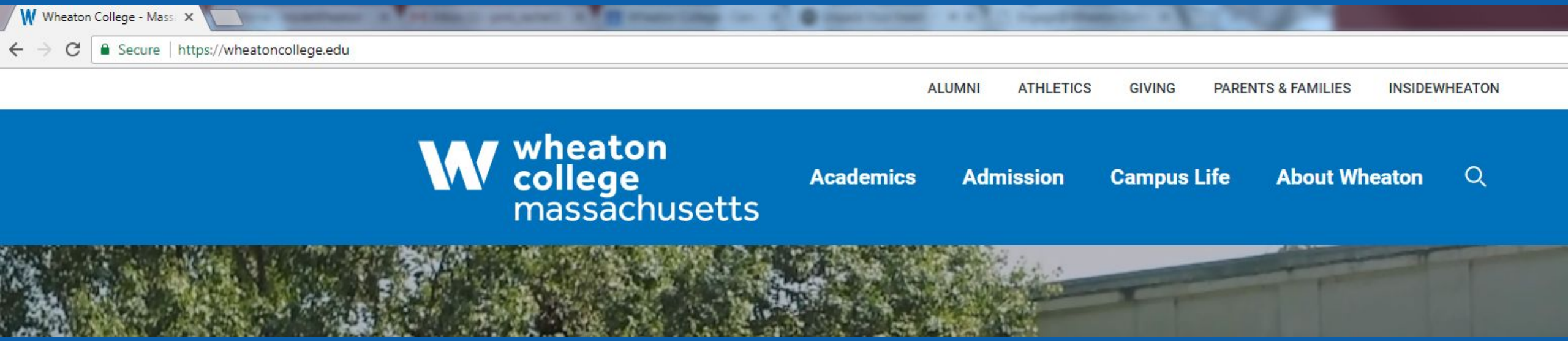
1. Sign the housing contract, confirm your web profile info, and learn more about Community Choices.

2. Create a roommate group, apply for a suite, or apply to live in a Living Learning Community.

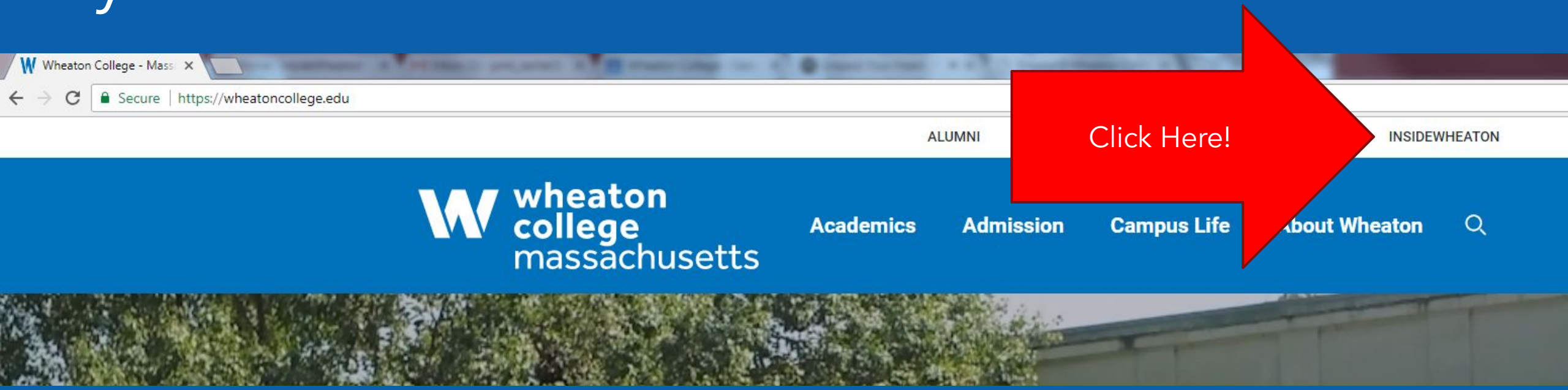
3. Pick a room through suite selection, room lottery, or assignment by ResLife staff.

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

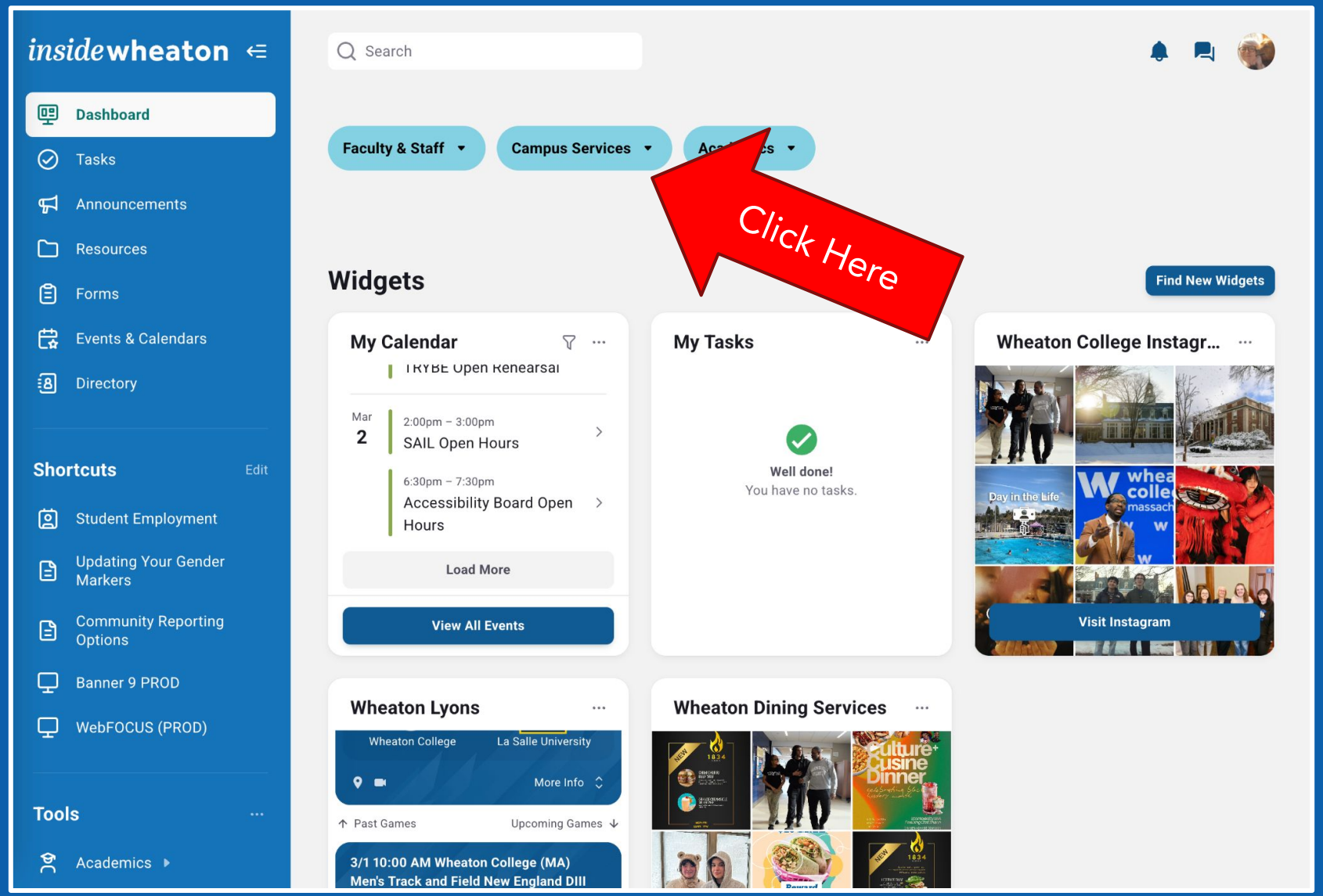
Access the portal:
Go to the Wheaton web page.



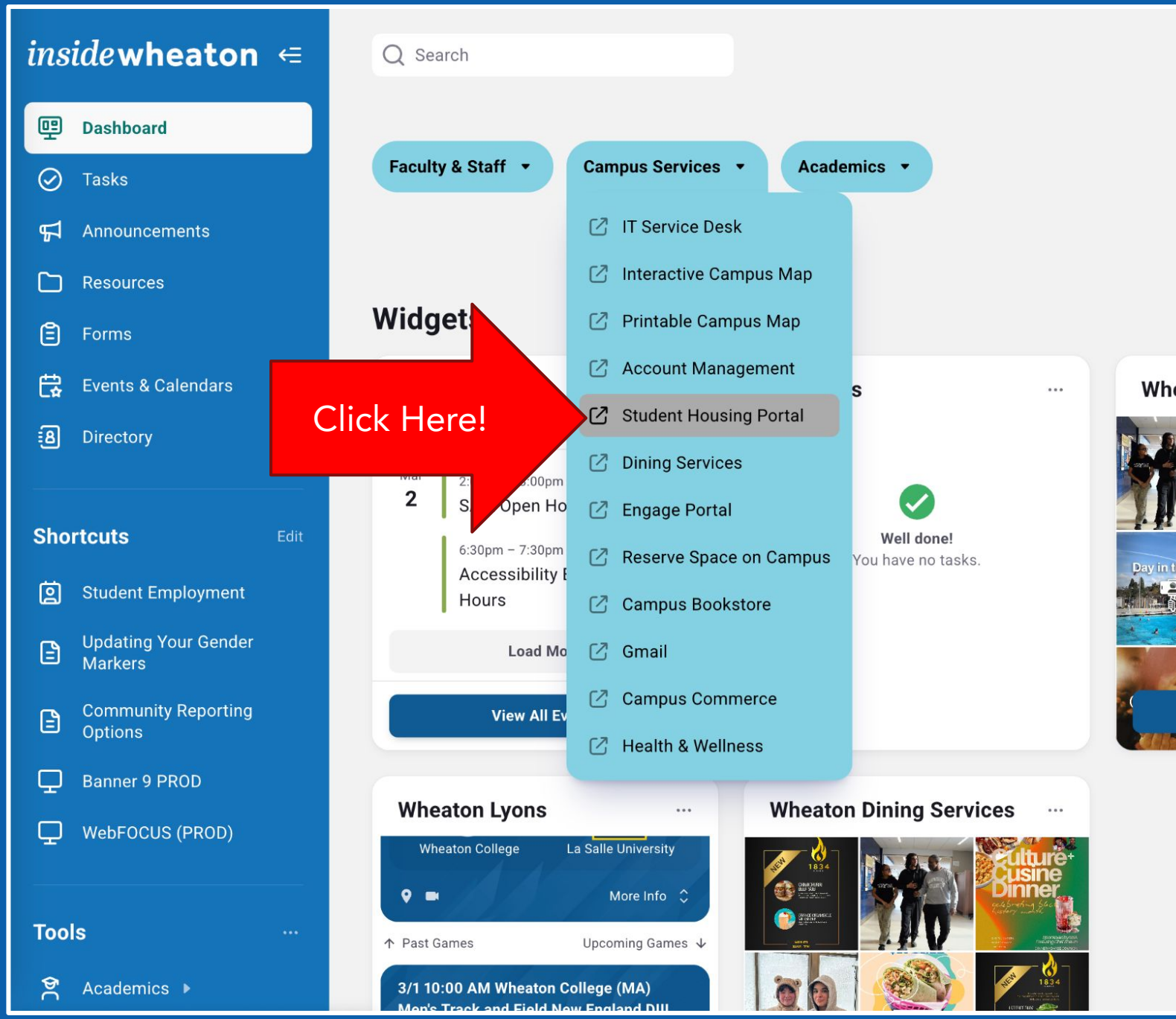
Click on InsideWheaton and log in using your WID credentials.



