# Roommate Search Tutorial Guide

## Housing Selection
## Continuing Students
## 2018–2019

**Congrats! You have completed:**

**Step 1:** Online Housing Application and TB Clearance by the deadline of 3 p.m. on March 2

and

**Step 2:** $500 Initial Payment by the deadline of 3 p.m. on March 2.

# NEXT STEPS

## Step 3: Roommate Search Wizard

### (March 9–12)

Identify Your Roommate(s)/Housemates

Log on to the Housing Portal.

Click on 2018–2019 term and then click on "Save & Continue."



**HOUSING PORTAL**

Home   Application

**Click on "Application"**

**Welcome to the Housing Portal**

Hello .Gabriela .Contreras.

Please use the menu above to navigate to the online Housing License Agreem

Please click on the term and click on Save & Continue to begin your application/license agreement.

○ Academic Year 2018-19 (Fall, Spring)

○ Spring 2018

Please be sure to check your Cal State LA email account for all communication from Housing and Residence Life.

Please add our email account ( askhousing@calstatela.edu ) to your contacts, if you have your Cal State LA email account forwarded to a personal email to avoid our emails to be placed in the junk email folder.

Save & Continue

# Click On Tab 6, Roommate Search, From The Application Menu

The roommate search function will allow you to manage your list of requested and accepted roommates. In order to search for specific predetermined roommates, you will need their legal names. There are three ways to find a roommate: search by details, search by profile questions, or browse matching roommates. If you browse matching roommates, this information is entirely based on answers to a profile questionnaire.

# Search For Roommate(s) By Details (Name And CIN):

Searching for a predetermined roommate will require their legal name and CIN in order to search for them in the Housing Portal. Only if your roommate(s) have an application on file will they show up in this search field. Here is where you would view profiles to ensure compatibility and submit a request. Although you have predetermined your roommate(s), you must request one another and accept those requests to be paired as roommates. (In other words, it must be mutual.) *Note: This option is only available for students who are eligible to participate in the Housing Selection Process, all eligible students will have a lottery invitation email they can share to assist in verifying their eligibility.*

**ROOMMATE SEARCH - Search By Details**

(Step 6 of 15)

Main | **Search By Details** | Search By Profile | Browse Matching

**If you are interested in requesting a specific person as your roommate**, please enter their Campus Identification Number (CIN) below to search for the person and request them as your roommate. You may also search them by first name and last name.

You may receive a no match found message, if the other person has not started or completed their Housing License Agreement.

Student Number:

Last Name:

First Name:

Search

# Search For Roommate(s) By Profile Questions:

You can search for roommates utilizing one or more of the student profile questions. This function will allow you to identify potential roommates based on their answers. For example, if study or sleep habits are a major factor for you when searching for a roommate, you may select related questions to search for students who are the most compatible to you in those specific areas only. If any of the roommates listed interest you, you may submit a roommate request. A roommate request goes directly to a student's Cal State LA email, notifying them that another student has requested them as a roommate. Students receiving roommate notification emails must re-enter the Housing Portal to accept that roommate request in order to confirm a mutual agreement.

*We recommend monitoring your email for requests from other students and/or confirmations of your requests to other students.*

**ROOMMATE SEARCH - Search By Profile**

(Step 6 of 15)

Main | Search By Details | **Search By Profile** | Browse Matching

When using this section you are selecting one or more (but not all) profile questions in which you wish to identify as an important matching point. For example: You may not have a preference regarding what type of music a person listens to, but you have a preference about their study habits. This section will allow you to pick and choose what profile questions you are matched on specifically rather than matching on your full profile.

This wizard will allow you to identify potential roommates and send an email to them to notify them that you are interested in being roommates. They will then respond using this system to accept your roommate request or decline your roommate request.

All emails are sent through our housing system to their Cal State LA to ensure student's privacy.

**Study Habits**

☐ **How often do you study in the afternoon?***
Never                                        Always

☐ **How often do you study in the evening?***
Never                                        Always

☐ **How often do you study in the morning?***
Never                                        Always

# Search By Suggested Roommates (Compatibility Matching):

This option allows you to view how you compare with other students the system. The list will provide suggestions based on how you and other participants answered the student profile questions. These suggestions are offered as a tool to assist you in searching for matches. If you are interested in any of the suggested roommate matches, you may submit a roommate request to email the student. Students receiving roommate notification emails must re-enter the Housing Portal to accept that roommate request in order to confirm a mutual agreement.

*We recommend monitoring your email for requests from other students and/or confirmations of your requests to other students.*

# How To Submit A Roommate Request:

Whether you are requesting a predetermined roommate or using the roommate search functions to find your match, once you've identified a roommate of interest you must submit a roommate request. A roommate request goes directly to a student's Cal State LA email notifying them that another student has requested them as a roommate. Students receiving roommate notification emails must re-enter their Housing Application on the Housing Portal to accept the request.