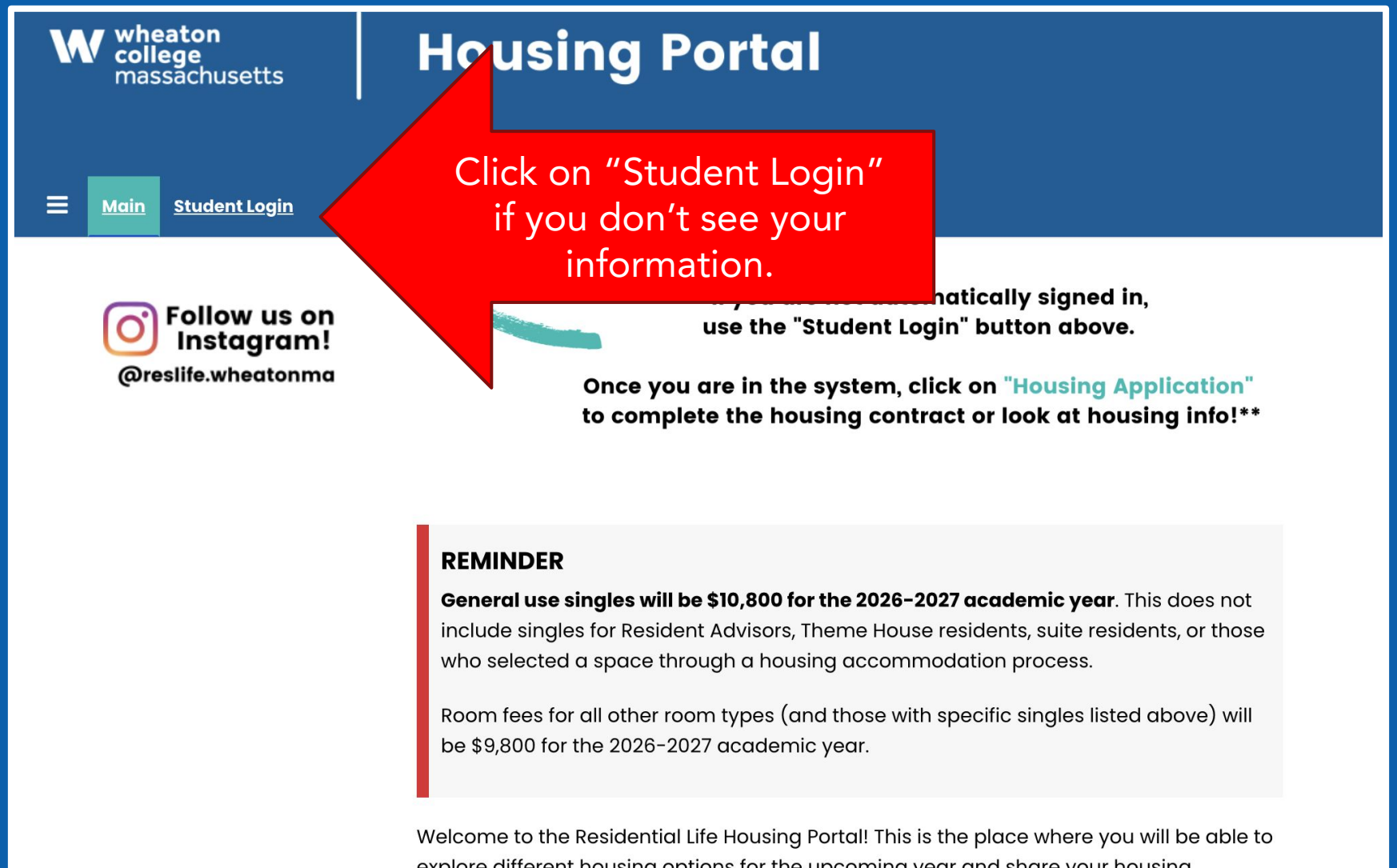
Click on the “Campus Services” drop down.



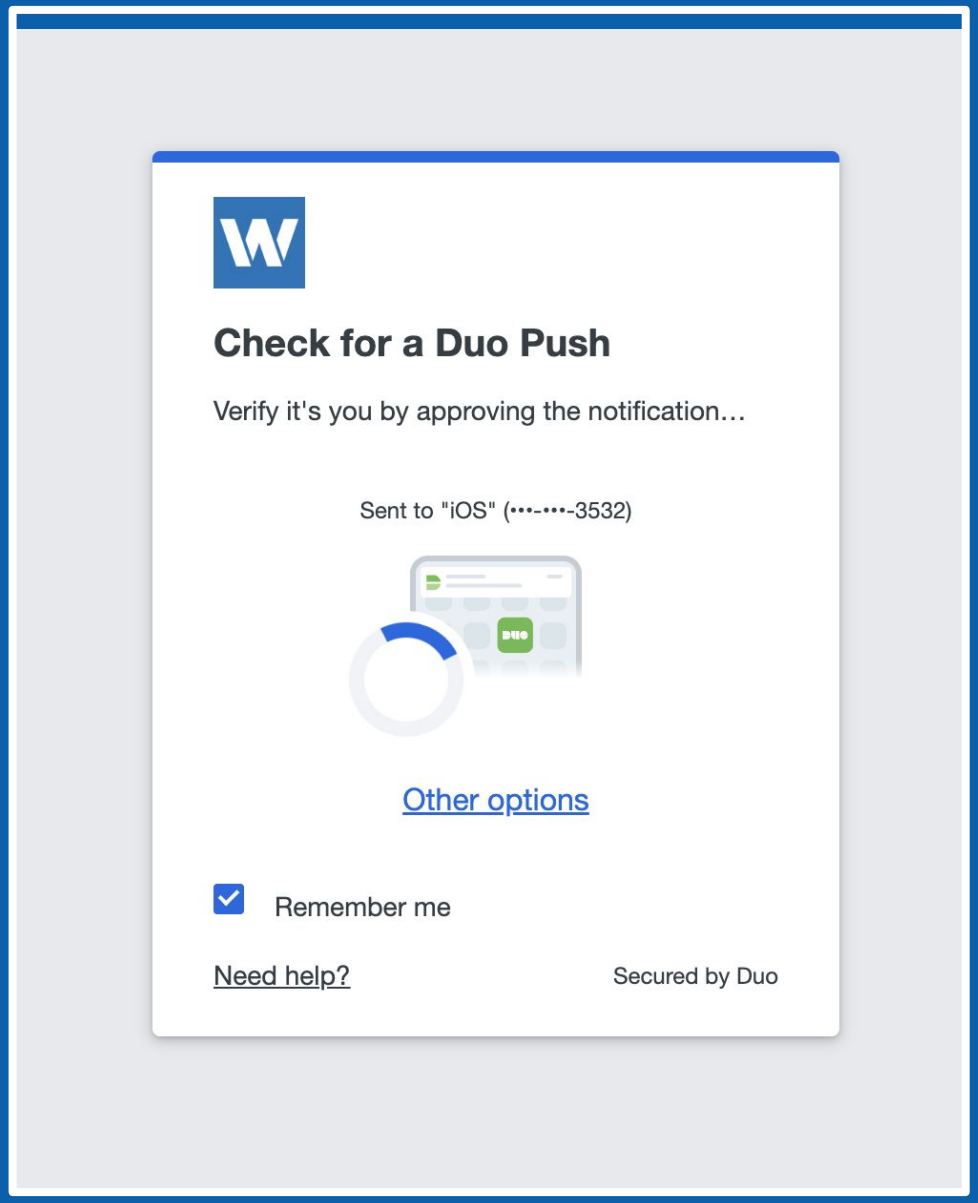
Click on the "Student Housing Portal." This will take you to a new browser tab or window with the housing portal.



That will take you here:

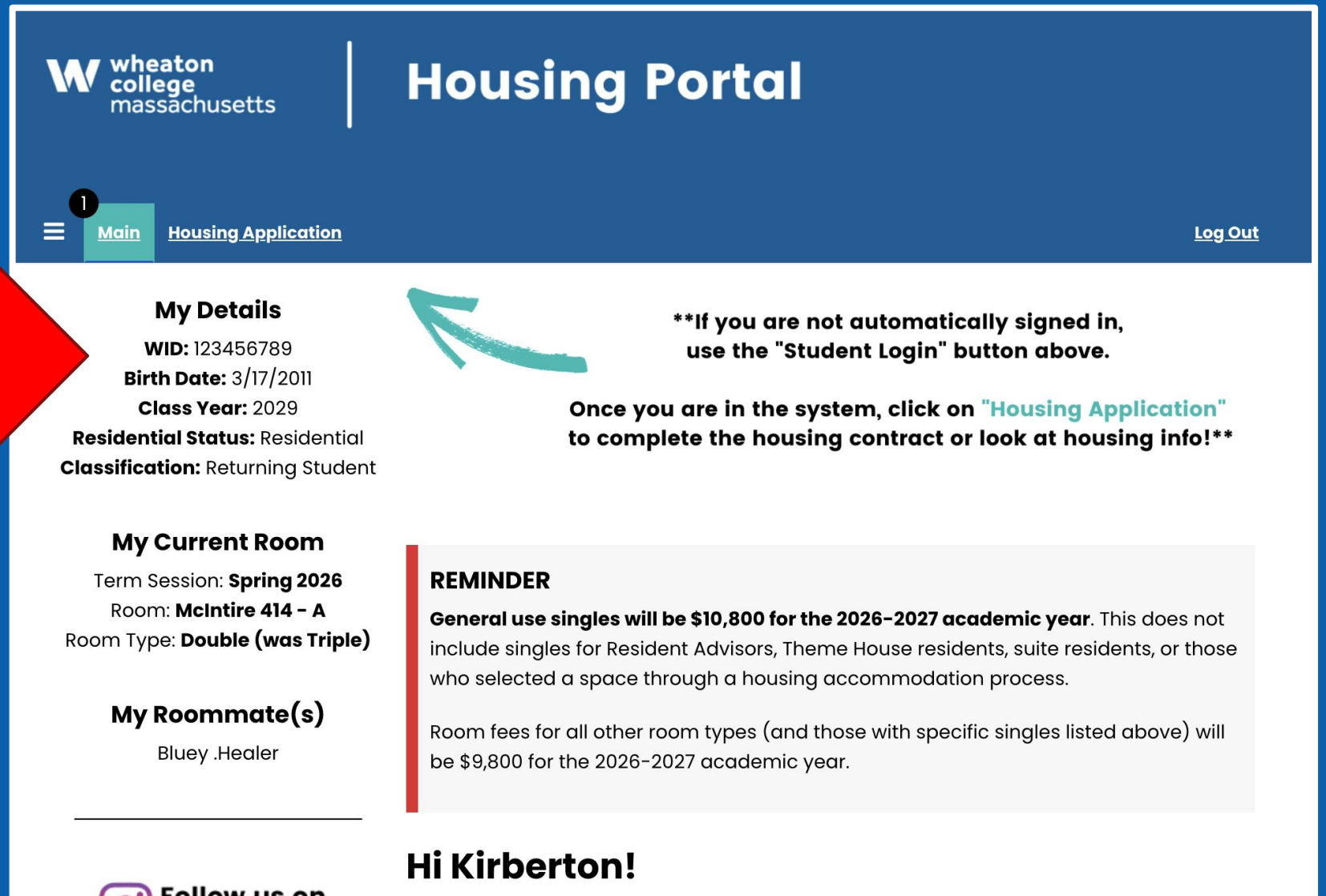


You will then be prompted to sign in using Wheaton's SSO, and confirm your sign in via Duo Push.

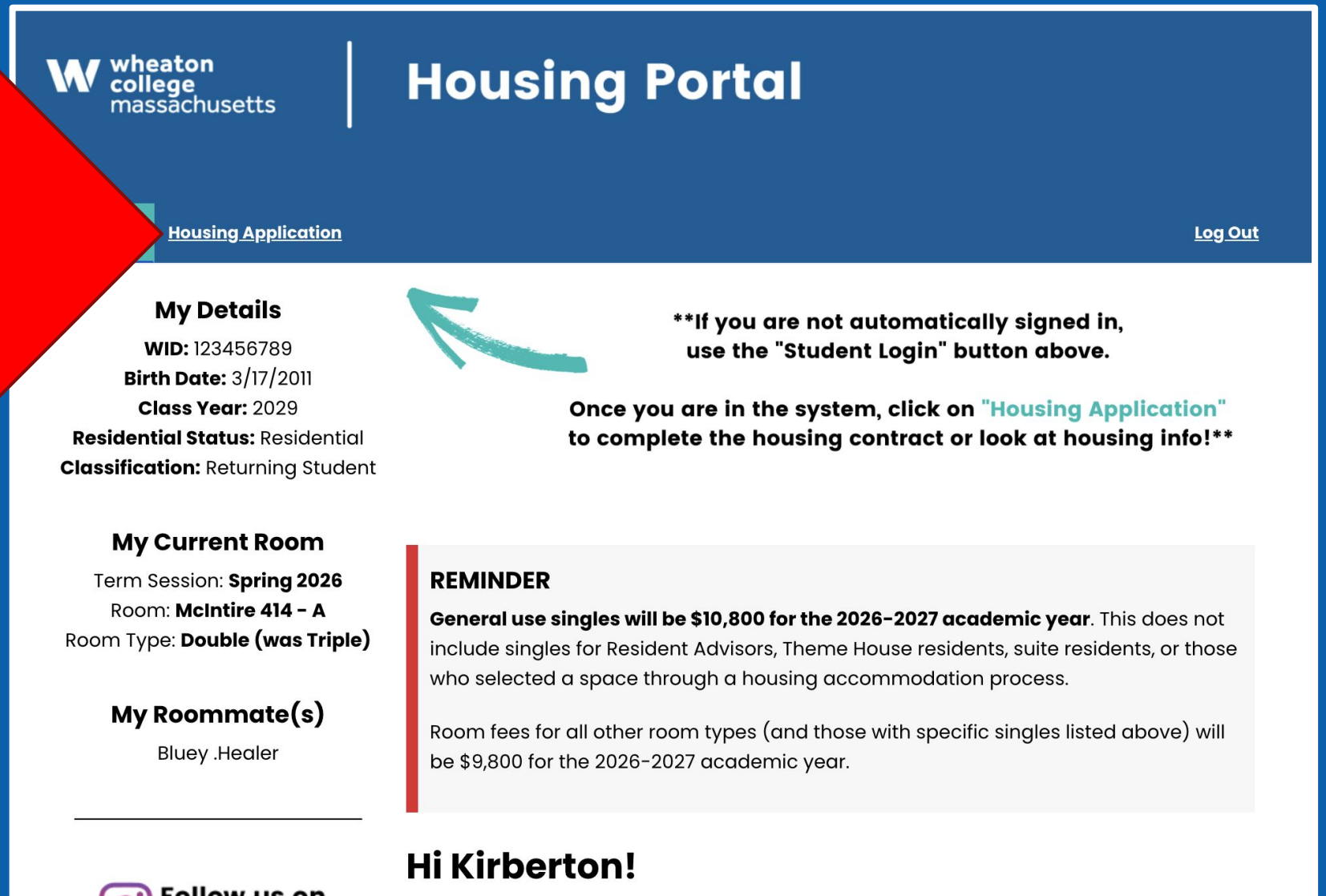


Here is the Home page once you're logged in!

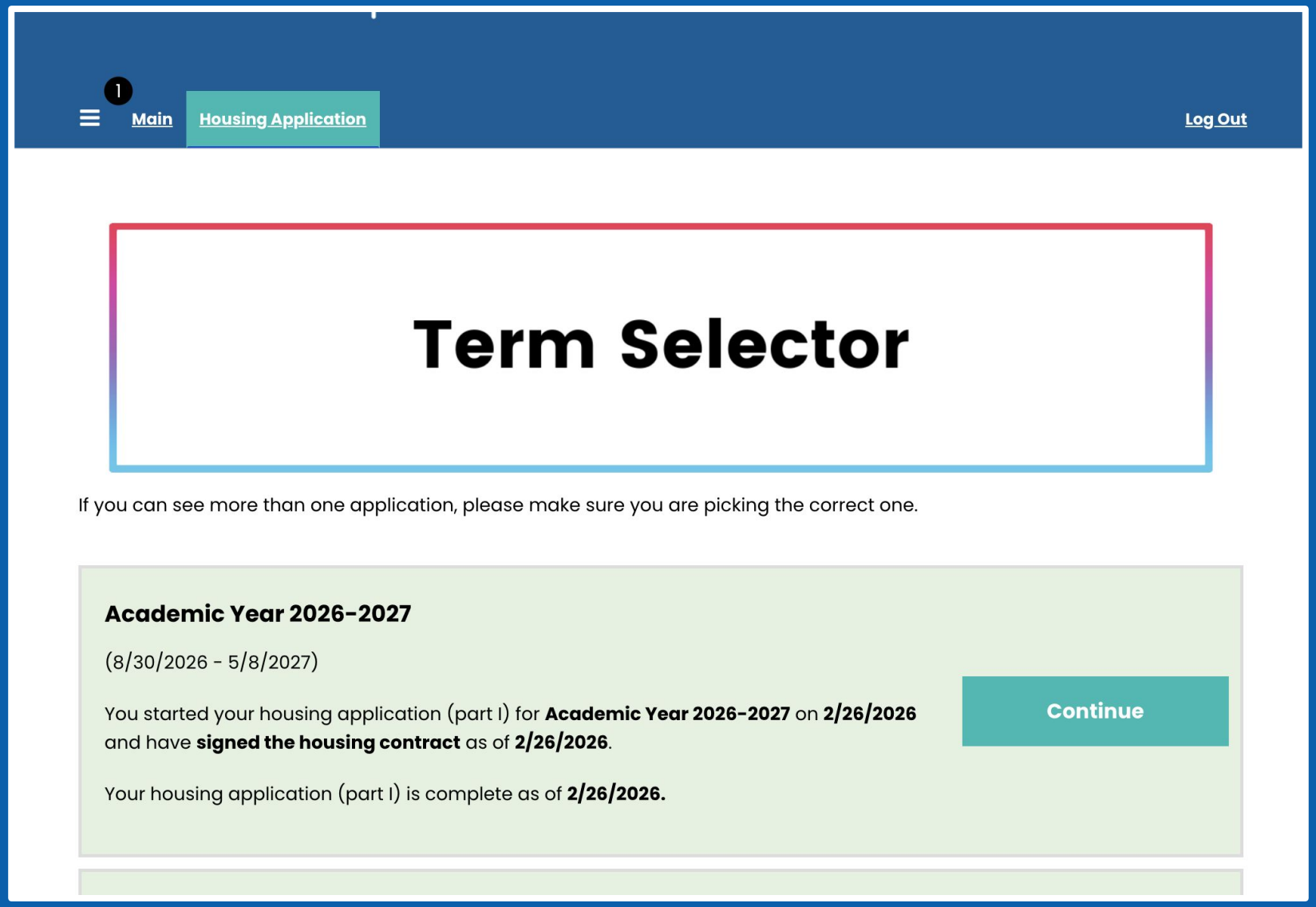
Make sure this is your info!