*Note: only accepted requests will create a confirmed roommate for Housing Selection. If you fail to request roommates or accept a roommate request, you will not be linked to your roommates in the system, which will prohibit you from participating in the process together. In other words, if you miss this step, you won't be able to live together.*
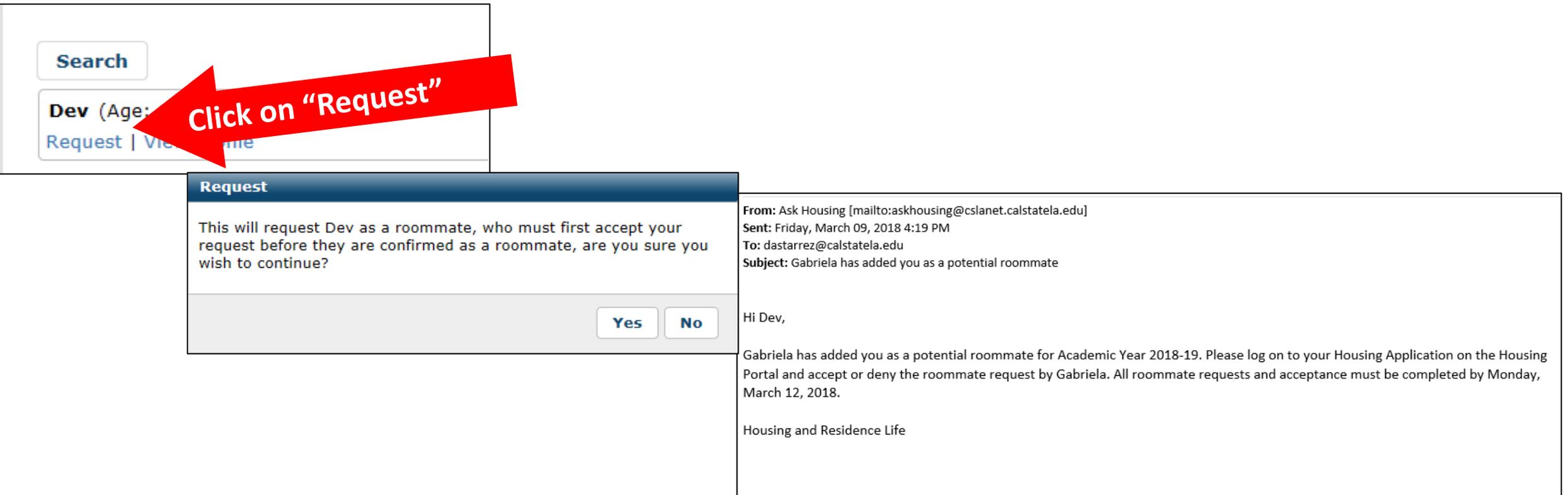
**Search**

**Dev** (Age:

Request | Vie... ...me

**Click on "Request"**

**Request**

This will request Dev as a roommate, who must first accept your request before they are confirmed as a roommate, are you sure you wish to continue?

Yes    No

**From:** Ask Housing [mailto:askhousing@cslanet.calstatela.edu]
**Sent:** Friday, March 09, 2018 4:19 PM
**To:** dastarrez@calstatela.edu
**Subject:** Gabriela has added you as a potential roommate

Hi Dev,

Gabriela has added you as a potential roommate for Academic Year 2018-19. Please log on to your Housing Application on the Housing Portal and accept or deny the roommate request by Gabriela. All roommate requests and acceptance must be completed by Monday, March 12, 2018.

Housing and Residence Life

# How To Accept A Roommate Request:

Your list of roommate requests will show up in the Roommate Search step tab as **_Requested Roommates_**. If you are the recipient of a roommate request, you will see the "Accept Request" and "Decline Request" links by the requester's name. We recommend reviewing the profile of your requester prior to accepting any roommate requests.

To accept the request, click on "Accept Request." Once you have accepted the request, you will be a confirmed roommate of the requester and officially linked in the system for the Housing Selection Process.

To decline the request, click on "Decline Request." Once you decline a request, it will send a notification to the requester that you have declined their roommate request.

**Requested Roommates**

**Dev** (New, Age: 17)
This person has requested you as a roommate. You may accept or de

Accept Request | Decline Request | View Profile

*View Profile*

**Added** **oommates**

*Accept Req.* *Decline Req.*

Y          have not add     ny roommates. You can search for roommates using the link below.

**Search** **roommates**

Sear       r roommates by         s
Sear       r roommates by         ing their details

Rem        er: Smoking is prohibited (not allowed) inside any State Building including Student Housing Apar
allowed in designated areas in Housing.

**Save & Continue**

# Take One Last Look At Your Roommate Search Main Page

Before the roommate search tab closes on March 12, please review your roommate search main page to verify you have finalized and confirmed all requested roommates of choice. Your <u>mutually confirmed roommates</u> will show up under **Added Roommates**. These are the roommates you will participate in the Housing Selection Process with in Step 4. Roommate(s) who remain under **Requested Roommates** past the March 12 deadline cannot be confirmed during the self-selection process (Step 4).

**Added Roommates**

You currently have not added any roommates. You can search for roommates using the link below.

**Requested Roommates**

You have no roommate requests.

**Search for roommates**

Search for roommates by details
Search for roommates by entering their details

*Remember: Smoking is prohibited (not allowed) inside any State Building including Student Housing Apartments. Smoking is only allowed in designated areas in Housing.*

Save & Continue

# Step 4:  Lottery And Room Self-selection Process

(March 19–30)

Identify Select Bedroom & Bed Space

*Students will be emailed a tutorial about Step 4 prior to March 19.*