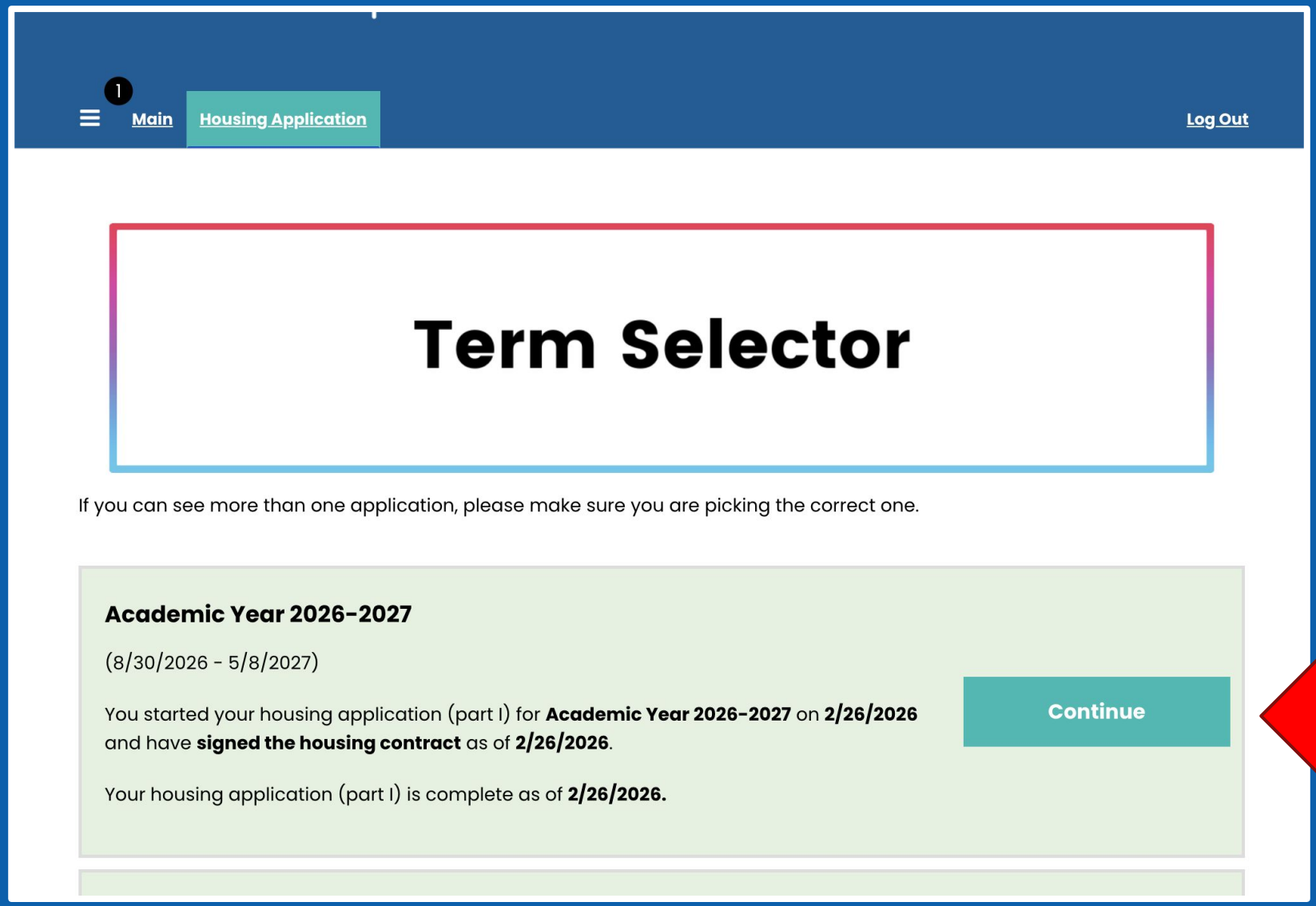
Click on “Housing Application”



That will take you here…

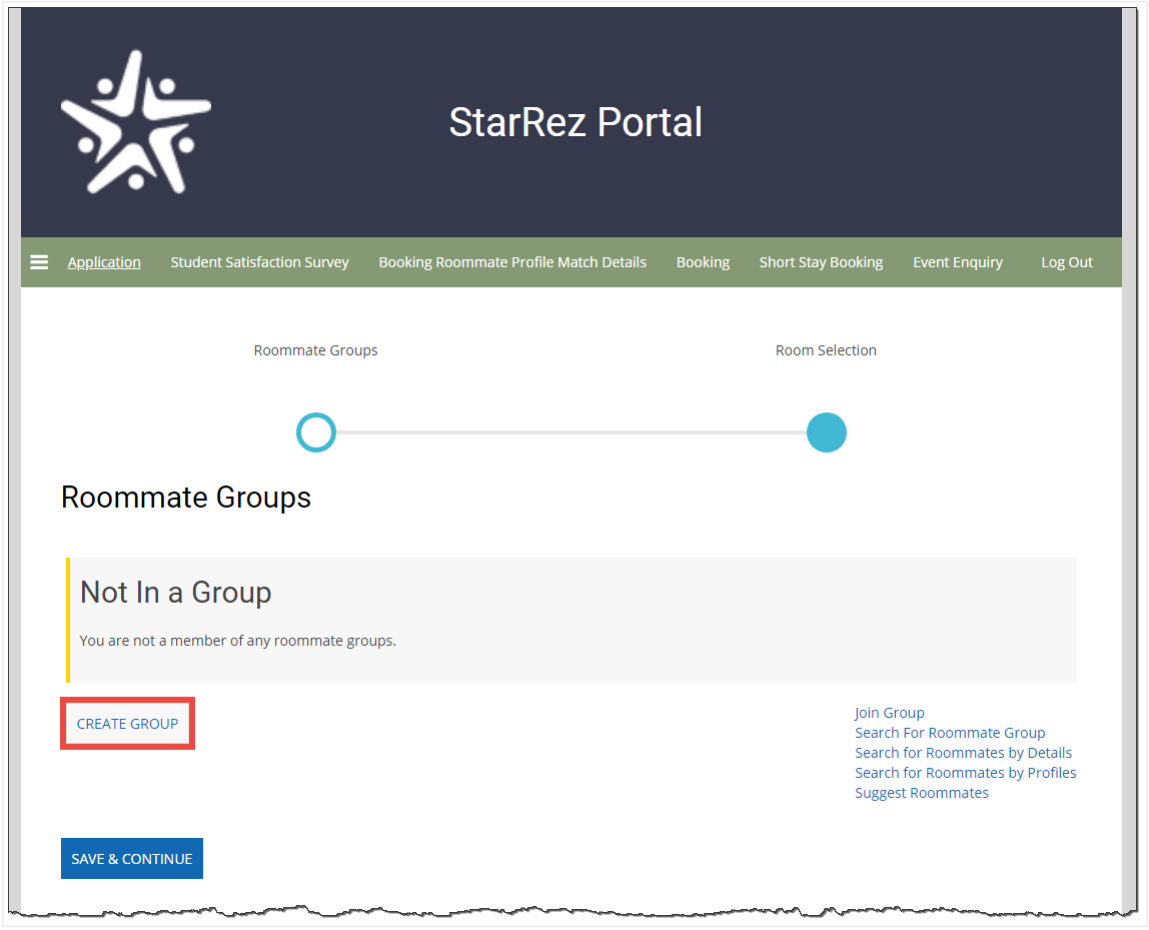


Select the term for the upcoming academic year and hit “Apply” or “Continue.”



Step 3

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

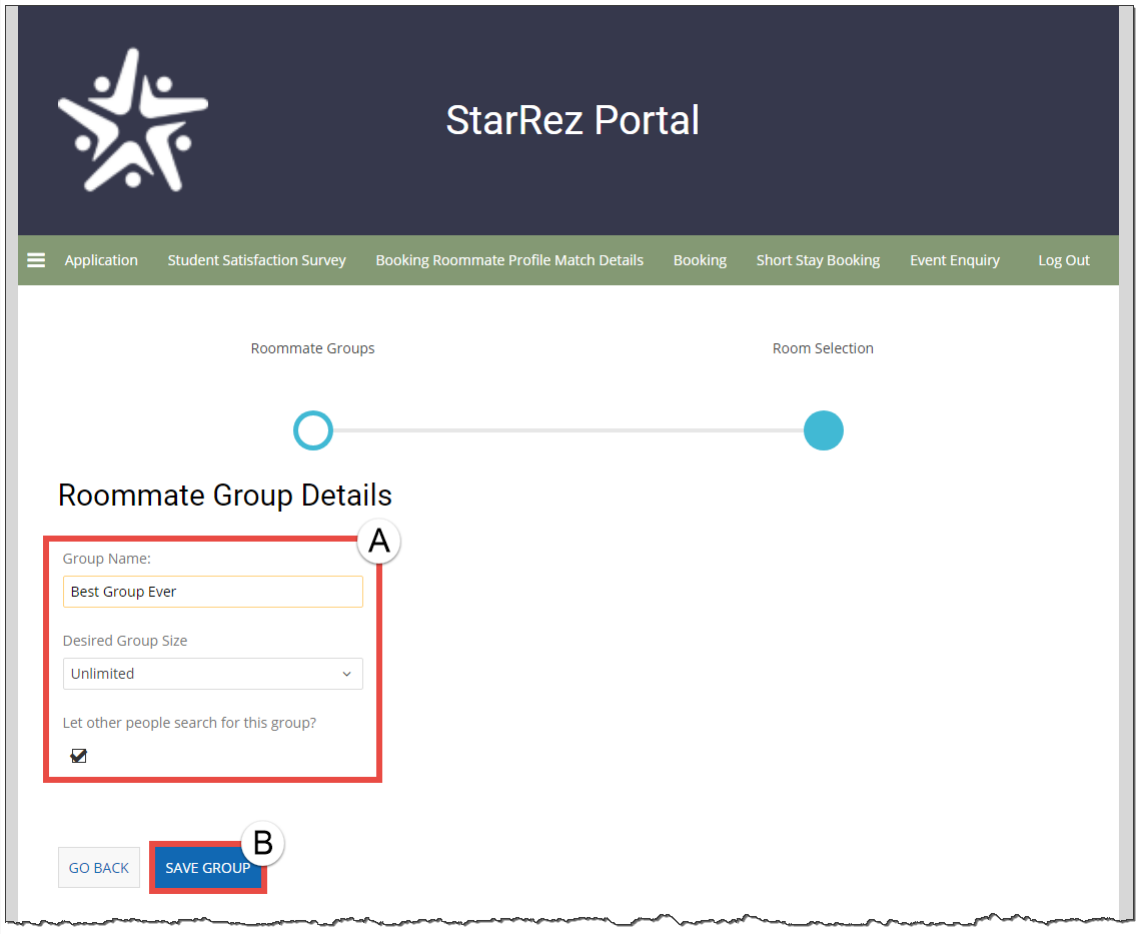


Step 4

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)**.

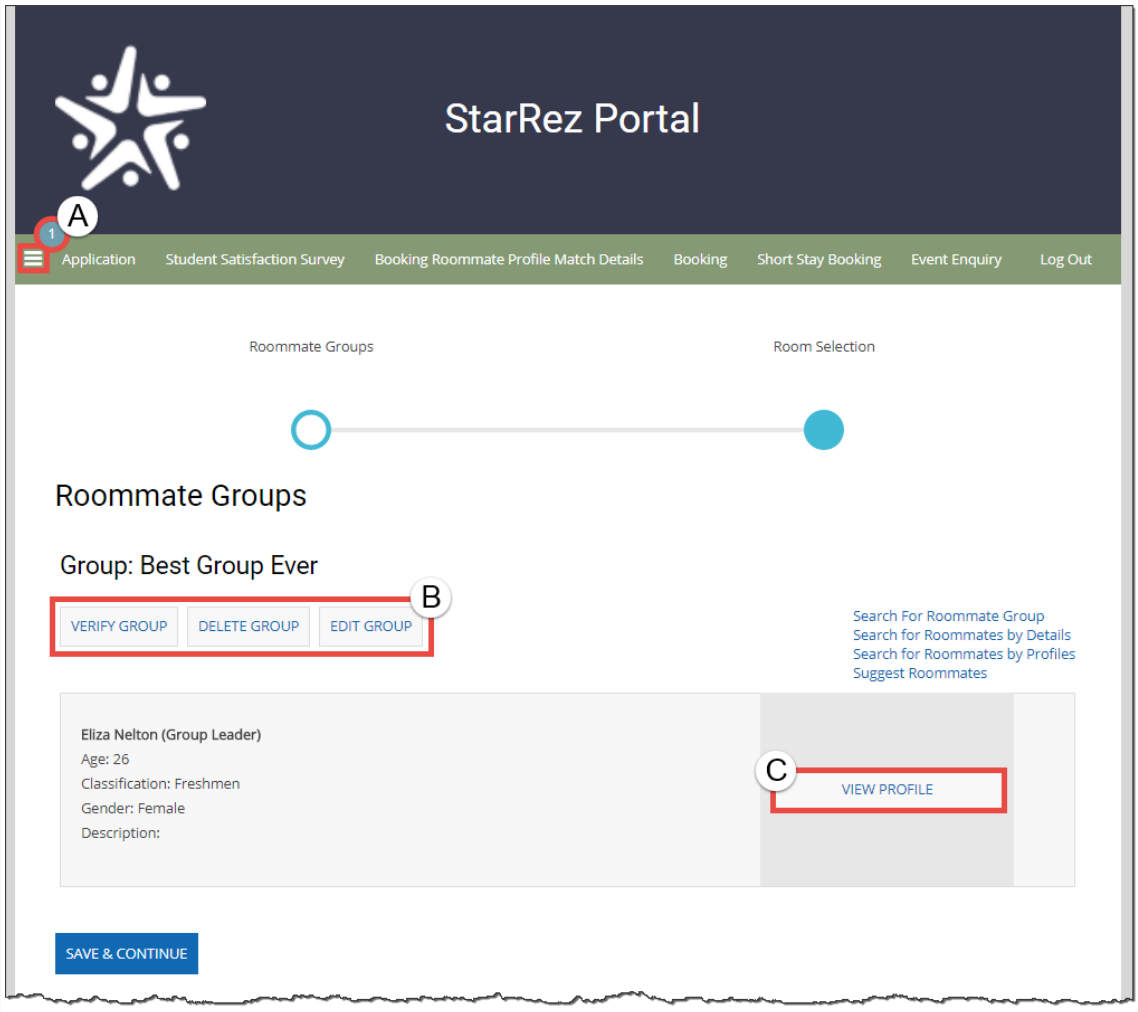


Step 5

The group has now been created.

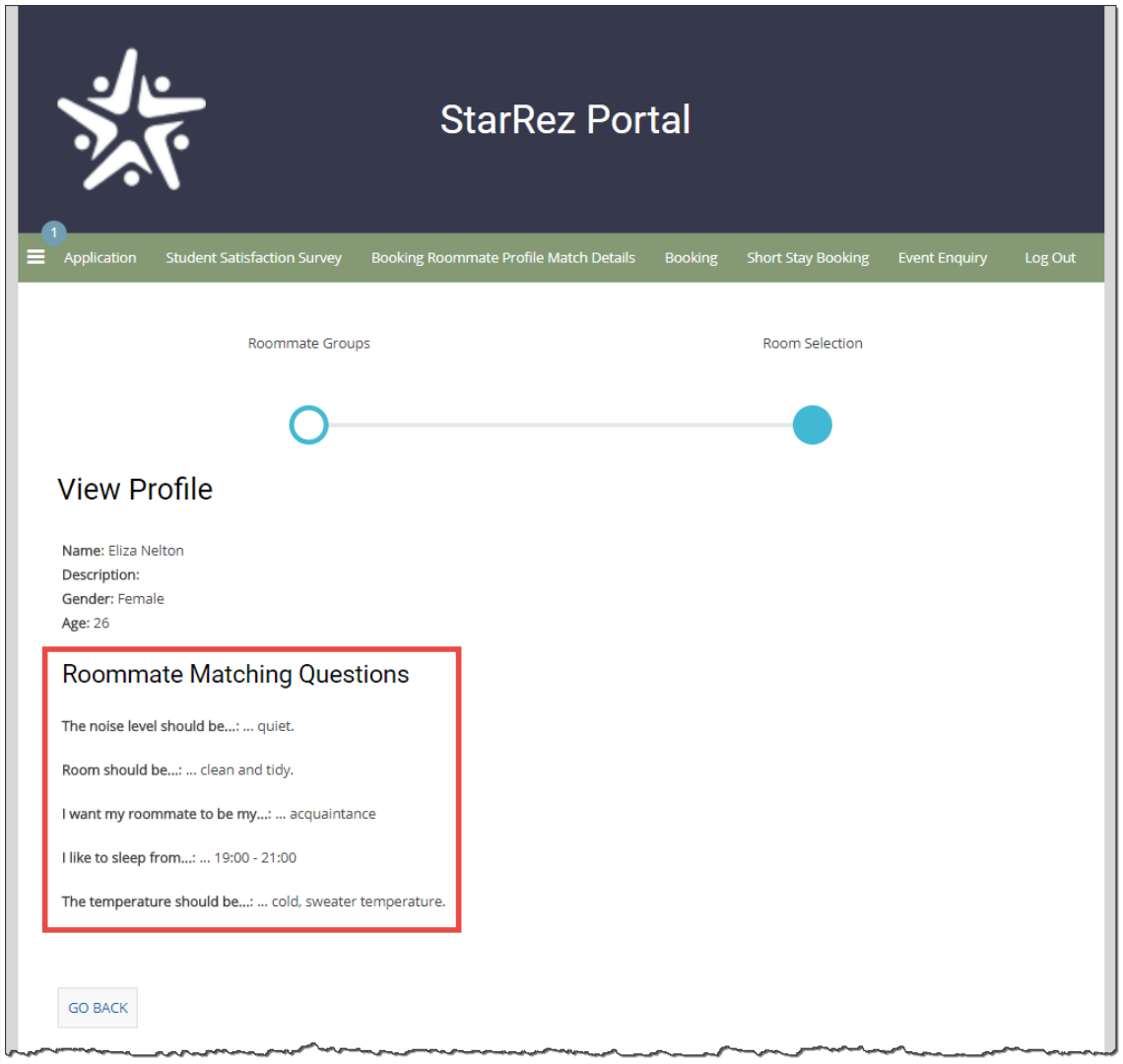
- Click the **Menu (A)** to see a message saying the group has been created.
- Click **Verify, Delete** or **Edit (B)** to preform these actions on the group.
- Click **View Profile (C)** to see the profile created.

Click the button **Save and Continue**.



Step 6

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

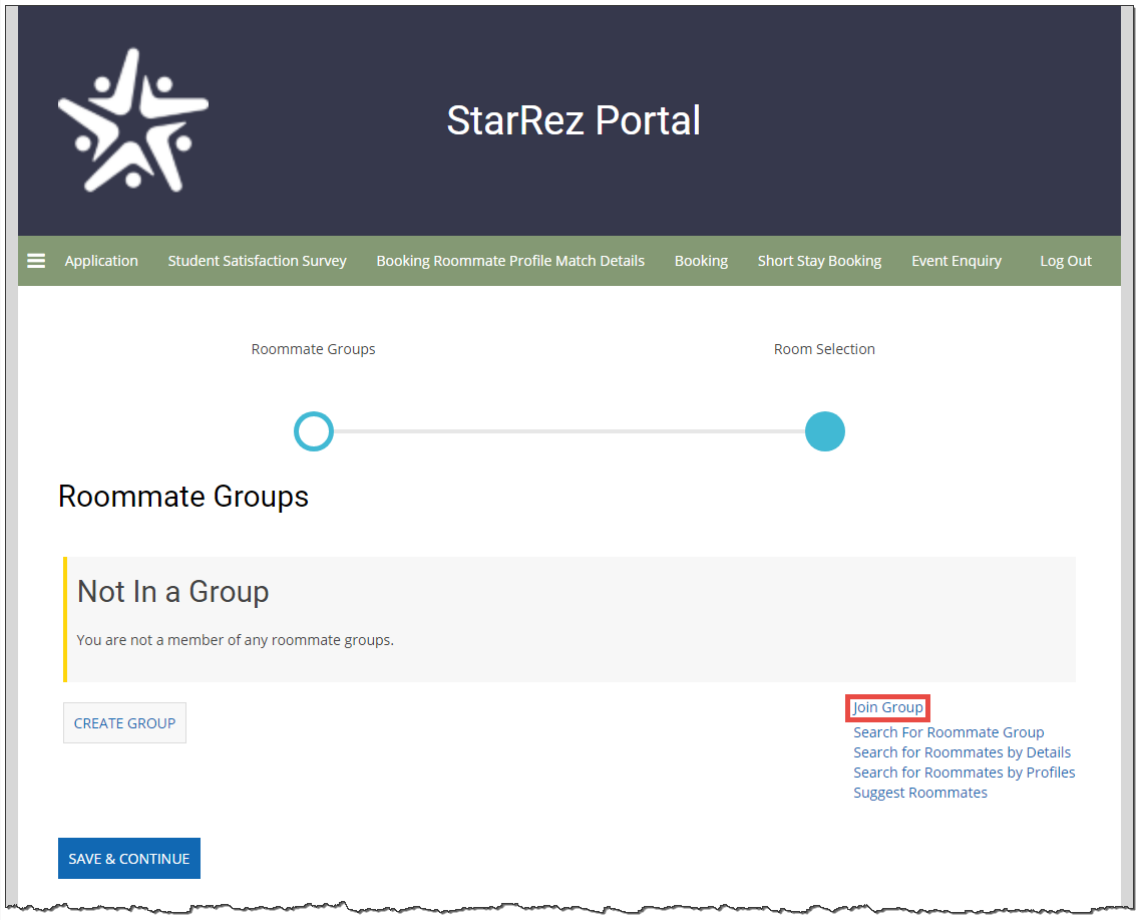


Join Group

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

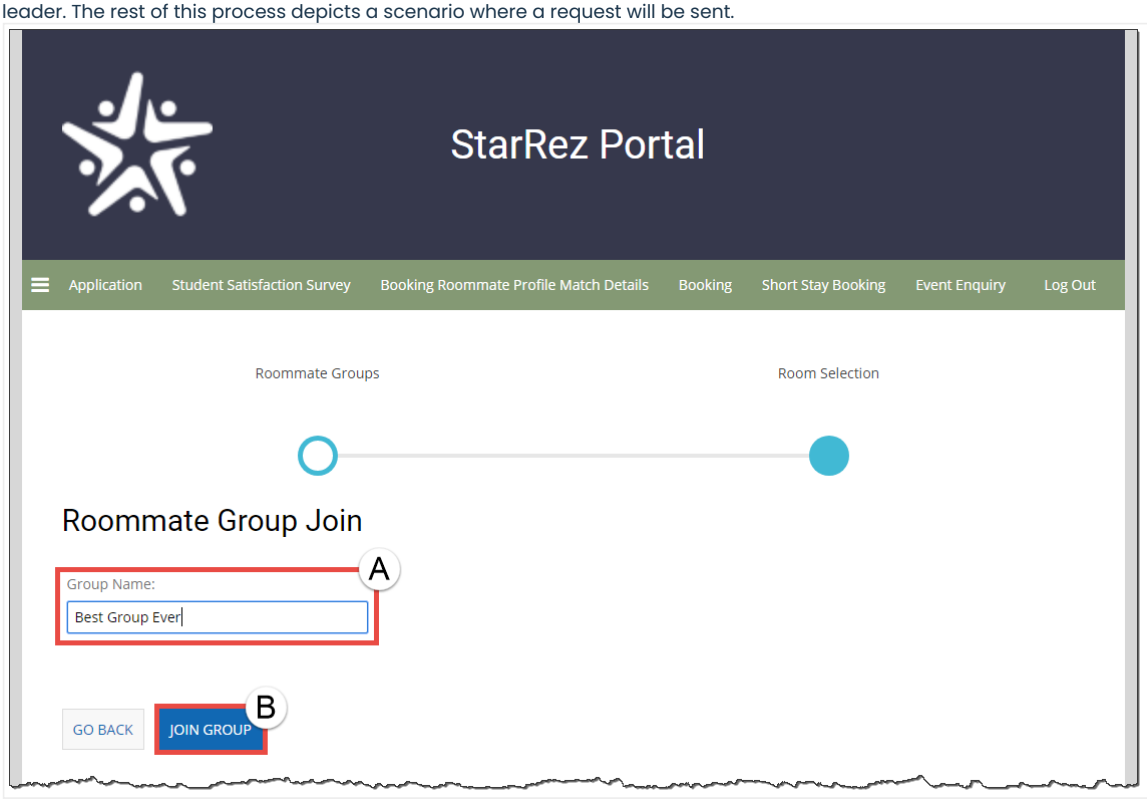
Click **Join Group**.
Note: This option will only be available if the entry has not created their own group.



Step 2

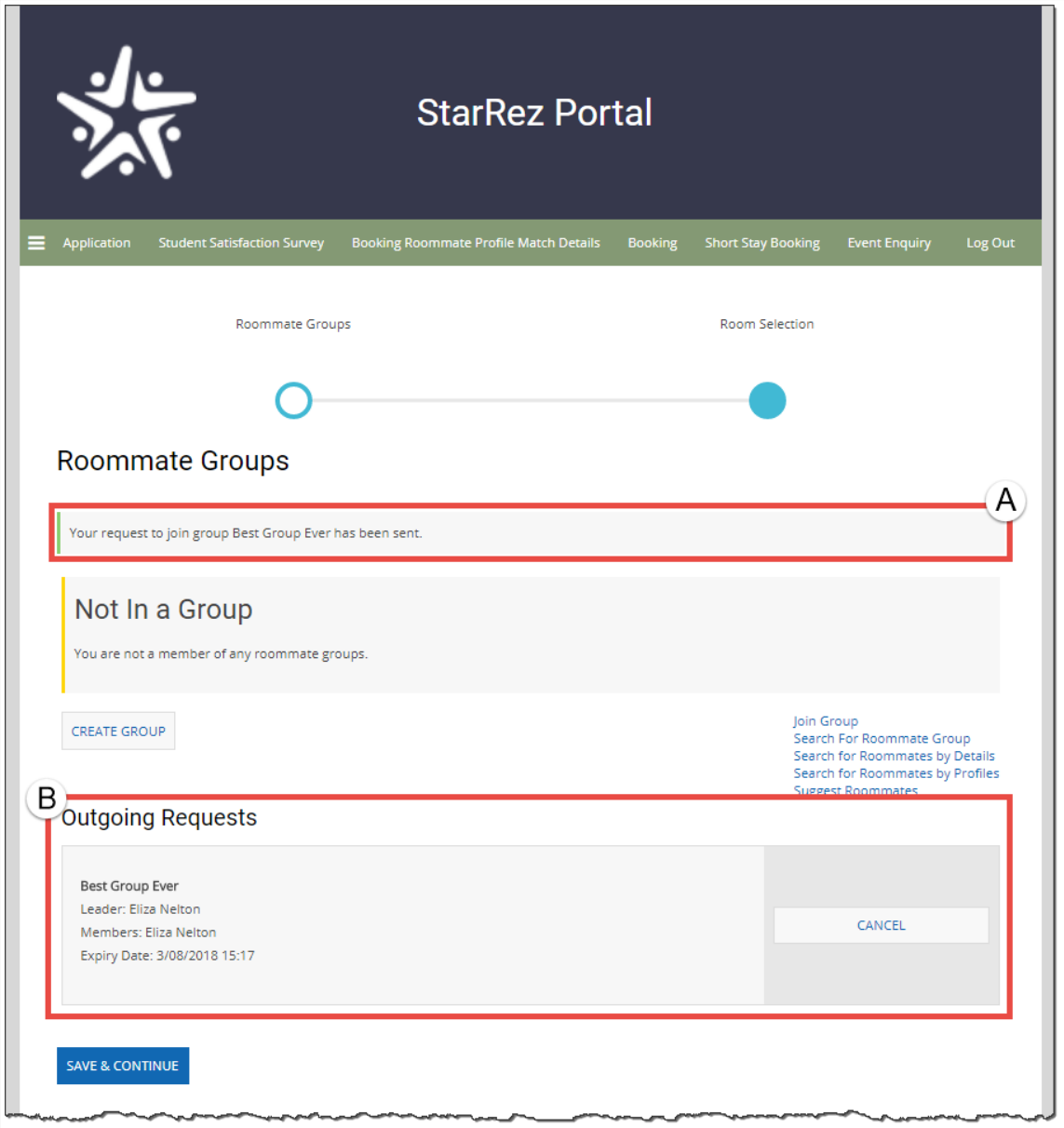
- Enter the **Group Name (A)** of the group you wish to join.
- Click **Join Group (B)**.

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.

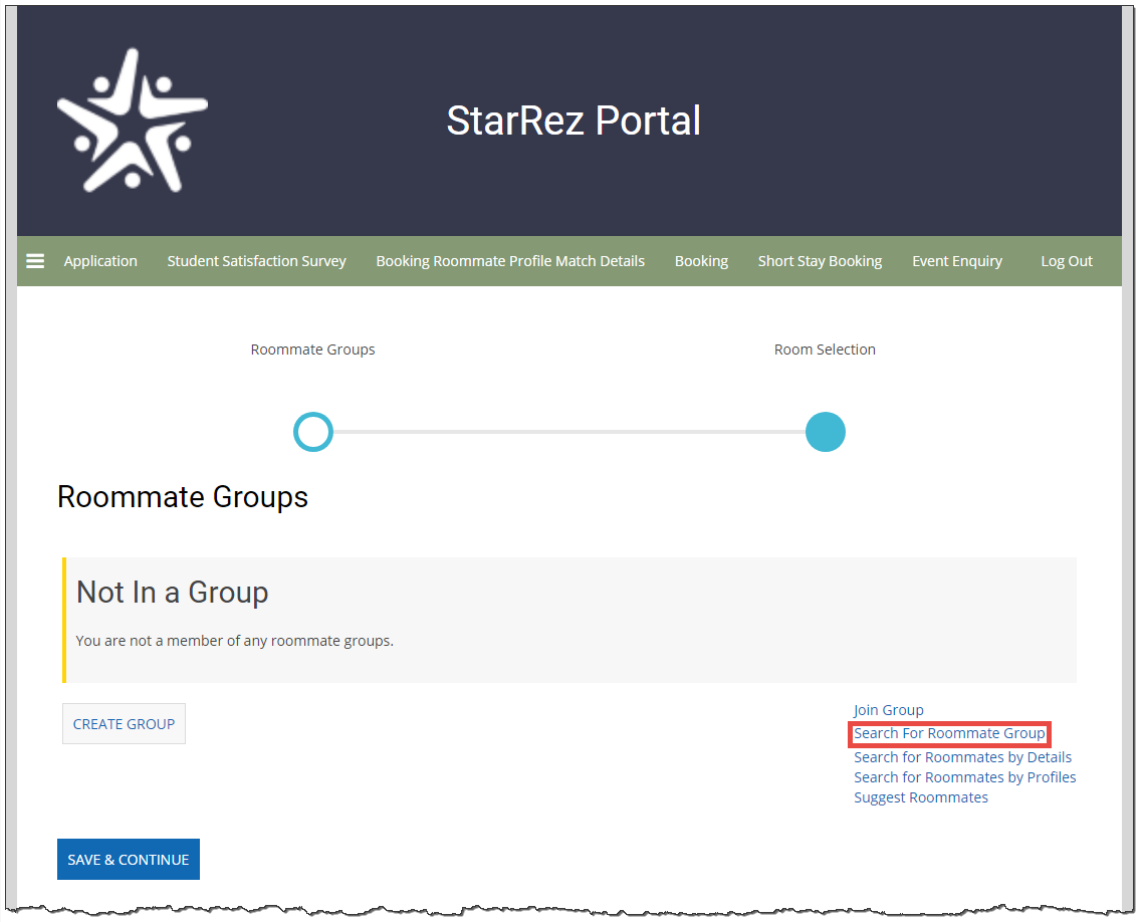


Search For Roommate Groups

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.

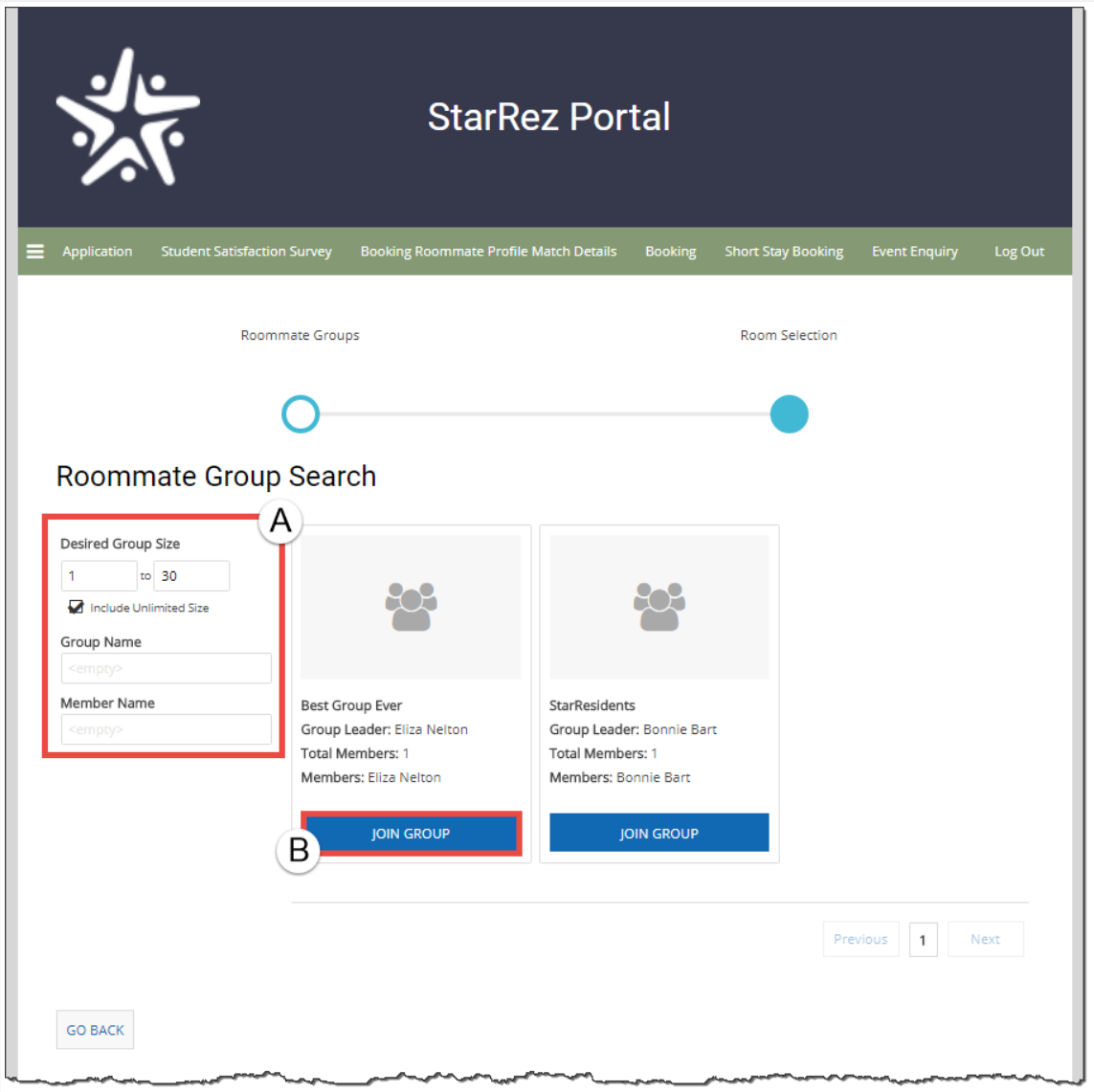
Step 1

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



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.



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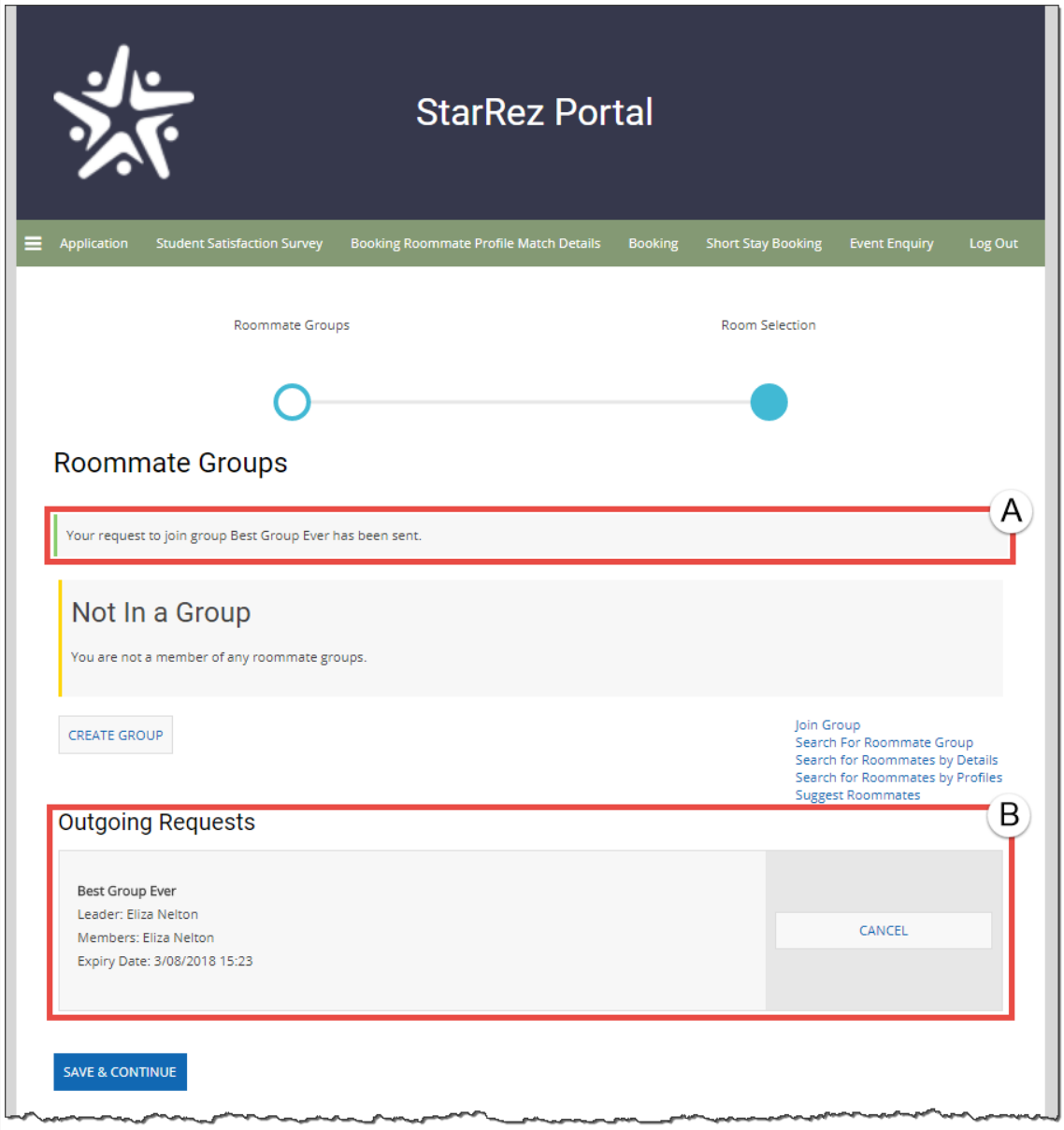
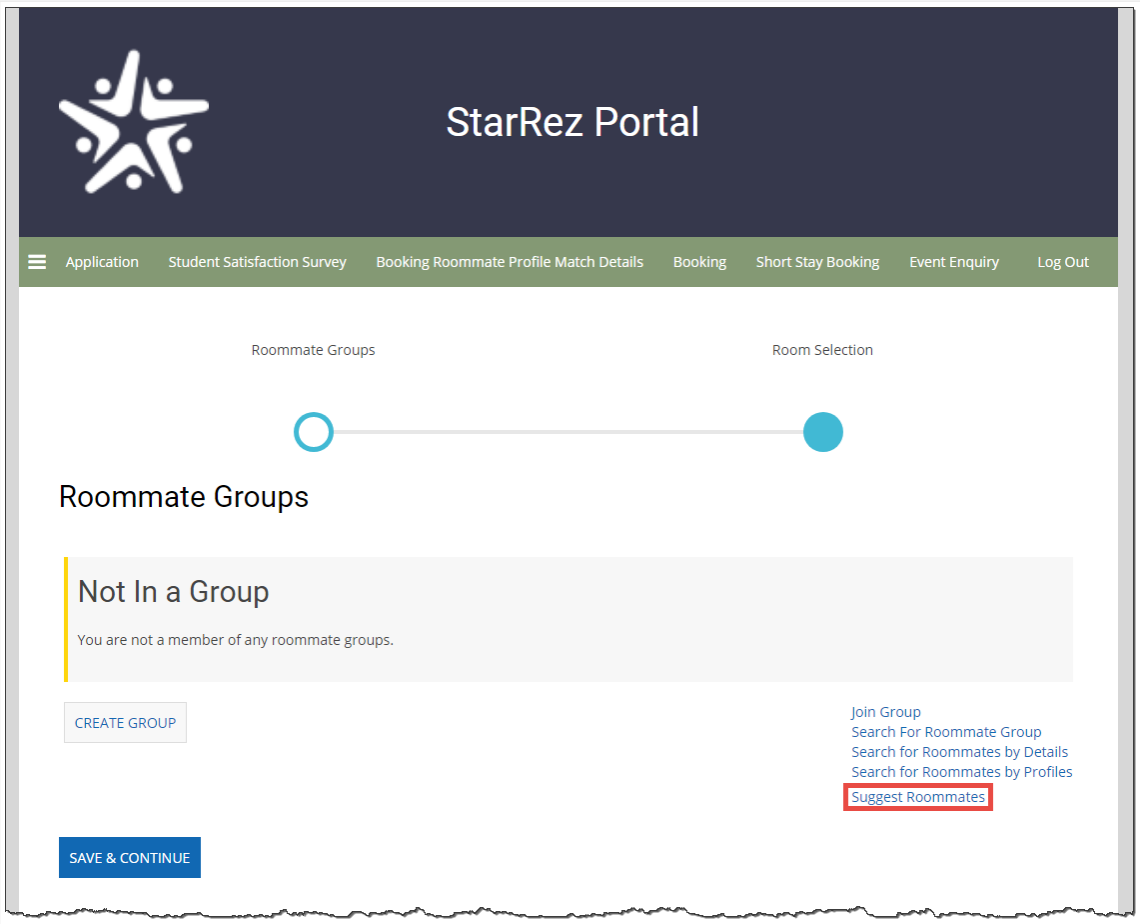


Suggest Roommates

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

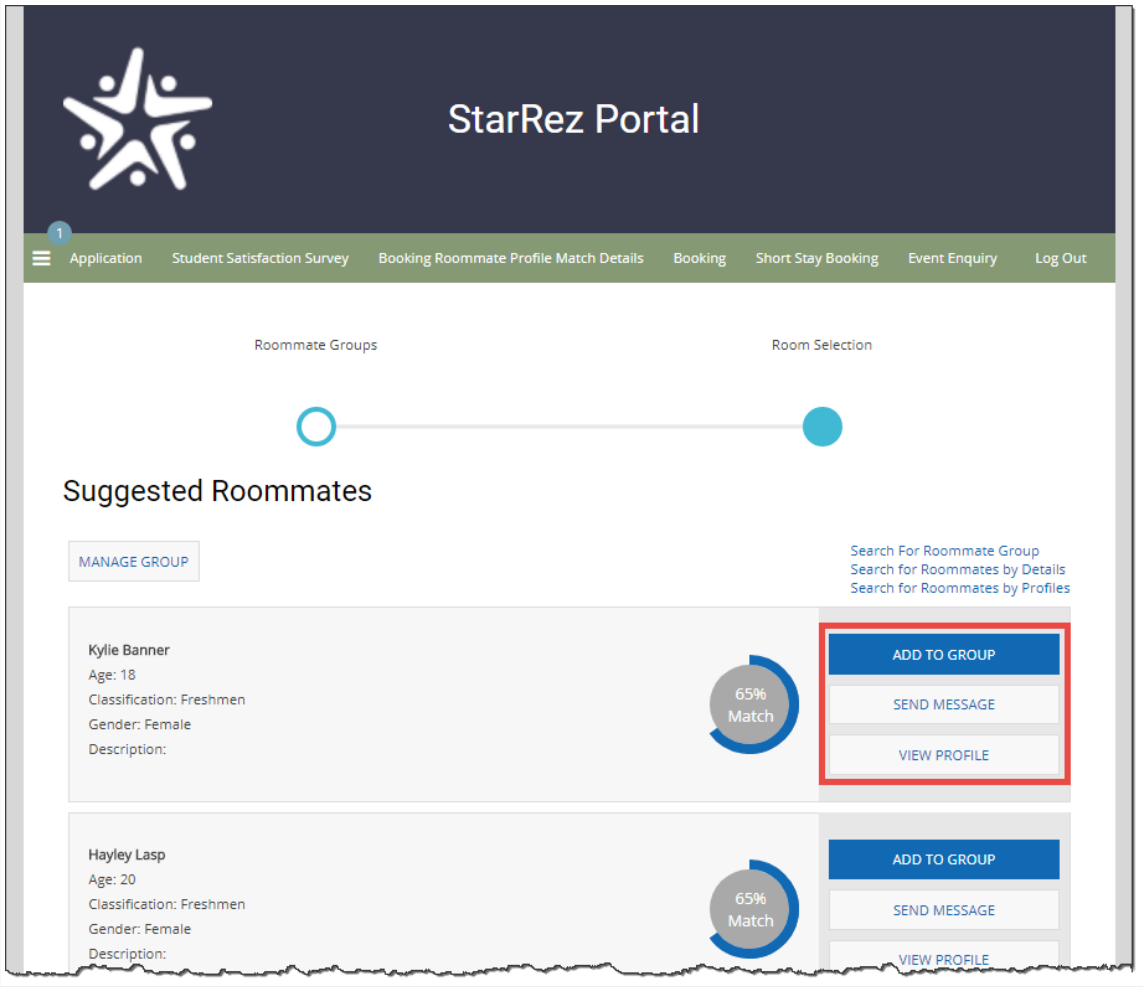
Click the link labeled **Suggest Roommates**.



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:

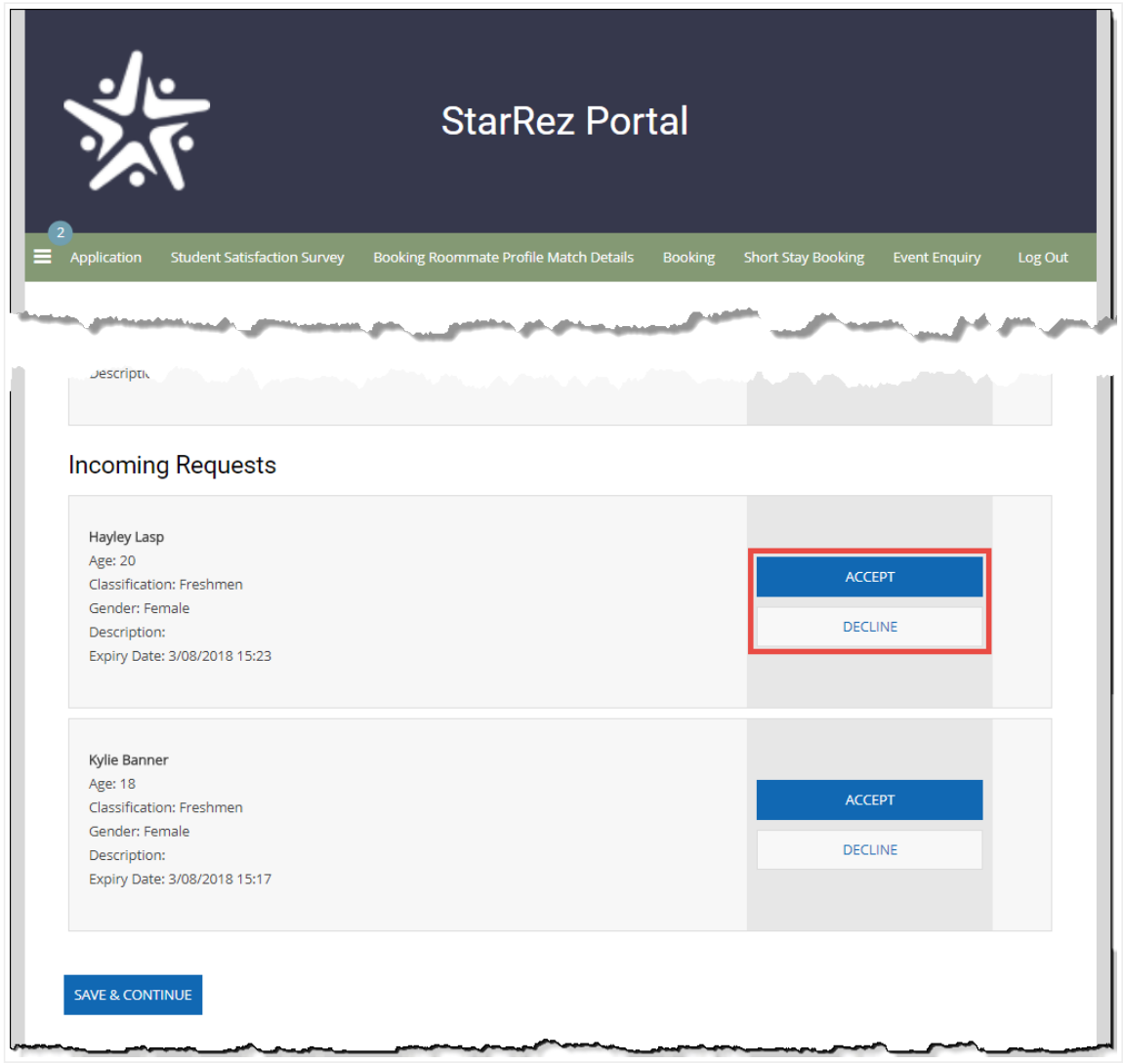
- Add To Group
- Send Message
- View Profile



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.



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.